

# Declaration of a Flight Crew Licence Issued by an ICAO Contracting State for use in UK Airspace in Non-Commercial Activities for under 28 days per calendar year, under Annex III of Regulation (EU) 1178/2011 (the EASA Aircrew Regulation)



Please read the attached **Guidance Notes** before completing this form.

Please complete the form online or in **BLOCK CAPITALS** using black or dark blue **ink** after reading the attached guidance.

**FALSE REPRESENTATION STATEMENT**  
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.

## 1. PERSONAL DETAILS TO BE COMPLETED BY APPLICANT

CAA Personal reference number (if known):

Title ..... Forename(s) ..... Surname .....

Date of Birth (dd/mm/yyyy) ..... Nationality .....

Town of Birth ..... Country of Birth .....

Permanent Address .....

..... Post Code .....

Telephone Number ..... Mobile Telephone Number .....

Email ..... Fax Number .....

## 2. ADDRESS FOR CORRESPONDENCE (if different from above) TO BE COMPLETED BY APPLICANT

Postal Address (if different from above) .....

..... Post Code .....

## 3. DETAILS OF VALID THIRD COUNTRY ICAO LICENCE TO BE COMPLETED BY APPLICANT

Country of issue			
Type of Licence	Licence Number		
Date of issue	Date of expiry		
Date of last medical examination	Class of Medical (This must be at least a Class 2 ICAO Medical)		
Limitations or Endorsements			

## 4. CONFIRMATION ACCLIMATISATION FLIGHT To be completed by a Flight Instructor holding a valid certificate under the EASA Aircrew Regulation

Date of Flight .....	Aircraft Registration	.....
	Aircraft Type	.....
Part FCL instructor Name (Please Print)	Licence number	
Signature	Name of ATO/RTF/ Flying Club	

**5. DECLARATION (tick as appropriate)**

I declare that:

- a. My Third country ICAO compliant Licence, medical and Ratings are current and valid
- b. I do not hold a validation issued under European Commission Regulation (EU) 1178/2011, Annex III, granted by the United Kingdom or any other Member State of the European Aviation Safety Agency (EASA).
- c. I have not had a validation refused, suspended or revoked by an EASA Member State
- d. I will be flying for no more than 28 days per calendar year in UK Airspace on the basis of this declaration.

I have read and understood the Part-FCL implementing rules relevant to my licence and the proposed activities

Signature ..... Date .....

**WARNING**

**Unless you hold a valid Aircraft Radio Operators Licence and valid English Language Proficiency at a minimum of Level 4**

**You are not permitted to use radio equipment fitted to an aircraft.**

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## GUIDANCE NOTES

<b>GUIDANCE NOTE 1: Important Information</b>
<p>A copy of this declaration is to be retained by the pilot and the ATO/RFT/DTO/Flying Club</p> <p>Please note that for pilot's applying for this declaration, the following requirements will need to be met;</p> <ul style="list-style-type: none"><li>• Hold a valid Licence (that is a licence that is not subject to suspension, limitation or other enforcement action by the issuing authority)</li><li>• Hold a valid, current rating relevant to the aircraft to be operated, and the privileges to be exercised, demonstrable by reference to appropriate log book and licence evidence</li><li>• Hold at least a valid Class 2 Medical issued by the issuing authority</li><li>• Hold an "English proficient" endorsement on their ICAO licence, to meet the minimum level 4 proficiency, or have their proficiency confirmed by a UK CAA Approved Language Proficiency Assessment Centre if no such endorsement applies or the candidate wishes to be credited with proficiency levels 5 or 6 (Form <b>SRG1199</b> applies).</li></ul>
<b>GUIDANCE NOTE 2: Submission Instructions</b>
<p>Please send your completed declaration and supporting documentation to the following address:</p> <p>Pilot Validations, Shared Service Centre Civil Aviation Authority Aviation House Gatwick Airport South West Sussex RH6 0YR</p> <p>Applications may also be emailed to us at <a href="mailto:pilotvalidation@caa.co.uk">pilotvalidation@caa.co.uk</a>.</p>
<b>GUIDANCE NOTE 3: Supporting documentation required with the application</b>
<ul style="list-style-type: none"><li>• The original or certified true copies of your current Third Country ICAO licence and medical.</li><li>• The original or certified true copies of flying log book(s)</li><li>• The original or a certified true copy of your valid Passport, EEA/EU Nationals Identity Card or full EU photographic Driving Licence.</li><li>• Completed application form SRG2142 for the verification of your Third Country ICAO licence.</li></ul> <p>Copies of the above documents should be certified by the Flight Instructor conducting the acclimatising flight.</p> <p>Please note that you may be required to meet additional requirements as set out by the National Aviation Authority (NAA) that issued your ICAO licence, in order for them to release your personal information to the UK CAA.</p> <p>The UK CAA will only accept the verification directly from the NAA that issues the ICAO licence, and it will remain valid for six months from the date of receipt.</p>
<b>GUIDANCE NOTE 4: What happens next?</b>
<p>The UK CAA will apply to the National Aviation Authority that issued your Third Country ICAO licence for verification.</p> <p>Once we have received the verification and assessed that you meet the requirements based on the documentation provided, the UK CAA will send an email confirming this.</p>