

# Application for UK Part 66 Aircraft Maintenance Licence (AML) by EU Part 66 AML Holder



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-CAA Use Only:

Date of Issue of current EU 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 address? Yes  No

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.

## 2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address: .....

.....

..... Postcode: .....

## 3. EMPLOYER'S DETAILS

To be completed by the Applicant

Name of Current Employer: .....

Address: .....

..... Postcode: .....

Maintenance Organisation Approval Reference: .....

Contact number: ..... Date Employment Commenced: .....

## 4. EU MEMBER STATE WHERE EU LICENCE IS HELD

To be completed by the Applicant

Name of EU Member State Competent Authority: .....

EU Member State: .....

Address of Competent Authority: .....

.....

Competent Authority Contact: .....

Competent Authority Contact Email: .....

.....

<b>5. APPLICATION (tick as appropriate)</b>	<b>To be completed by the Applicant</b>						
Initial AML <input style="width: 30px; height: 20px;" type="checkbox"/>							
(Sub)categories	A	B1	B2	B2L	B3	C	L (see below)
Aeroplane Turbine	<input type="checkbox"/>	<input type="checkbox"/>					
Aeroplane Piston	<input type="checkbox"/>	<input type="checkbox"/>					
Helicopter Turbine	<input type="checkbox"/>	<input type="checkbox"/>					
Helicopter Piston	<input type="checkbox"/>	<input type="checkbox"/>					
Avionics			<input type="checkbox"/>	<input type="checkbox"/>	<b>See systems ratings below</b>		
Piston engine non-pressurised aeroplanes of MTOM of 2000kg and below					<input type="checkbox"/>		

<b>6. APPLICATION (tick as appropriate)</b>	<b>To be completed by the Applicant</b>						
(Sub)categories	A	B1	B2	B2L	B3	C	L (see below)
Complex motor-powered aircraft						<input type="checkbox"/>	
Aircraft other than complex motor-powered aircraft						<input type="checkbox"/>	
<b>System ratings for B2L licence:</b>							
1. autoflight,				<input type="checkbox"/>			
2. instruments				<input type="checkbox"/>			
3. com/nav				<input type="checkbox"/>			
4. surveillance				<input type="checkbox"/>			
5. airframe systems				<input type="checkbox"/>			
<b>L-licence subcategories:</b>							
L1C: Composite sailplanes							<input type="checkbox"/>
L1: Sailplanes							<input type="checkbox"/>
L2C: Composite powered sailplanes and composite ELA1 aeroplanes							<input type="checkbox"/>
L2: Powered sailplanes and ELA1 aeroplanes							<input type="checkbox"/>
L3H: Hot-air balloons							<input type="checkbox"/>
L3G: Gas balloons							<input type="checkbox"/>
L4H: Hot-air airships							<input type="checkbox"/>
L4G: ELA2 gas airships							<input type="checkbox"/>
L5: Gas airships other than ELA2							<input type="checkbox"/>
Type endorsement/Rating endorsement/Limitation removal - List full airframe/engine combination (if applicable):							
.....							
.....							
.....							
.....							

**7. ESSENTIAL INFORMATION** required for administration purposes, the following information will facilitate us in completing your application, failure to supply this information may result in your application being delayed while we endeavor to contact you.

<b>7a. BASIC LICENCE – National Limitations</b>		<b>To be completed by the Applicant</b>	
<b>Basic Licence Category</b>	<b>Limitations</b>	<b>Basic Licence Category</b>	<b>Limitations</b>

<b>7b. AIRCRAFT TYPE(S) - Annex I - Annex II (If required, use continuation page)</b>		<b>To be completed by the Applicant</b>	
<b>Aircraft Type Rating</b>	<b>Limitations</b>	<b>Aircraft Type Rating</b>	<b>Limitations</b>

<b>8. ADDITIONAL INFORMATION</b>	<b>To be completed by the Applicant</b>

<b>9. PAST OR PENDING ENFORCEMENT ACTION</b>	<b>To be completed by the Applicant</b>

**10. RECORDS REQUIRED FROM EU MEMBER STATE LICENCING AUTHORITY**

To ensure adequate traceability the UK CAA is required to receive the below listed records from the EU Member State Licencing Authority:

- the applications for an initial issue of an aircraft maintenance licence or change to that licence, including all supporting documentation.
- a copy of the aircraft maintenance licence including any changes
- copies of all Certificate of Recognitions used to issue or vary the licence
- the records of examinations conducted by the competent authority
- copies of all relevant correspondence
- details of any exemption and enforcement actions;
- any report from other competent authorities relating to the aircraft maintenance licence holder
- the applicable credit report used for crediting

**11. DECLARATION OF APPLICANT**

**FALSE REPRESENTATION STATEMENT**

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I wish to apply for a UK Part-66 AML and confirm that the information contained in this form was correct at the time of application. I hereby confirm that:

- 1) I confirm that my request will be subject to the agreement of the EU member state Licencing Authority releasing all my records to the UK CAA.
- 2) I confirm that I understand I can hold both UK Part 66 AML and EU Part 66 AML concurrently.
- 3) I also understand that any incorrect information could disqualify me from holding a Part-66 AML.
- 4) I Request under GDPR 'Subject Access Request' that all my personal data currently held by the EU member state Licencing Authority as listed in section 10 above can be transmitted to the UK CAA.

**Name:** ..... **EU Licence/Reference No:**.....

**Signature:** ..... **Date:** .....

## 12. CHARGES

The charge required for this application is £123.00, to be paid on application enclosed herewith. NB: This application will not be processed until the applicable charges have been received.

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Total charges included are: £ 123.....

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 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](http://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.

## 13. FINANCIAL DECLARATION

I am applying for a UK CAA Part-66 AML I declare that to the best of my knowledge the particulars entered in this application are accurate.

I enclose payment for the charges payable on application.

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 of Applicant: ..... Date: .....

## 14. SUBMISSION INSTRUCTIONS

Documents required to be submitted with application:

1. Certified true copy EU Part-66 aircraft maintenance licence.
2. Certified true copy of your Passport, UK Driving Licence.

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 send your completed application and supporting documentation to:

Civil Aviation Authority  
Aviation House  
Licensing Assessment Team  
Shared Services Centre  
Beehive Ring Road  
Crawley  
West Sussex  
RH6 0YR

Alternatively, the application and supporting documentation can be emailed to [ELDWEB@caa.co.uk](mailto:ELDWEB@caa.co.uk)

# Payment Authorisation



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

## 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 CAA Application Form number followed by the application date (i.e. SRGXXXX 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:

Amount: £ .....

Issue No:  (if applicable)

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. Please send the completed payment form along with the completed application and supporting documentation to the address details provided in Section 14.**

# Application for UK Part 66 Aircraft Maintenance Licence (AML) by EU Part 66 Part 66 AML Holder – GUIDANCE NOTES

## Guidance Note 1: Introduction

Having a clear and correctly completed application form (together with any supporting documents) will enable UK CAA to proceed with your application for a UK Part 66 Aircraft Maintenance Licence more efficiently and prevent delays to your application.

**Note:** failure to submit a correctly completed application form, with the required supporting documents will lead to the cancellation and return of your application.

## Guidance Note 2: Certifiers of Identification

The following people can act as 'certifiers':

- Postholders of a Part 145/147/MF/MG/CAMO/CAO Organisation. (for Aviation Certificates and ID Documents)
- Official bodies such as the post office or solicitors who provide this service. (for ID Documents Only).

**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. Maintenance Manager of XXXXXXXX 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 – EU Member State to where the licence has been issued by

This section to be completed with the relevant details of the member state to which your EU licence is issued by.

### Section 5 and 6 - Application

This section should be used to provide details of the basic licence held.

### Section 7 a to b – Limitations applied to Basic Licence or Type Ratings.

This section should be used to record details of limitation applied to Basic Licence Category, Type/Group Ratings.

Note: If there is insufficient space to list all Type/Group ratings then please use the continuation page at the end of this form.

### Section 8 – Additional Information

This section should be used if there is any relevant information you wish to make known prior to transfer e.g. time constraints.

### Sections 9 – Enforcement Action

Provide details of any previous or ongoing enforcement action against your EU licence (e.g. suspension, limitation, etc)

### Sections 10 – Records required from EU Member State Licencing Authority

These are the records required from the EU Member State Licencing Authority to support the issue of a UK Licence. These records will be requested under GDPR where you provide consent for this data to be passed to the UK CAA.

### Section 11 – Declaration

This section to be completed in all cases, by signing the declaration you are confirming that all of the information is correct and true and that your request will be subject to the agreement of the EU member state providing your Licencing Records.

### Section 12 - Charges

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

### Section 13 - Financial Declaration

This section is to be completed in all cases

### Section 14 – Submission Instructions

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

### Payment Authorisation

This section is to be completed in all cases. This information is provided at the applicant's risk and 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.

