

# Permission / Exemption Request for AOC Operators/NCC/SPO



For best results please download the form to your device and open it in Adobe Acrobat.

Submission instructions can be found at the end of the form.

## FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

Required Information	Insert as much detailed information as possible or 'N/A'
Operator/Organisation Approval No. (i.e. AOC Number, NCC or SPO reference, if applicable).	
Operator Email.	
Operator Telephone.	
Date of request.	
Does this request require a <b>Same Day Service</b> (i.e. less than 24 hrs notice - for which there is an additional charge)?	Yes      No (If Yes you must provide payment for the Same Day Service.)
Name of Responsible Person authorising request.	
Name of Company/Operator.	
Provide a full description of the activity you intend to conduct which requires a Permission or Exemption from the regulations.  (Attach as a separate document if necessary)	
With reference to which Article, Rule or regulation are you requesting the Exemption or Permission?  (State the ANO Article or SERA/Rules of the Air Regulation)	
What level of easement are you requesting?	
Provide date(s), time and duration of the activity.	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide a description of the location or area of the activity and include precise Ordnance Survey grid references (8 figures).	
Provide the registration and type of helicopter to be used.	
Provide the names of the pilot(s) and (if applicable) crew.	
What weather minima are deemed by you, as the aircraft operator, to be appropriate for the activity to be conducted?	
Is the activity to take place by day and/or by night?	Day only <input type="checkbox"/> Day and Night <input type="checkbox"/> Night only <input type="checkbox"/>
What additional equipment (e.g. camera system, external load etc) will be carried? (Attach as a separate document if necessary)	
What additional personnel (e.g. task specialists, ground crew etc) are involved in the task? How will they be briefed? (Attach as a separate document if necessary)	
Provide details of the landing or operating site. Accurate diagrams including available distances and obstructions should be included. (Attach as a separate document if necessary)	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide details of the intended performance class in which the helicopter will be operated and include specific performance data where this will be task-limiting.	
You must provide a separate detailed risk assessment / SMS safety case for the proposed activity.	Insert supporting document reference or title:  (The risk assessment should be attached to the request as a separate document.)
Provide details (where applicable) of existing Operations Manual references / FSI guidance.  (Attach as a separate document if necessary)	
Where appropriate provide additional information including photographs and/or diagrams on separate numbered sheets.	

### Application Form Submission Service (Submit)

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.