

# Helicopter – Application for the Issue/Revalidation/Renewal for a Single and Multi Pilot Type Rating



Please complete this form clearly in BLOCK CAPITALS using black or dark blue ink.

Unique No. (to be completed by CAA)

**Please Note: Application for the issue of a type or class rating to a JAR-FCL licence will be issued in accordance with Part-FCL after the 17th September 2012. For National Licences (except NPPL) aircraft types specified as EASA aircraft can only be endorsed onto a Part FCL Licence after 17th September 2012.**

European 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).

**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 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. APPLICANT DETAILS

**(The Applicant is responsible for payment of CAA charges)  
To be completed by the 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: .....

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

Telephone Number: ..... Alternative Telephone Number: .....

E-mail: .....

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

**To be completed by the Applicant**

Postal Address: .....

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

## 3. MEDICAL FITNESS

**To be completed by the Applicant**

Class of Medical Certificate held	Date of last Medical	Date of Expiry	CAA use only

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

My medical examination will take place at: ..... on: .....

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 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.).

4. PARTICULARS OF UK OR NON-UK LICENCES HELD			To be completed by the Applicant
Issuing Authority	Type/Class of Licence	Licence Number	Expiry Date

**Sections 5 is to be completed, unless you provide a clear photocopy of your Certificate of Revalidation.**

(Should the photocopy not be clear, it will result in your being asked for a clear copy and will delay your application)

5. RATINGS HELD						To be completed by the Applicant
Please give the date of the most recent Skill Test (ST), Proficiency Check (PC) or Revalidation by Experience for <b>each</b> type and/or class rating, and any Instructor certificate to be endorsed on your Part-FCL Licence.						
Rating or Certificate held	Single-Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only

6. APPLICATION (tick as appropriate)	To be completed by the Applicant
I am applying for:	
Initial Issue <input type="checkbox"/>	Revalidation * <input type="checkbox"/>
	Renewal * <input type="checkbox"/>
of a Helicopter Type Rating on (please specify including variants): .....	
i) Single Pilot <input type="checkbox"/>	and/or Multi Pilot <input type="checkbox"/>
	Co Pilot only <input type="checkbox"/>
ii) Total flight time on helicopter as PIC ..... (initial issue Multi Engine only)	
iii) I am also Revalidating <input type="checkbox"/>	
	Renewing <input type="checkbox"/>
	the Instrument Rating for (SPH) SE <input type="checkbox"/>
	ME <input type="checkbox"/>
	or MPH <input type="checkbox"/>
(please specify including variants): ..... new rating valid until: .....	
iv) Powered Lift Aircraft Rating (please specify including variants) .....	
(*Only required when the Examiner has <b>not</b> signed the Certificate of Revalidation or renewal is over 3 years)	

**Revalidation of Single Engine Piston or Single Engine Turbine Helicopters**

I certify that I meet the requirement of Part-FCL.740.H for the revalidation of the following types:

.....

.....

7. CONFIRMATION	To be completed by the Applicant
I have completed a ST/PC for the issue <input type="checkbox"/>	
	revalidation <input type="checkbox"/>
	renewal <input type="checkbox"/>
of the following	
Type Rating: .....	
Test Date: ..... Aircraft Type/Simulator and Registration: .....	
Examiner's Name: ..... Examiner's Number: .....	
Note: Applicants are advised that the licence will not be issued until the corresponding Examiner's Report Form is received.	

**8. DECLARATION OF APPLICANT (tick as appropriate) To be completed by the Applicant**

- i) I declare that the information provided on this form is correct.
- ii) I have fully reviewed all guidance notes and have submitted all of the necessary paperwork for my application to be considered.
- iii) I agree to receive Flight Crew Safety material from the CAA only  or Safety Material from authorised sources

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

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

**9. CAA USE ONLY**

Date of Issue .....	Enclosures
Checked by .....	Despatch/collection details
Loaded by .....	
Signed by .....	
Ratings or certificates to be re-entered: .....	
.....	

**10. 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.

**11. 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.

**12. 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**

**13. SUBMISSION INSTRUCTIONS (See Guidance Notes)**

Please send your completed application and supporting documentation (see Guidance Notes) to the following address:

Licensing & Training Standards – Licensing Department  
 Civil Aviation Authority  
 Aviation House  
 Gatwick Airport South  
 West Sussex  
 RH6 0YR  
 United Kingdom

**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**

**Company** – Date of incorporation of Company: .....

If declaration is signed on behalf of a Company:

is declaration signed by a Director or Company Secretary? .....

if not, then does signatory have authority to sign? .....

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

Type of identification: .....

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

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

Visa	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 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 1173ddmmyyyy).

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: .....

**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.**

# Guidance and Submission Instructions for Issue, Revalidation and Renewal of a Single or Multi-Pilot Type Rating for Helicopters

## GUIDANCE NOTE 1: Introduction

Having a clear application form and pilots' flying log (where appropriate) will enable L&TS to issue licences, ratings and certificates more efficiently, with less risk of errors or rejections with subsequent delays to your application.

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.

After thoroughly reviewing this guidance and the what documents to submit section please send your completed application and supporting documentation to the following address:

Licensing & Training Standards - Personnel Licensing  
Civil Aviation Authority  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR  
United Kingdom

## GUIDANCE NOTE 2: Important Information

Please note the following important information for all applications.

Application for the addition of a type or class rating to a JAR-FCL licence will be issued in accordance with Part-FCL after the 17th September 2012. For National Licences (except NPPL) aircraft types specified as EASA aircraft can only be endorsed onto a Part FCL Licence after 17th September 2012.

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.

In order to exercise the privileges of a Pilot licence where 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.

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.

## GUIDANCE NOTE 3: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation or authorised signatory \*.

### 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 acts as a representative of the Head of Training, authorised by the Head of Training or through approved procedures to confirm that the stated training has been conducted by the Approved Training Organisation (ATO). The ATO must maintain a record of those so authorised.

#### **GUIDANCE NOTE 4: Issue/Revalidation/Renewal of Type Rating**

**This Form is not required for revalidation or renewal of a Type Rating, if the examiner has signed the Certificate of Revalidation.**

**This Form is required for the Issue of a Type Rating.**

**This Form is also required where the examiner is unable to sign the Certificate of Revalidation, or in the case of a renewal of more than 3 years or if the rating has been removed from the valid ratings section XIII of the Licence.**

#### **Section 1 Applicant 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 Section 2 the Correspondence Address.

#### **Section 3 Medical Fitness**

The applicant must hold a valid and in the appropriate class Medical Certificate to the licence held. 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.

#### **Section 4 Particulars of UK or non-UK Licences Held**

Details of all licences held.

#### **Section 5 Ratings Held**

The applicant must **either** complete the Ratings Held section, or submit a copy of the current Certificate(s) of Revalidation with each application, as the licence will be reissued with each administrative or rating change, this will ensure valid ratings held are reissued (**should the copy not be clear, it will result in your being asked for a clear copy and delay your licence document**).

#### **Section 6 Application**

This form is to be used for:

- Issue, Revalidation or Renewal of a SPH or MPH Type Rating and the revalidation/renewal of an Instrument Rating.
- Revalidation by experience of other helicopter types.
- Application for the initial issue of a Powered Lift Aircraft Type Rating.

Please indicate the clearly the helicopter type rating you are applying for including the variant (if applicable) that you have been trained and tested on, e.g. A109A or A109E.

Also for type ratings please indicate any limitations that may be endorsed alongside your rating such a Co-Pilot only and Low Visibility limited.

For type ratings please indicate any limitations that may be endorsed alongside your rating such a Co-Pilot only.

Please also refer to FCL.740.H or CAP 804, Section 4, Part H for the revalidation by experience of other helicopter types. Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Type Rating Proficiency Checks.

#### **Section 7 Confirmation of Skill Test**

Completed by the applicant the brief details of the successfully passed Skill Test. Please also note the statement on Examiners Report. Applicants are notified that the licence, rating or certificate will not be issued until the corresponding Examiners Report Form is received.

#### **Section 8 Declaration of Applicant**

Please refer to the false representation statement.

#### **Section 9 CAA use only**

#### **Section 10 Courier Charges**

Details guidance for applicants about the courier charge that they may wish to pay in addition to have the secure postal service.

#### **Section 11 Charges**

Explains the charges applicable to application being made. Licences, ratings or certificates will not be issued unless payment in full has been received.

#### **Section 12 Financial Declaration**

The Financial Declaration that the applicant is required to complete.

#### **Section 13 Submission Instructions**

Address details where the application must be sent to.

#### **Section 15 Payment Details**

Once payment for the application has been take, in accordance with Data Protection Act this information will be destroyed.

**GUIDANCE NOTE 5: Guidance for Examiners**

- For initial issue and renewal, the examiner is to ensure that the ATO has completed all required training and they have supplied a suitable Certificate of Course Completion to the applicant (to be sent in to Licensing & Training Standards with the form SRG 2138).
- An examiner may only endorse the certificate of revalidation in a pilot's licence or certificate of authorisation to revalidate a rating or certificate, or to renew a rating or certificate which has not expired by more than 3 years and is still included in the licence or certificate of authorisation. If the rating has expired by more than 3 years, or has been removed from Section XII on page 4 of the licence or the certificate of authorisation, the application must be submitted to Licensing & Training Standards for the rating or certificate to be entered into the certificate of revalidation and a fee will apply.
- Please also refer to Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Type Rating Proficiency Checks.

**GUIDANCE NOTE 6: What documents to submit (in addition to this form)**

Application	Original flying logs	Certified copy of the Certificate of Revalidation from any existing UK issued Flight Crew Licence	Original third country ICAO Licence and Medical or certified copy by ATO	Copy of Part-FCL Examiner's Approval certificate and licence (if Examiner not approved by the UK CAA)	Copy of Part-ORA Approved Training Organisations (ATO) Approval certificate (if ATO is not approved by the UK CAA)	ATO Course Completion Certificate or form 1107	Examiner Skill Test Report Form (can be sent separately by the Examiner).	Multi-Crew Cooperation Certificate (if application for first Multi-Pilot Type Rating).
Initial issue of Multi Engine Type Rating	✓	✓	N/A	✓	✓	✓	✓	N/A
Initial issue of Multi-Pilot Type Rating	N/A	✓	N/A	✓	✓	✓	✓	✓
Initial issue of Single Pilot Type Rating	N/A	✓	N/A	✓	✓	✓	✓	N/A
Acceptance of ICAO Third Country Type Ratings	✓	✓	✓	✓	✓	N/A	✓	✓
Revalidation of type rating If Certificate of Revalidation not signed by the Examine	N/A	✓	N/A	✓	N/A	N/A	✓	N/A
Renewal of type rating If Certificate of Revalidation not signed by the Examiner or Rating expired over 3 years	N/A	✓	N/A	✓	✓	✓	✓	N/A