

Application for Initial/Amendment/Renewal of Part 66 Aircraft Maintenance Licence (AML)



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

Please read the attached Guidance Notes before completing this 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, 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 imprisonment or both.

1. APPLICANT DETAILS

CAA Personal reference number/AML number (if known):

Date of Issue of current licence (dd/mm/yyyy)

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Place of Birth:

Nationality:

Permanent Address:

Country Postcode:

Is this a change of: Name Address Nationality

Telephone: Mobile telephone:

E-mail:

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification if this is your FIRST application.

2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address:

..... Postcode:

3. EMPLOYERS DETAILS

To be completed by the Applicant

Name of Current Employer:

Address:

..... Postcode:

Maintenance Organisation Approval Reference:

Contact number: Date Employment Commenced:

4. APPLICATION (tick as appropriate)

To be completed by the Applicant

Initial AML	Amendment of AML		Renewal of AML		Replacement of AML		
(Sub)categories	A	B1	B2	B2L	B3	C	L (see below)
Aeroplane Turbine							
Aeroplane Piston							
Helicopter Turbine							
Helicopter Piston							
Avionics							See systems ratings below
Piston engine non-pressurised aeroplanes of MTOM of 2000kg and below							

4. APPLICATION (tick as appropriate)	To be completed by the Applicant						
(Sub)categories	A	B1	B2	B2L	B3	C	L (see below)
Complex motor-powered aircraft							
Aircraft other than complex motor-powered aircraft							
System ratings for B2L licence:							
1. autoflight,							
2. instruments							
3. com/nav							
4. surveillance							
5. airframe systems							
L-licence subcategories:							
L1C: Composite sailplanes							
L1: Sailplanes							
L2C: Composite powered sailplanes and composite ELA1 aeroplanes							
L2: Powered sailplanes and ELA1 aeroplanes							
L3H: Hot-air balloons							
L3G: Gas balloons							
L4H: Hot-air airships							
L4G: ELA2 gas airships							
L5: Gas airships other than ELA2							
Type endorsement/Rating endorsement/Limitation removal - List full airframe/engine combination (if applicable):							
.....							
.....							
.....							
.....							

5. EXAMINATION MODULES COMPLETED - Please enclose all relevant certificates
I wish to claim the following credits (if applicable):
.....
.....
.....
Experience credit due Part-147 training:.....
.....
.....
.....
Examination credit due to equivalent exam certificates:
.....
.....
.....

6. RECOMMENDATION (not required for Part-66 renewal)

Recommendation (if applicable). It is hereby certified that the applicant has met the relevant maintenance knowledge and experience requirements of Part-66 and it is recommended that the UK Civil Aviation Authority grants or endorses the Part-66 AML. (Cat C only) has been exercising Category B1/B2 privileges for 3 years

Name:

Signature: Date:

Email address: Organisations Approval number:

7. ESSENTIAL INFORMATION required for administration purposes, the following information will help us with the completion of your application, failure to supply this information may result in your application being delayed while we contact you.

7a. SUMMARY OF EXPERIENCE - Not applicable for CATEGORY C or Part-66 renewal applications

Dates		Aircraft	Engine(s) and/or Equipment	Description of Work
From	To			

7b. EXPERIENCE GAINED ON - Applicable to B1.2 and B3 Initial Issues To be completed by the Applicant

Aeroplanes with metal tubing covered fabric

Composite structure aeroplanes

Metal structure aeroplanes

Pressurised aeroplanes

Wooden structure aeroplanes

7c. REMOVAL OF LIMITATIONS FROM BASIC LICENCE - National/CAA

Limitations to be Removed	List Limitation(s) Exams Completed

7d. REMOVAL OF LIMITATIONS FROM TYPE(S) - Annex I - Annex II

List Aircraft Type/Series Engine	Limitations to be Removed

8. 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 despatch 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.

9. CHARGES

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

IMPORTANT NOTES:

- **Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- **Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- **Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

10. DECLARATION OF APPLICANT

I wish to apply for Initial AML Amendment of AML Renewal of AML Replacement of AML

I confirm that the information contained in this form was correct at the time of application.

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. I confirm that I never had a Part-66 AML, issued in another State, which was revoked or suspended.

I also understand that any incorrect information could disqualify me from holding a Part-66 AML.

Name: Position:

Signature: Date:

11. SUBMISSION INSTRUCTIONS

Documents to be submitted:

1. Original Part-66 aircraft maintenance licence (if existing Part-66 licence holder)
2. Certified true copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence (for Initial Issue)
3. Certified true copies of Exam Certificates
4. Certified true copies of Approved Part-147 (or CAA) Certificates of Recognition
5. Certified true copies of Logbook/Work records
6. Certified true copy of Company Authorisation for Category 'C' issue

Should the need arise the CAA retains the right to request the original document if it is deemed necessary in order to complete the application

Please refer to the Scheme of Charges for details of fees required. All original documents submitted will be subject to the courier charge

Please send your completed application and supporting documentation to:

Licensing
Shared Service Centre
Aviation House
Gatwick Airport South
West Sussex RH6 0YR

Application for Initial/Amendment/Renewal of Part 66 Aircraft Maintenance Licence (AML) – GUIDANCE NOTES

Guidance Note 1: Introduction

Having a clear and correctly completed application form, together with any supporting documents (where appropriate) will enable UK CAA, Licensing to issue licences, ratings and certificates more efficiently, with less risk of errors or rejections and subsequent delays to your application.

Please note that failure to submit a correctly completed application form, with the required supporting, documents will lead to the return of your application.

Guidance Note 2: Certifiers of Identification

The following people can act as 'certifiers':

- Head of a Part 145/147 Organisation.

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

1. 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 name must be printed in block capitals.
4. Must include position or capacity, e.g. Head of a Part 145/147 Organisation.

Guidance Note 3: Sections of the Form Explained

Section(s) 1, 2 and 3 Personal/Employers Details

To be completed in all cases

Section 4 - Application

Indicates what type of licence you are applying for. For type rating(s) endorsement, please list the individual types by airframe/engine combination.

Section 5 - Examination Modules Completed

- 1) To be completed if claiming a reduction in the experience requirements on the basis of completing an Approved Part-147 Basic Training Course or
- 2) Claiming an exam accredited and recognised by the UK CAA

Section 6 - Recommendation

The referee required to countersign the form must be a Quality Manager or the immediate senior person within the Quality Department of your current employer, or the organisation where the experience was gained.

Section 6a to d - Essential Information

Completing the relevant sections will enable your application to be processed more efficiently, failure to supply this information may result in your application being delayed while we endeavour to contact you.

Cross referencing experience to logbooks/work records submitted is unacceptable, a brief summary of experience relevant to the application will be required.

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 despatch from our office.

Section 8 - Charges

This application will not be processed until the applicable charges have been received

Section 9 - Declaration

This section is to be completed in all cases

Section 10 - Documents, Fees and Submission Instructions

This section should be used to ensure that the appropriate documents relevant to the application are submitted.

Form FCS1500 - Payment Authorisation

This section is to be completed in all cases. This information is provided at the applicant's risk, it will be used by the CAA for this payment only and will not be used for any other purpose. Once payment is taken the payment authorisation will be destroyed.

Payment Authorisation



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1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)
Registered Company or Trading Name: (if applicable)
Contact Telephone Number:

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ BACS/CHAPS/ASN Reference*:

*When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the individual's CAA reference number followed by the application date (i.e. 123456A ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:	
Start date:	/
Issue No:	(if applicable)

Amount: £

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:.....

Card holder's signature:

Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.