

APPLICATION FOR MINOR CHANGE or REPAIR APPROVAL



This Form is only for use in relation to Minor changes or repairs on the following aircraft:

- (i) Aeroplanes of 5 700 kg Maximum Take-Off Mass (MTOM) or less;
- (ii) Rotorcraft of 3 175 kg MTOM or less;
- (iii) Sailplanes, powered sailplanes, balloons and airships, as defined in ELA1 or ELA2,

This form is applicable to applications for Minor Changes/Repairs. For all other applications refer to CAA Form [SRG1726NR](#).

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

For instructions on how to fill the form see Section 0.

For submission instructions see Section 4.

FALSE REPRESENTATION STATEMENT

It is an offence under the United Kingdom 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 by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

0. Application Form Instructions

Applicants must fill in Sections 1a or 1b.

In addition, applicants must fill in Section 2 and 3. Only one application per form is allowed.

1. Applicant's Details *(The Applicant is the person responsible for payment of CAA charges)*

NOTE: Complete either

1a) for applications submitted by individual(s) OR

1b) for applications submitted by companies.

1a) This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

Individual (including sole traders and partnerships)

Title: Forename: Surname:.....
Address:
Country..... Postcode:.....
Telephone: Fax:
E-mail: Mobile Telephone:
Trading Name: (if applicable)
Website address:.....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet (if necessary).

1b) This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

Company

Registered Company Name (in full):.....
Registered Company Number:.....
Country of Company Registration:
Registered Office Address:
Postcode: E-mail:
Trading Name: (if applicable)
Trading Address (primary site):
Country Postcode:
Website address:

Authorised Representative of Company


This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:
Position in Company:
Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

2. Minor Change or Repair Description.			
Identification of Activity			
Minor Change	Minor Repair	Minor Change to STC	
Aircraft Type	Model	Serial No	Registration
Change Title:			
Full Description:			
Applicable Certification Code (eg CS 23)			
Applicants Change No.:			

3. Declaration	
I hereby declare that to the best of my knowledge the particulars entered on this application are accurate in every respect and I agree to pay any additional investigation costs associated with this application which may be notified and invoiced to me by the CAA at a later date. I understand that in the event that this application is subsequently cancelled, a cancellation fee may be applied.	
Signature:	Date:
Name:	Position:

4. Application Form Submission Service (Submit)
<p>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.</p> <p>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.</p> <p>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:</p> <p>Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')</p> <p>SMS (you will receive a secure payment link from 'CAA PAYMENTS')</p> <p>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).</p> <p>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)</p> <p style="text-align: center;">Important: Please save your completed form before proceeding.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>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.</p>