

Application for Qualification as a Flight Instructor Course Instructor (Aeroplanes, Helicopters, Airships, Balloon and Sailplanes) Under EASA Aircrew Regulation Part-FCL.905.FI(i)



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Unique Corporate No. (to be completed by CAA)

Please read attached Guidance Note on page 4 before completing this form.

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

Individual

Title: Forename: Surname:

Address:

..... Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Trading Name: (if applicable)

Website address:

A photocopy of your valid Passport or valid photocard Driving Licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

2. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

..... Postcode:

3. CAA REFERENCE NUMBER

CAA Personal Reference Number (if known or Date of Birth if not known):

4. APPLICATION

I am applying for an initial qualification as a (tick as appropriate):

Aeroplane Flight Instructor Course Instructor Balloon Flight Instructor Course Instructor

Helicopter Flight Instructor Course Instructor Airship Flight Instructor Course Instructor

Sailplane Flight Instructor Course Instructor

5. INSTRUCTOR LICENCE AND QUALIFICATIONS (Please Complete All Details)

Licence Type: Licence Number: Expiry Date:

Aircraft Classes and Types held.....

Instrument Rating: Restricted Yes No

Flying Instructor Rating: Single Multi Issue date: Last Certificate of Revalidation/Renewal

Restrictions in Place: No Night No Aerobatics No Towing

5. INSTRUCTIONAL FLYING EXPERIENCE (Please Complete All Column(s) Relevant To Your Application)				
	Single-Engine Aeroplane or Helicopter hours (as relevant to your application)	Multi-Engine Aeroplane or Helicopter hours (as relevant to your application)	Instruments Aeroplane, Helicopter or Airship hours (as relevant to your application)	Other Balloons, Airships and Sailplanes (as relevant to your application)
Total Hours as PIC				
Total Hours as PIC flown in Aeroplanes below 5700Kg				
Instructional Hours				
Total Instructional Hours				
Total Instructional Hours Aeroplanes below 5700Kg				
Civil ab-initio				
Civil ab-initio (last 12 months)				
Total Instrument Flying Instruction				
Total Military				
Military ab-initio				
Simulator				
For the purpose of this application ab-initio includes exercises up to and including exercise 18 of the PPL syllabus.				

6. COUNTERSIGNATURE
<p>I can confirm that the applicant meets the requirements, as specified in Part-FCL 905.FI, in respect of the qualification noted in Paragraph 4 and having previously assessed / flown with the said individual, I recommend that the applicant proceed to flight test by the CAA in respect of the qualification as a Flight Instructor Course Instructor.</p> <p>Signature: Date:</p> <p>Name of UK CAA Flight Instructor Examiner:</p> <p>Examiner Reference Number:</p>

7. 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 Approval:** 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.

8. 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).
- I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:
(as shown in Section 1)

Signature of Applicant (named in Section 1):

FALSE REPRESENTATION STATEMENT

It is an offence 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. 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.

9. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it, with attachments as listed below, to:

Licensing and Training Standards - Approvals
 CAA, Aviation House
 Gatwick Airport South
 West Sussex
 RH6 0YR

Checklist for submission (All applicants): Please tick or complete, as requested those items being enclosed.

- Applicable Charge/Fee
- SRG1140
- Photocopy of PHOTO ID (Passport or Photocard Driving Licence for Individuals)

NOTES:

- Recent ab-initio instructional experience has often proven invaluable, prior to application and flight test in order to ensure a successful flight test result.
- Please note, some FIEs offer standardisation training, prior to flight test, which has proved invaluable to earlier Aeroplane and Helicopter applicants
- FIC Flight Tests must be booked through L&TS Flight Test Bookings on 01293 573602.

Guidance Note 1

- Please refer to EASA Part-FCL.915, Part-FCL.920, Part-FCL.935 and Part-FCL.905.FI for details of the pre-requisites and assessment for the Flight Instructor Course Instructor.

CAA USE ONLY Applicant's name Date of application

Department: Contact Name:

Job No: Folio No: CAA Account Number:

Nominal Code: Cost Centre: Date received:

If payment is received by cheque, attach a copy to this application form.

The sum of £ has been received by: Date:

Amount paid by: Cheque Cash Card Electronic Transfer*
 £ £ £ £

* Receipt of Electronic Transfer to be verified by Treasury.

Cheque drawn against account of:

Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:

Legal Entity Details

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification:

Signature on ID checked against Form Signature: . Appropriately certified:

10. PAYMENT DETAILS

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

Visa (max. £2000) <input type="checkbox"/>	Mastercard <input type="checkbox"/>	Debit Card <input type="checkbox"/>	Cheque/Banker's Draft <input type="checkbox"/>	Electronic Transfer <input type="checkbox"/>	Cash (max. £200) <input type="checkbox"/>
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We do not accept American Express, Diners Club or JCB cards. 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 followed by the application date in the description field (i.e. SRG 1140ddmmyyy).

Payer: 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:

e) NATS Payment (please tick as appropriate)

Fees to be charged to NATS Amount to be charged to NATS account: £

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.