



UK PRIVATE PILOTS LICENCE OR COMMERCIAL PILOTS LICENCE BALLOON/AIRSHIP LICENCE/AIRSHIP RATING/UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE - APPLICATION

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

1. PERSONAL DETAILS	
CAA Personal reference number (if known): <input type="text"/>	
Surname:	Forename(s):
Title:	Date of birth (dd/mm/yyyy):
Nationality: Town: and country: of birth	
Permanent address	
.....	Postcode:
Telephone number:	Alternative Telephone:
E-mail address:	Fax number:
Address for correspondence (if different from above):	
.....	Postcode:

2. APPLICATION (tick as appropriate)	
PPL(B) Class/Group being applied for:	CPL(B):
Hot Air Balloon (PPL) <input type="checkbox"/>	Group A Hot Air (not exceeding 3,000m ³) <input type="checkbox"/>
Gas filled Balloon (PPL) <input type="checkbox"/>	Group B Hot Air (exceeding 3,000 m ³ but not exceeding 9,000m ³) <input type="checkbox"/>
Combination Gas & Hot Air Balloon (PPL) <input type="checkbox"/>	Group C Hot Air (exceeding 9,000m ³) <input type="checkbox"/>
	CPL Airship Licence <input type="checkbox"/>
Additional Ratings:	
Hot Air Airships - pressurised (up to 160,000 ft ³ /4550 m ³) <input type="checkbox"/>	Hot Air Airships - unpressurised and pressurised (up to 160,000 ft ³ /4550 m ³) <input type="checkbox"/>
Hot Air Airships - unpressurised (up to 160,000 ft ³ /4550 m ³) <input type="checkbox"/>	Gas Airships - pressurised (up to 160,000 ft ³ /4550 m ³) <input type="checkbox"/>
UK Flight Radio Telephony Operator's Licence <input type="checkbox"/>	

3. PARTICULARS OF UK OR NON-UK LICENCES HELD			
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

4. CAA USE (TICK AS APPROPRIATE)	
Date	Enclosures
Receipt No.	
Cheque/PO/Cash Access/Visa/Maestro £	
Date of Issue	Despatch / Collection details
Checked by	
Loaded by	Signed by
Remark: VHF only Endorsement Yes <input type="checkbox"/> / No <input type="checkbox"/>	

5. FLYING EXPERIENCE			
a) PPL Applicants Minimum Flying Requirements		Claimed	CAA use only
16 Flying hours by day under instruction			
6 Ascents by day under instruction of which 4 under the instruction of a BBAC instructor			
1 Solo ascent by day of not less than 30 minutes duration under the supervision of a CAA appointed examiner or delegated instructor (to be completed within the 6 months preceding licence application)			
1 Tethered Flight under instruction of a BBAC instructor			
b) Night Rating			
2 night flights each of which shall include a night take-off and subsequent night operation of not less than 1 hour's duration under the supervision of a licensed balloon pilot whose licence is not limited to day flying only			
c) Additional Hot-Air Airship Rating			
5 hours experience as Pilot-in-Command of hot-air balloons			
5 hours flying training on a hot-air airship to include:			
3 hours dual instruction			
1 supervised solo flight			
d) CPL (Balloons) Applicants Minimum Total Experience 35 / 75* hours Flight Time as pilot of balloons			
Instructional	15 hours instruction as pilot of balloons including:		
	4 free flights which includes:		
	1 ascent to at least 5000 ft above elevation of place of departure	Date: _ / _ / _	
	2 tethered flights		
Pilot-in-Command	20 / 60* hours PIC including:		
	16 free flights which includes:		
	1 cross-country flight with a landing made at a place not less than 20 km from the point of departure	Date: _ / _ / _	
	2 tethered flights		
*hours requirement dependant on whether restricted or unrestricted privileges applied for.			
e) CPL (Airships) Applicants Minimum Total Experience 150 hours as pilot of power driven aircraft of which the following must be completed in helium filled airships			
50 hours as pilot of helium filled airships			
20 hours cross country or overseas flying to include (i) and (ii) below:			
i) 10 hours PIC including (ii)			
ii) 2 hours PIC flight by day			
iii) 2 cross country flights at night as PIC or PIC U/S			
10 hours Night flying as PIC or P/UT including 5 take-offs and landing without assistance (may include (iii) above)			
5 hours instrument flying appreciation in power driven aircraft to include:			
1 hour instrument familiarisation in helium filled airships			

6. GROUND EXAMINATIONS**a) PPL (Balloon) Applicants****To be completed by the Authorised Examiner****Certified that the applicant has sat the Technical Examinations and obtained 70% or above for pass mark**

Examination Title	Exam Date	Set No.	Mark (%)	Examiner's Name	Examiner's Signature	Examiner's CAA Ref. No.
Aviation Law, Flight Rules & Procedures						
Human Performance & Limitations						
Navigation						
Meteorology						
Airmanship & Balloon Systems (Hot Air Balloon only)						
Airmanship & Aerostatics (Gas Filled Balloon only)						

b) CPL (Balloon) Applicants

I confirm that I have sat and passed the CPL(B) level of examinations

Signature Date

c) CPL (Airship) Applicants

I confirm that I have sat and passed the CPL(AS) level of examinations

Signature Date

7. FLIGHT TEST

a) PPL Applicants

This part must be completed by an examiner authorised by the Authority to conduct tests for the grant or renewal of a Private Pilot's licence (Balloons and Airships). It is not essential that the whole of the test be completed in one flight, provided that the date on which the candidate was checked and found proficient is inserted against each item of the test.

Aircraft Type	Registration	Place of Test	Duration of Test	Date
		Date	Navigation, Orientation (Continued)	Date
Preparation for Flight			Use of Maps	
Weather Suitability			Position Plotting	
Launch Site			APPROACH	
Equipment Check			Checks	
Load Calculation			Choice of Field	
Fuel State			High Level Approach	
Crew Briefing			Low Level Approach	
Passenger Briefing			Emergency Landing	
Pre-inflation			Checks	
Rigging-Envelope			Procedure	
Rigging-Burner			Emergencies (Simulated)	
Burner Test			Fire in the air/on the ground	
Equipment Check			Pilot light failure	
Inflation			Airmanship	
Take-off			Awareness	
Pre-take-off Checks			Look Out	
Take-off			Positioning, Restricted Air Space/Hazards	
Assessment of Wind			NFU Code	
Straight and Level Flight			Fuel Management	
Climbing			Fuel Transfer	
Normal			Landing	
Fast			Pre-landing Checks	
Descending			Choice of Field	
Normal			Action after Flight	
Using Parachute/Vent			Checks	
Navigation, Orientation			Packing Away	
Recognition of features			Landowner Consultation	
Assessment of Wind			Recording of Flight Times	

Date of completion of test

I certify that:

- I have examined the training schedule which this applicant has completed.
- I have carried out flight tests during which the applicant has demonstrated his ability to perform satisfactorily the manoeuvres listed above.
- I am therefore satisfied that the applicant has reached the standard of flying required for the grant of a Private Pilot's Licence.

Examiner's Signature Date of Signature

Examiner's Name (block capitals) CAA Authorised Examiner No.

7. FLIGHT TEST (CONTINUED)

b) CPL (Balloon) Applicants

Aircraft Type	Registration	Pass/Partial pass/Fail	Place of Test	Duration of Test	Date

Examiner's Signature Date of Signature
 Examiner's Name (block capitals) CAA Authorised Examiner No.

c) CPL (Airship) Applicants

Aircraft Type	Registration	Pass/Partial pass/Fail	Place of Test	Duration of Test	Date

Examiner's Signature Date of Signature
 Examiner's Name (block capitals) CAA Authorised Examiner No.

8. UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE (b, c and d to be completed by the UK Radiotelephony (RTF) Authorised Examiner)

	Date Passed	Paper No.	Mark (%)	Examiner's Name Signature	Examiner's No.
a) UK Communications (Written) (see Guidance Notes)	__ / __ / __				
b) HF Theory (Written)	__ / __ / __				RT
c) Radiotelephony Practical Test	__ / __ / __				RT
d) ICAO English Language Proficiency (see Guidance Notes)	Date	Level	Yes <input type="checkbox"/> No <input type="checkbox"/>		RT
		6			

The above examinations were completed at(Test Location)

9. PAYMENT METHODS

Please complete form SRG 1187.

10. DECLARATION OF APPLICANT (TICK AS APPROPRIATE)

I declare that the information provided on this form is correct. If the application includes the RTF Practical Test, I declare that the test was conducted using a Radio Communication Simulator and that no other person or candidate was present, or able to observe the test.

I agree to receive:

Flight Crew Safety material from the CAA only or

Safety material from authorised sources or

I do not wish to receive Safety material

Signature of Applicant Date

It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both. A Cancellation Charge may be applied as per the CAA scheme of charges when an active application request has been cancelled by the CAA or the customer.

11. SUBMISSION INSTRUCTIONS

Send your completed application form to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR, United Kingdom

Together with:

- All original Flying Logbooks
- A copy of your valid JAR-FCL Medical Certificate (National PPL (DVLA Group 1 or 2) medical declaration for UK PPL (BA) applicants; National PPL (DVLA Group 2) medical declaration for restricted UK CPL (B) applicants)
- FCL 672 - Skill Test Form (CPL applications only)
- SRG 1319 - For subsequent balloon ratings
- Original Passport or Birth Certificate as Evidence of Identity (certified copies by the UK training provider are acceptable).
Please note:- Existing holders of a UK Professional Flight Crew Licence or holders of any UK-JAR-FCL Pilot licence can ignore this requirement as can applicants for a CPL (B) or CPL Airship who have already submitted such ID as part of a UK PPL (BA) application.
- Payment form SRG 1187

Please note that failure to submit all of the required documentation may lead to a delay in processing your application.

UK BALLOON PRIVATE PILOTS LICENCE / UK BALLOON OR UK AIRSHIP / COMMERCIAL PILOTS LICENCE / UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE - APPLICATION

GUIDANCE

General Guidance

In order for PLD to process your licence application as quickly as possible, it is important that you complete the application form correctly and submit all the required supporting documentation.

The application form and this guidance document covers a number of different licence and ratings applications. Please work your way through the guidance notes and ensure that you read and fully digest the information applicable to your application.

Please read this document in conjunction with Scheme of Charges

This document will give guidance on:

- 1 Where to apply for your licence/rating
- 2 How to contact us if you have a query
- 3 Supporting documentation required with the application
- 4 How to complete each section of the application form

NOTE: Having a clear application form and logbook (where appropriate) will enable PLD to issue licence and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Where to apply for your licence/rating

By Post

As detailed in Section 11 Submission instructions of application form.

Public Counter

Our Public Counter is open from 0900 to 1600 Monday to Friday for depositing applications only. We are unable to process your application any faster than by post.

How to contact us if you have a query

Before contacting the PLD Customer Service Team with your query, you should visit the PLD web site at www.caa.co.uk/srg/licensing for detailed licensing information.

If you are unable to find the information you require please contact our Customer Services team on 01293 573700 or by e-mail at fclweb@srg.caa.co.uk.

Supporting documentation required with the application

As detailed in Section 11 Submission Instructions of application form.

How to complete each section of the application form

Section 1 - Personal Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the correspondence address.

Section 2 - Application

Please indicate the licence you are applying for and class/group of balloon.

Section 3 - Particulars of UK or Non-UK licences held

Please indicate the licence you hold if applicable.

Section 4 - CAA use only

Section 5 - Flying Experience

PPL (B) applicants should complete Section 5(a), Night Rating applicants should complete Section 5(b), Additional Rating applicants should complete Section 5(c), CPL(B) applicants should complete Section 5(d) and CPL(AS) applicants should complete Section 5(e).

Section 6 - Ground Examinations

Section 6(a) should be completed by the ground examiner.

Section 7 - Flight Test

Section 7(a) or 7(b) should be completed by an authorised flight test examiner.

Section 8 -UK Flight Radiotelephony Operator's licence

If also applying for the grant of a FRTOL, this section must be completed by the RT Examiner.

Applicants should be familiar with the Air Navigation Order (ANO) currently in force, which details the privileges of the UK Flight Radiotelephony Operator's Licence. This licence conveys no privileges for the operation of radio stations that are not installed in aircraft.

Aircraft radio installations must have a separate radio station licence issued by the Department of Airspace Policy, Wireless Telegraphy Act Radio Licensing Section.

This Section shall be completed by an Examiner authorised by the CAA to conduct tests and examinations for the UK Flight Radiotelephony Operator's Licence. Item C may only be tested and signed by an Examiner holding a specific RTF Examiner Authorisation using a RTF Communication Simulator approved by the CAA. Tests may not be conducted in an aircraft, in groups, or without a fully operational RTF Communication Simulator.

Applicants who have passed the JAA Communications Examination(s) VFR or IFR (Subject 090) in the previous 12 months are exempt from sitting the FRTOL Communications written examination. Candidates who have passed the JAA CPL/ATPL written examination in Radio Navigation are exempt from the **HF** Theory written examination.

Certificate of Language Proficiency in English. All applicants for an ICAO pilots licence issued after 5 March 2008 that intend to use radiotelephony, must obtain an assessment of their Language Proficiency to at least Level 4 in the UK, this will be in English. Where an applicant uses English as their primary language for communication and demonstrate that they are fluent, they may be assessed ICAO Level 6 (Expert). RTF Examiners may certify that an applicant is fluent in the use of English for radiotelephony by placing a tick in the **Yes** box in Section 8(d). Where a candidate is considered less than fluent, or in the case of candidates whose primary language is not English, if there is any doubt regarding their fluency in English, the examiner should place a tick in the **No** box. Applicants who are not assessed as Level 6 must obtain the necessary assessment from an accredited language assessment centre. Further details will be published in JAR-FCL 1/2.010(a)(4) during 2006. RTF Examiners are only required to identify fluency, and should not attempt to assess levels of fluency. If there is any doubt whatsoever the tick should be placed in the **No** box.

Radiotelephony licences issued to professional pilots who have passed the CAA/JAA Navigation Group of subjects for the CPL/ATPL do not include the VHF only limitation. Other applicants who require to operate HF radiotelephony equipment (below 30 MHz) are required to pass the additional HF written examination in order to have the VHF only limitation removed. No fee is payable for the removal of this limitation.

The syllabus and details of training to be completed for the issue of this licence are published annually by Aeronautical Information Circulars (White) together with details of Examiners authorised to conduct the examinations. The UK radiotelephony procedures are published in the CAA publication CAP 413 'Radiotelephony Manual'. Applicants should also read the relevant sections of the UK Aeronautical Information Publication (AIP). Candidates for JAA professional pilot licences should be aware that the 'Communications' syllabus is published in JAR-FCL Part 1 Subject 090. Applicants who have passed Subject 090 will be required to pass the UK Radiotelephony written examination and are exempt Section 3(a). Details of the date of passing Subject 090 should be included.

Radiotelephony examinations and tests can be taken at the centres listed in Aeronautical Information Circulars. These centres are normally associated with Flying Training Organisations or Educational Establishments. Applicants, who should make prior arrangements with the test centre concerned, will be required to pay an examination fee to the examiner test centre. Details of examination centres are available on our web site www.caa.co.uk under Personnel Licensing.

Section 9 - Payment Methods

Please complete form SRG 1187. You may also wish to refer to our Scheme of Charges which can be found on our web site at www.caa.co.uk/srg under Personnel Licensing, then Flight Crew Licensing then Scheme of Charges.

Section 10 - Declaration of Applicant

This section must be completed after reviewing all information entered on the application form.

Section 11 - Submission Instructions

As stated.