

**BALLOON - EASA PART-FCL PILOT LICENCE APPLICATION BASED ON CONVERSION OF AN EXISTING NATIONAL LICENCE ISSUED BY THE UNITED KINGDOM**



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

European Commission Regulation (EU) No. 1178/2011 requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and Part FCL.015). **If your medical records are not held by the UK CAA, your application will be rejected.**

**FALSE REPRESENTATION STATEMENT**  
It is an offence under Article 231 of the Air Navigation Order 2009 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.

<b>1. APPLICANT DETAILS</b>	<b>(The Applicant is responsible for payment of CAA charges) To be completed by Applicant</b>
CAA Personal reference number (if known): <input style="width: 100px;" type="text"/>	
Title: .....	Forename(s): .....
Surname: .....	
Date of Birth (dd/mm/yyyy): .....	
Nationality: .....	
Town of Birth: .....	
Country of Birth: .....	
Permanent Address: .....	
Post Code: .....	
Telephone Number: .....	
Alternative Telephone Number: .....	
Email: .....	
Fax Number: .....	

<b>2. ADDRESS FOR CORRESPONDENCE (if different from above)</b>	<b>To be completed by Applicant</b>
Postal Address: .....	
Post Code: .....	

<b>3. EMPLOYER'S DETAILS (if applicable)</b>	<b>To be completed by Applicant</b>
Postal Address: .....	
Post Code: .....	

<b>4. MEDICAL FITNESS</b>			
Class of Medical Certificate held and State of issue	Date of last Medical	Date of Expiry	CAA use only
<p>Note: Your medical Certificate must be valid on the licence issue date. If your Medical Certificate is due to expire within 14 days after the date of application for licence issue, please complete the following</p> <p>My medical examination will take place at ..... on .....</p> <p>A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom. Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED .A.030 and Part FCL.015.).</p> <p>NPPL Medical Declarations not valid for these licences.</p>			

5. PARTICULARS OF ALL BALLOON LICENCES & RATINGS HELD				To be completed by Applicant
<b>UK CPL (Balloons)</b>				
Hot-Air Balloon Restricted to Aerial Work only:	<input type="checkbox"/>	Hot-air Balloon Group B:	<input type="checkbox"/>	
Hot-air Balloon Group A:	<input type="checkbox"/>	Hot-air Balloon Group C:	<input type="checkbox"/>	Go to Section 6a
<b>UK PPL (Balloons &amp; Airships)</b>				
Hot-Air Balloon	<input type="checkbox"/>	Gas Balloon (Netless)	<input type="checkbox"/>	
Hot-air Airship (Pressurised)	<input type="checkbox"/>	Gas Balloon (Netted)	<input type="checkbox"/>	Go to Section 6b
Hot-air Airship (Unpressurised):	<input type="checkbox"/>	Combination Balloon*	<input type="checkbox"/>	
Small Gas Airship*	<input type="checkbox"/>	Night Rating	<input type="checkbox"/>	
*Please refer to guidance note 2				

6.a FLYING EXPERIENCE (If none within previous 12 months go to Section 6b)				To be completed by Applicant
Date of Test	Examiner: Name & Licence No.	Balloon Registration:	Balloon Size (cubic feet):	UK Balloon Group:

6b. DETAILS OF TRAINING FLIGHT WITH INSTRUCTOR				To be completed by Flight Examiner	
Date of Test and/or Training Flight:	Instructor: <i>Name &amp; Licence No. (Training Flight only)</i>	Training Flight: <i>(tick as appropriate)</i>	Balloon Registration:	Balloon Size (Cubic Feet):	UK Balloon Group:

7. APPLICATION (tick as appropriate)	To be completed by Applicant
I am applying for the following Part-FCL licence (please tick one box as appropriate):	
<b>Balloon Pilots Licence (BPL)</b>	
Balloon Pilots Licence (Unrestricted)	<input type="checkbox"/>
Balloon Pilots Licence (Restricted to remuneration on other than Commercial Air Transport (CAT))	<input type="checkbox"/>
Balloon Pilots Licence (Restricted to non-commercial & no remuneration)	<input type="checkbox"/>
<b>Light Aircraft Pilot Licence (Balloon) (LAPL(B))</b>	
The above conversion is based on my National licence issued by the United Kingdom	<input type="checkbox"/>
I wish to retain a UK National Pilot's Licence.	<b>PPL</b> <input type="checkbox"/> <b>CPL</b> <input type="checkbox"/> (there is a fee for each licence retained)
(Please note that only aircraft listed in Annex II can be endorsed on to a national pilot's licence and there will be a separate fee for the issue of a UK National Pilots Licence.)	
Privileges for FRTOL <input type="checkbox"/>	(the privileges must already be held, if not held use form SRG 1106)
Note – is your English language proficiency valid, if not or not assessed, ask an authorised examiner to undertake the assessment using form SRG1199	

8. GROUP & PRIVILEGES APPLIED FOR	To be completed by Applicant	
	Balloon	Hot Air Airship
Hot-air Group A (Up to 120,000 cubic feet) (3,400 cubic metres)	<input type="checkbox"/>	<input type="checkbox"/>
Hot-air Group B (Above 120,000 and Up to 211,000 cubic feet) (3,401 to 6,000 cubic metres)	<input type="checkbox"/>	<input type="checkbox"/>
Hot-air Group C (Above 211,000 and Up to 370,000 cubic feet) (6,001 to 10,500 cubic metres)	<input type="checkbox"/>	
Hot-air Group D (Above 370,000 cubic feet)(10,500 cubic metres)	<input type="checkbox"/>	
Gas Group A (Up to 1,260 cubic metres)	<input type="checkbox"/>	
Gas Group B (Above 1,260 cubic metres)	<input type="checkbox"/>	
Note: 1- Only select a Group(s) that you will be able to continue to undertake future bi-annual Instructor flights in. Note: 2- A LAPB(B) holder may only hold Group A for hot -air and/or Gas.		
Privileges for tethered flights <input type="checkbox"/>	Privileges for night flights <input type="checkbox"/>	

9. INSTRUCTOR PRIVILEGES HELD	To be completed by Applicant
Instructor privileges [submit evidence of national Instructor's certificate]	<input type="checkbox"/>
Extension to train for the night rating	<input type="checkbox"/>
Extension to train other Instructors	<input type="checkbox"/>
Last BBAC Instructor Training Day: .....	
Total Hours Instructing: ..... Years Held: .....	
I confirm I have complied with FCL.910.FI(c)(3)	<input type="checkbox"/>

10. EXAMINER CERTIFICATES HELD	To be completed by Applicant
I hold a balloon examiner authorisation issued by UK CAA	<input type="checkbox"/>

11. DECLARATION OF APPLICANT (Tick as appropriate)	To be completed by Applicant
I declare that the information provided on this form is correct	<input type="checkbox"/>
I also declare that I do not hold a licence issued by another EASA Member State, and my Medical Records are held by the UK CAA.	<input type="checkbox"/>
I agree to receive:	
Flight Crew Safety material from the CAA only <input type="checkbox"/> and/or Safety Material from authorised sources <input type="checkbox"/>	
I have fully reviewed all guidance notes and have submitted all of the necessary paperwork form my application to be considered.	<input type="checkbox"/>
I have read and understood the relevant elements of the operational requirements and Part-FCL and (as applicable) implementing rules relevant to my licence and the proposed operations.	<input type="checkbox"/>
Signature..... Date.....	
<b>PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1</b>	

11. CAA USE ONLY	
Date of Issue	Enclosures
Checked by	
Loaded by	Despatch/collection details
Signed by	

**1. COURIER CHARGES**

**Note to all customers:** All original documents submitted by the customer and CAA issued documents, will be returned 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 normal postal service.

**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.

**2. 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](http://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](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.

**3. FINANCIAL DECLARATION**

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

I enclose the charges payable on application in accordance with the Scheme of Charges ([www.caa.co.uk/ors5](http://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 of Applicant: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**PLEASE ENTER PAYMENT DETAILS ON FOLLOWING PAGE**

**14. PAYMENT DETAILS**

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

Visa (max. £2000)	Mastercard	Debit Card	Cheque/Banker's Draft	Electronic Transfer	Cash (max. £200)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We do not accept American Express, Diners Card or JCB card. Please do not send cash by post.

**b) Bank Details (for payment by Cheque/Banker's Draft)**

Cheques or Postal Orders should be made payable to '**Civil Aviation Authority**'.  
Please write the CAA Application Form No. on the reverse of your cheque.

Please note that any refund applicable will be paid directly to the bank account stated below by BACS transfer.

Name in which Bank Account held: .....

Account Number: ..... Sort Code: .....

If overseas: IBAN Number: ..... Swift Code: .....

**c) CAA Bank Account Details (if paying by Electronic Transfer)**

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 Reference\*: .....

\* When making an electronic transfer please instruct your bankers to quote the CAA Application Form number (as above) followed by the application date in the description field (i.e. SRG 1104B dd/mm/yyyy).

Payee: ..... Date of Transfer: .....

**d) 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: .....

**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.**

# Application for EASA Part-FCL Pilot Licence - Conversion of an Existing National or JAR-FCL Licence Issued by the United Kingdom – GUIDANCE NOTES

Having a clear application form and personnel flying log(s) (where appropriate) will enable Personnel Licensing to issue licences and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please send your completed application and supporting documentation to the following address:

Personnel Licensing  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

## GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation or authorised signatory\*.
- Accountable Manager at Air Operator (AOC Holder)
- An Examiner with an Examiner's Certificate issued by the UK CAA

### 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 Approved Training Organisation.

\*An authorised signatory act as a representative of the positions listed, either by authorisation or through an approved procedure to confirm states training has been conducted by the Approved Training organisation (ATO). The ATO must maintain a record of those so authorised.

## GUIDANCE NOTE 2: Import Information– (Further information regarding the evidence to submit is detailed in guidance note 4)

### Language Proficiency:

In order to exercise the privileges of a Pilot licence were the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of Part-FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English; your application will be returned.

Section 5 - Please contact us by e-mail at [FCLWEB@caa.co.uk](mailto:FCLWEB@caa.co.uk) prior to submitting this application if you are applying for conversion of a Small Gas Airship or Combination Balloon.

Section 6 - Holders of UK CPL(B) licences should complete section 6a, if you do not meet the requirements of 6a, you are required to meet the of the requirements of 6b and provide details of a valid Training flight with Instructor.

Holders of a UK PPL(B) are required to complete 6b.

Please provide certified copies of your logbook pages and/or a copy of the certificate of test page of your licence (as appropriate) providing evidence of the information as detailed in Section 6a and 6b.

Section 8 – Additional Ratings:

Night Rating

Conversion of privileges for the issue of a Night Rating – Please provide logbook evidence of having received instruction at night on 2 flights of at least 1 hour each, or of at least 2 flights totalling at least 4 hours as pilot in command of a balloon at night .

You are required to be “colour safe” in accordance with MED.A.030(e). If you are the holder of a LAPL medical certificate please forward us a copy of the GP or Optometrist Assessment Report confirming the result of this assessment.

Section 9 – Flight Instructor Privileges:

Applicants who hold a BBAC Instructor Rating need to complete this section to show the instructor privileges they have been exercising. Including complying with FCL.910.FI(c)(3) which would mean we can issue the instructor rating without the restricted remark. Please provide a photo copy of your BBAC issued Instructor Certificate.

The BBAC will provide the UK CAA a document confirming the instructor privileges that are held. Please annotate on the application the instructor privileges you hold, the UK CAA will then cross reference this with the information provided by the BBAC.

Please provide a photo copy of your BBAC issued Instructor Certificate

**Note**

*FCL.910.FI(c)(3) The limitations in (a) and (b) shall be removed from the FI certificate when the FI has completed at least: for the FI(As), FI(S) and FI(B), 15 hours or 50 take-offs of flight instruction covering the full training syllabus for the issue of a PPL(As), SPL or BPL in the appropriate aircraft category.*

Section 11 - European Commission Regulation (EU) No. 1178/2011 requires that an individual has all of their licences administered by the National Aviation Authority that holds their Medical Records. Therefore all Part-FCL or JAA licences must be held by the Member State that holds your Medical Records. If you hold Part-FCL or JAA licences issued by another Member State and you wish the UK to be your State of licence issue, you would need to change the State that holds your Medical Records to the UK CAA and change the State of licence issue for these licences prior to converting this licence. In this instance you will need to follow the change of State process and apply using application form [SRG1136](#). Please be aware you may be unable to change the State of licence issue from certain Member States due to their National Legislation.



<b>1. Guidance Note 4: Supporting documentation required with the application</b>				
	BPL (Restricted to non commercial and no remuneration)	BPL (Restricted to remuneration on other than Commercial Air Transport)	BPL (Unrestricted)	LAPL(B)
Certified copies of your logbook pages showing 6 hours as Pilot in Command in the last 24 months	✓	✓	✓	✓
Log book pages showing 10 take offs and landings as Pilot in Command in the last 24 months.	✓	✓	✓	✓
Log book page showing an Instructor flight in the last 24 months (in the largest group applied for)	✓	✓		
Log book page showing an Instructor flight in the last 24 months				✓
Log book page showing a certificate of Test in the last 13 months (in the largest group applied for)			✓	
Photo copy of Certificate of test page from Licence			✓	
Log book pages showing other Classes flown in the last 24 months and (gas or airship ) showing 3 hours as pilot in command and 3 take offs and landings in the last 24 months. (See Section8)	✓	✓	✓	✓
Photocopy of your valid Part-MED Medical Certificate (Class 1 or 2 or LAPL)	Minimum Part MED Class 2 ✓	Minimum Part MED Class 2 ✓	Minimum Part MED Class 2 ✓	Minimum Part MED LAPL ✓
Photocopy of your valid Passport or EU Identity Card or Photographic Driving Licence	✓	✓	✓	✓
Photocopy of Log book pages showing night flights (see section 8 note on night rating)	✓	✓	✓	✓
Copy of "colour safe" assessment if applying for a night rating and holder of a LAPL medical				✓
Copy of BBAC Instructor Certificate (if held and applying for an instructor rating).	✓	✓	✓	✓
If you have not been assessed for English language proficiency, you should complete form SRG1199	✓	✓	✓	✓