

# Application for a One-Off Third Country Operator Notification for carriers from countries other than the UK



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, complete in BLOCK CAPITALS using black or dark blue ink.

Before making an application you should familiarise yourself with the guidelines for foreign airlines wishing to operate services to the United Kingdom at [www.caa.co.uk/TCO](http://www.caa.co.uk/TCO)

Please complete all sections on this application form. Please note, an incomplete form, or failure to submit supporting documentation, may delay your application.

## 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, licence, 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 up to two years imprisonment or both.

## 1. AIR OPERATOR CERTIFICATE DATA TO WHICH THE CERTIFICATE IS TO BE GIVEN (CERTIFICATE HOLDER)

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

AOC Name: .....

Nationality of AOC Holder: ..... ICAO Designator: .....

Contact Name: .....

Air Operator Certificate (AOC) Number : .....

Correspondence Address: .....

Telephone inc. Country code: (00).....

Email address: .....

## 2. APPLICANT IF NOT THE OPERATOR (HANDLING AGENT, LEGAL ENTITY, ETC.)

This application will be considered in respect of and, if appropriate, granted or issued to, the operator named in section 1

Organisation Name: .....

Nationality of Organisation: ..... ICAO Designator (if applicable): .....

Contact Name: .....

Correspondence Address: .....

Telephone inc. Country code: (00).....

Email address: .....

3. Technical Data		
3.1 Air Operator Certificate	a) AOC issued by the Civil Aviation Authority of:	
	b) AOC Number	
	c) AOC issue date	
	d) Expiry date (if applicable)	
<b>Important note:</b> A copy of the company's Air Operator Certificate (AOC) and the associated operations specifications must be submitted as supporting documents with this form.		
3.2 Domain of intended operations	Aeroplane Helicopter Aeroplane + Helicopter	
3.3 ICAO Operator 3-letter code (if applicable)		
3.4 I hereby confirm that my organisation is not subject to any operating ban or operational restriction, i.e. listed in Annex A or Annex B of the UK Safety List [UK statutory instruments 2019 No. 645 The Aviation Safety (Amendment etc.) (EU Exit) Regulations 2019, PART 3 Amendment of principal EU Regulations, CHAPTER 2 Amendment of Regulation (EC) No 2111/2005]	Yes	No
3.5 I hereby understand and accept that this one-off notification will become invalid if any organisation has not applied for a full TCO authorisation within the next 10 <u>working</u> days.	Yes	No
3.6 I hereby understand and accept that the final decision for the approval of the operating permits rests with the <a href="#">CAA foreign carrier permits team</a> .	Yes	No
3.7 I hereby understand and accept that following an unsatisfactory technical review of this notification form (and supporting information), the CAA may, at any time, immediately remove the one-off notification privileges. The basis for such a decision includes, but is not limited to: justifiable safety concerns, false declarations, an invalid Air Operator Certificate, inappropriate reasons for request, operator subject to UK ban, etc.	Yes	No
3.8 I hereby confirm that my organisation did <u>not</u> apply for a one-off notification within the preceding 24-months.  If "No" (my organisation applied for a TCO authorisation within the preceding 24-months), please specify the TCO code assigned to your organisation (e.g. UKOFTCO-0234):	Yes	No
3.9 I hereby confirm that all flights will be performed in accordance with international aviation standards, as well as the applicable rules of the air and airspace requirements of UK, Channel Islands, Isle of Man and Overseas Territories.	Yes	No
<b>3.10 Description of the envisaged commercial air transport operations <u>under the One-off notification</u></b>		
3.10.1 Do you intend to operate a single flight or series of flights?	Single flight	Series of flights
3.10.2 Estimated date of the first flight?		unknown
3.10.3 How would you best describe the intended operation?	Air Ambulance	
	Humanitarian missions	
	Disaster relief operations	
	Flights to be performed in the public interest and where the urgency of the mission justifies by-passing the regular TCO assessment process. Please specify:	

3.10.4 Please describe the circumstances of the envisaged operations under this one-off notification						
3.10.5 What is (are) the intended territories of destination(s) for the flight(s) to be performed?		United Kingdom	Channel Islands	Isle of Man	British Overseas Territories	
3.10.6 Are you authorised by your competent authority to operate to the selected territories of the United Kingdom?		Yes	No			
<b>3.11 Description of the fleet and aircraft to be used <u>under the One-off notification</u></b>						
3.11.1 You will need to provide details of all the aircraft that will enter or leave the United Kingdom in support of this application. You may provide details of aircraft type and registration for up to five (5) aircraft below. Please attach a supplementary sheet with these details if more than five (5) aircraft are to be used.						
	<b>Aircraft 1</b>	<b>Aircraft 2</b>	<b>Aircraft 3</b>	<b>Aircraft 4</b>	<b>Aircraft 5</b>	Please attach supplementary sheets with these details if more than five (5) aircraft are to be used.  Sheets attached? Yes      No
Aircraft type						
Registration						
3.11.2 I hereby confirm that all indicated aircraft have a valid airworthiness certificate.		Yes      No				
<b>Important Note:</b> A copy of a valid <b>Certificate of Airworthiness</b> including, if applicable, the <b>Airworthiness Review Certificate</b> must be submitted as supporting documents with this form for each aircraft declared in 3.11.2 above.						

<b>4. SUPPORTING INFORMATION TO BE SUBMITTED WITH THIS ONE-OFF APPLICATION FORM</b>
<p>The following supporting documents are attached to this one-off notification form:</p> <ul style="list-style-type: none"> <li>Copy of valid Air Operator Certificate</li> <li>Copy of valid Operational Specifications Document (including the list of aircraft covered by this document)</li> <li>Valid copy of the certificate of airworthiness including, if applicable, the Airworthiness Review Certificate for each aircraft declared in 3.11.1</li> </ul>

<b>5. DECLARATIONS</b>
<p>I, the undersigned, hereby apply for a UK One Off Third Country Operator Notification and I declare that, to the best of my knowledge and belief, the statements given in this application are true.</p> <p>Signed ..... Name.....</p> <p>Position in company .....</p> <p>On behalf of .....</p> <p>Date .....</p>

## 6. CHARGES AND FINANCIAL DECLARATION

This application is subject to a fee of £96 in Sterling (GBP) that must be received by the CAA before the application will be processed. The CAA can only receive payment for this application by credit/debit card. Please note that payment of the £96 fee is to process the application only. It is not a fee for the Permit itself, which, if granted, is provided free of charge.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information.

I am applying for a Foreign Registered Aircraft Permit – Scheduled or Series Charter Permit

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Scheme of Charges ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant: .....  
(as shown in 2(a) above)

Signature of Applicant (named in 2(a) above): .....

or Signature of Authorised Representative (named in 2(a) above): .....

Date: .....

## 7. SUBMISSION INSTRUCTIONS

The permit holder may be required to be designated by its home state under the terms of the relevant Air Services Agreement in order to operate the permitted services.

Where this form requires you to provide additional documents such as an insurance certificate, you must send these with this form, including for any leased aircraft. You can find further information about this at [www.caa.co.uk/foreigncarrierpermits](http://www.caa.co.uk/foreigncarrierpermits). The CAA retains the right at any time to seek any additional information to establish the validity of applications and associated documents and will if necessary invoke its powers under the Air Navigation Order against any permission it may have issued if that information is not provided.

Payment – Please see [Payment Authorisation Form](#).

Contact

When you have completed this Form, please send it, with any attachments, to:

Email: [TCO@caa.co.uk](mailto:TCO@caa.co.uk) (do not include payment details in main email body)

Tel: +44 (0) 33 0138 3484

Fax: +44 (0) 20 7453 6322

## 8. PRIVACY NOTICE

The UK CAA's Consumers and Markets Group collects and stores your name, address, email, telephone number and Nationality (not routinely) for the purpose of processing an application for a One-off third country operator notification. We may also share such information on an ad-hoc basis with the UK Department for Transport (DfT) and UK Border Forces for Aviation Security purposes as part of the National Aviation Security Plan.

### Why we process your personal information

The processing of your personal information is necessary for the performance of a task we carry out in the public interest or official authority vested in us in accordance with UK.

### Who sees your personal information and why

We need to share your personal data with internal CAA staff, the DfT's Aviation Security and the UK Border Force's Carrier Engagement Data Analysis Targeting (CEDAT) who act as joint controllers/processors for information and the purpose of processing the application for a One-off third country operator notification. Such information is shared on an ad-hoc basis as part of the National Aviation Security Plan and in accordance of the MoU with DfT under which the CAA administers at the One-off third country operator notification.

### How long we keep your personal information and why

We will delete all personal information associated with an unsuccessful applicant 5 years after a One-off third country operator notification application was made or 10 years after the expiry of a granted One-off third country operator notification. The data is held for enforcement, compliance and intelligence purposes.

### Your individual rights

You may submit an information enquiry or make a complaint about how we have processed your personal information by emailing [FOI.requests@caa.co.uk](mailto:FOI.requests@caa.co.uk). Please be aware that the CAA is subject to the Freedom of Information Act, which means we may need to release information you have supplied to us. However, we would never disclose your personal information without first obtaining your consent.

### Additional information

- [Information on your further rights as a data subject](#)
- [How to contact the CAA Data Protection Officer](#)
- [How to complain to the ICO](#) about the CAA's processing of personal data
- [The CAA General Privacy Notice](#)

**This privacy notice is subject to change.**