

Application for Flying Display Director (FDD) Restricted Radio Operator's Certificate of Competence



Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

Unique No. (to be completed by CAA)

It is an offence under Article 256 of the Air Navigation Order 2016 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 up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

I. APPLICATION

To be completed by the Applicant

I confirm that I am applying for a Flying Display Director (FDD) Restricted Radio Operator's Certificate of Competence (ROCC)

2. APPLICANT DETAILS

To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

Date of birth (dd/mm/yyyy): Nationality:

Place of birth: Country of birth:

Permanent Address:

..... Postcode:

Telephone: Alternative telephone Number:

E-mail: Fax Number:

A certified copy of your valid Passport or Full UK Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

3. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address (if different from above):

.....

..... Postcode:

4. TRAINING DETAILS

FDD Accreditation Number	Date of issue	Date of Expiry of FDD Accreditation

5. GAU APPROVAL**To be completed by GAU**

I confirm that the applicant has successfully completed the training requirements for ROCC – FDD Restricted issue.

Approver's Signature: Date:

Approver's Position

6. FINANCIAL DECLARATION (MUST BE COMPLETED BY THE APPLICANT EVEN IF PAYMENT IS BEING MADE BY A THIRD PARTY)

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

I enclose payment for the charges payable on application in accordance with the Scheme of Charges 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:

Signature: Date:

7. COURIER CHARGES

Note to all applicants: All original documents submitted by the customer and CAA issued documents, will be sent by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)." The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of dispatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by the use of normal postal services.

If you wish to OPT OUT of document return by secure courier, please tick box.

Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

8. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: Mobile number:	Is the applicant being handled by a third party? Name of individual handling application Email: Mobile number:


9. 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.

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).

Important: Please save your completed form before proceeding.



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.

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

APPLICATION FOR RADIO OPERATOR'S CERTIFICATE OF COMPETENCE – GUIDANCE NOTES



General Guidance on how to complete the Radio Station Operator's Certificate of Competence Form SRG 1413A.

In order that the CAA can process your application as quickly as possible, it is important the application form is completed correctly, and that the required supporting documentation is submitted with the form.

Please note that failure to submit a correctly completed application form, payment and the required supporting documentation may lead to the rejection of your application and an administration fee being charged.

GUIDANCE NOTE 1: Certifiers of ID.

The following people can act as 'certifiers'

- UK CAA Authorised Examiner, including Display Authorisation Examiner (DAE)
- Head of Training at an ATO/DTO
- Chief Flying Instructor at an ATO
- Manager ATS Services (MATS) / Senior Air Traffic Controller (SATCO)
- Solicitor (must include legal stamp)
- UK CAA authorised personnel

Instructions for the certifier of your ID document are as follows:

Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.

2. Insert signature and date.

3. Certifier's full name must be printed in block capitals.

4. Must include position or capacity, e.g. UK CAA Authorised Flight Examiner, and CAA reference or Licence number.
(If UK CAA personnel position held within CAA is sufficient).

Note: For those individuals who do not hold the accepted forms of identity, we will on a case-by-case basis accept alternative documents. As a rule the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.

Section 1 - Application for FDD ROCC.

This is an application for a Flying Display Director (FDD) Restricted Radio Operator's Certificate of Competence (ROCC). Applicant must tick the box to confirm requirement, this is also confirmed by applicant signature in section 6.

Section 2 - Personal Details

Enter your personal details. For consistency this should be the same as that shown on your passport.

Section 3 – Address for correspondence

This only need to be completed if you wish all correspondence relating to this application to be sent to a different address from that in Section 2.

Section 4 - TRAINING DETAILS

This section is to be completed by the applicant and must contain FDD accreditation details.

Section 5 - GAU APPROVAL

This section is to be completed by the GAU and must be signed confirming that the applicant has successfully completed the training requirements for ROCC – FDD restricted issue.

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Section 6 –Financial Declaration.

This section must be completed by the applicant in all cases.

By signing the declaration you are confirming that all of the information provided is correct and true and you should not that signing this section also make you ultimately responsible for payment even if payment is made by a third party in Section 8.

Section 7 Courier Charges

This section should be used if you wish to OPT OUT of the courier charges. Should you choose this option the CAA is not liable for any direct or consequential loss, If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of dispatch from our office.

Section 8 Payment by third party

This section to be completed when payment is being made by a third party.

Note: Certain Air Traffic Service Providers/Training Organisations have an 'Agreed Method of Payment' with the CAA that does not require them to complete the Payment Authorisation from FCS1500.

All other organisations must make the appropriate payment by any of the methods shown on form FCS1500 and send completed form FCS1500 with the application.

INCLUSIONS

A copy of your certified identification.