

HELICOPTERS - Application for Part-FCL Professional Licence/ Instrument Rating/UK Flight Radiotelephony Operator's Licence



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 No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

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: Alternative telephone Number:

E-mail: Fax Number:

A certified copy of your valid Passport, EEA/EU National Identity Card or Full EU 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 (if different from above):

.....

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. 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).

4. PARTICULARS OF UK OR THIRD COUNTRY ICAO LICENCES HELD			To be completed by the Applicant
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

5. RATINGS HELD							To be completed by the Applicant
Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for each 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 (See Guidance Notes) (tick as appropriate)		To be completed by the Applicant
I am applying for the following Helicopter Licence and/or ratings:		
CPL <input type="checkbox"/>	IR <input type="checkbox"/>	
ATPL <input type="checkbox"/>	UK FRTOL <input type="checkbox"/>	
Helicopter type rating (please specify):		
Note: Any additional rating applied for, other than those mandatory for licence issue, will incur an additional charge.		
Type of course(s) completed (if any):		
CPL Modular <input type="checkbox"/>	IR Modular <input type="checkbox"/>	
CPL Integrated <input type="checkbox"/>	CPL/IR Integrated <input type="checkbox"/>	
ATP Integrated <input type="checkbox"/>	ATP/IR Integrated <input type="checkbox"/>	
Conversions (if applicable):		
ICAO CPL to CPL <input type="checkbox"/>	ICAO CPL/IR to CPL/IR <input type="checkbox"/>	
ICAO ATPL (VFR) to ATPL (VFR) <input type="checkbox"/>	ICAO ATPL/IR to ATPL/IR <input type="checkbox"/>	
Military Accreditation Scheme (if applicable):		
UK QMP to CPL <input type="checkbox"/>	UK QMP to CPL/IR <input type="checkbox"/>	
UK QMP to ATPL (VFR) <input type="checkbox"/>	UK QMP to ATPL/IR <input type="checkbox"/>	

7. FLYING EXPERIENCE		To be completed by the Applicant			
<p>IMPORTANT NOTE: Any flight entries recorded within a pilot log, for the same date as Pilot in Command and Dual will only be countable as Dual flight for licensing purposes.</p> <p>Please see guidance in CAP 804, in relation to the logging of flight experience in accordance with Part-FCL.</p>		Hours Claimed on Course	Total Hours Claimed	CAA use only	
A Total Experience as Pilot	As pilot-in-command (PIC)				
	As student pilot-in-command (SPIC-Integrated only)				
	As pilot-in-command under supervision (PIC/US)				
	Dual instruction				
	As Co-pilot (P2)				
	Other Hours Credited (if applicable)				
	Section A Total Hours				
B Cross Country and Overseas Flying	As pilot-in-command (PIC)				
	As student pilot-in-command (SPIC-Integrated only)				
	As pilot-in-command under supervision (PIC/US)				
	Dual instruction				
	As Co-pilot (P2)				
	Section B Total Hours				
	Date of 100 NM flight (helicopters) (dd/mm/yyyy)				
C Night Flying	As pilot-in-command (PIC)				
	As pilot-in-command under supervision (PIC/US)				
	Dual instruction				
	Dual Cross-country				
	As Co-pilot (P2)				
	Section C Total Hours				
	Solo take-offs and landings (number of)				
D Instrument Flying	Dual instruction (In flight)				
	As student pilot-in-command (SPIC-Integrated only)				
	Instrument ground time	FTD 2/3 or FNPT I			
		FNPT II/III			
		FSTD or FSS			
	Flying Time (PIC/Co-pilot/PIC/US)				
	MCC Training (as part of course)				
Section D Total Hours					
E Multi-pilot Aircraft Experience	As pilot-in-command				
	As pilot-in-command under supervision (PIC/US)				
	Dual instruction				
	As co-pilot (P2)				
	Section E Total Hours				
For CAA use only					

8. CONFIRMATION OF THEORETICAL KNOWLEDGE COURSE COMPLETION
To be completed by the Approved Training Organisation conducting the Theoretical Training

Confirmation of Theoretical Knowledge training course completed, Helicopters

CPL IR ATP

Theoretical Knowledge training completed on course Hours

Give details of Competent Authority with whom the Examinations were taken:

Certified copy of results to be provided with application and Certified copy of ATO approval Certificate (if training ATO and examinations not subject to UK CAA approval).

Approved Training Organisation (ATO): ATO Approval No.:

Competent Authority issuing Approval:

Name of Head of Training

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

9. CPL MODULAR OR REDUCED MODULAR (ICAO CPL Conversion or UK QMP) TRAINING COURSE DETAILS
To be completed by the Approved Training Organisation

I certify that (name) has satisfactorily met the Pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training for the grant of a Commercial Pilot's Licence. I further certify that I have examined the applicants flying log and that the entries in them comply with the requirements for the grant of a Commercial Pilot's Licence in accordance with Part-FCL.

Date CPL course started: Date CPL course completed:

The course consisted of:

..... hours dual flight instruction of which

..... hours dual flight visual instruction

..... hours dual flight instruction at night (if applicable)

..... hours instrument instruction

Simulator Experience (if applicable)

..... hours instrument ground time in a FTD 2/3 or FNPT I FNPT II/III Flight Simulator

FSTD Identification Number of simulator used (which must be approved in accordance with Commission Regulation (EU) 1178/2011 as amended):

Competent Authority issuing Qualification Certificate for the simulator:

Recommended for Skill Test by Name: Licence No:

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing approval:

Name of Head of Training:

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

10. IR COURSE DETAILS**To be completed by the Approved Training Organisation**

I certify that (name) has satisfactorily met the Pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training for the grant of an instrument rating. I further certify that I have examined the applicants flying log and that the entries in them meet in full the flying experience requirements for the grant of an instrument rating in accordance with Part-FCL.

Date IR course started: Date IR course completed:

The course consisted of:

..... hours dual instrument flight instruction in a single engine helicopter

..... hours dual instrument flight instruction in a multi engine helicopter

Simulator Experience (if applicable)

..... hours instrument ground time in a FTD 2/3 or FNPT I FNPT II/III Flight Simulator

FSTD Identification Number of simulator used (which must be approved in accordance with Commission Regulation (EU) 1178/2011 as amended):

Competent Authority issuing Qualification Certificate for the simulator:

Recommended for Skill Test by Name: Licence No:

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing approval:

Name of Head of Training:

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**11. INTEGRATED COURSES****To be completed by the Approved Training Organisation**

I certify that (name) has satisfactorily completed a course of training for the grant of a Commercial Pilot's Licence with without instrument rating and the training is detailed in Section 5. I further certify that I have examined the applicants flying log and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot's Licence with without instrument rating in accordance with Part-FCL.

Date course started: Date course completed:

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing approval:

Name of Head of Training:

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

12. UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE (FRTOL) To be completed by a UK CAA authorised RTF Examiner

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

The above examinations were completed at (Test location)

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

13. CONFIRMATION OF SKILLS TEST To be completed by the holder of an Examiner Certificate issued in accordance with Part-FCL

I certify that (name) has satisfactorily completed a:

CPL (H) Skill Test Pass Date IR (H) Skill Test Pass Date

Multi Pilot ATPL (H) Skill Test Pass Date

I further certify that I have examined the applicants flying log and the entries in them meet in full the flying experience requirements for the grant of a licence in accordance with Part-FCL.

Examiner's Name: Examiner's Number:

Authorising Competent Authority: Date of Examiners Briefing (if applicable):

Signature (Examiner): Date:

Note - Examiners are reminded that they must complete the Examiners Report Form and submit this to Licensing & Training Standards, within 14 working days from the skill test.

Applicants are advised that the licence will not be issued until the corresponding Examiners Report Form is received.

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

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

I declare that the information provided on this form is correct.

I agree to receive:

Flight Crew Safety material from the CAA only or

Safety material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

15. CAA USE ONLY

Date of Issue

Checked by

Loaded by

Signed by

Enclosures

16. COURIER CHARGES

Note to all applicants: All original documents submitted by the customer and CAA issued documents, will be sent 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 the use of normal postal services.

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.

17. 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 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 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.

18. FINANCIAL DECLARATION

I declare that to the best of my knowledge the particulars entered in Section 20 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:

Signature of Applicant: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

19. SUBMISSION INSTRUCTIONS (See Guidance Notes)

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

Licensing and Training Standards, Licensing Department
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

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:

20. 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 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 1183Hddmmmyyy).

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: /

Issue No: (if applicable)

Amount: £.....

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:

HELICOPTERS - Application for Part-FCL Professional Licence/Instrument Rating/ UK Flight Radiotelephony Operator's Licence – GUIDANCE NOTES

Having a clear application form and flying log will enable L&TS to issue licences and ratings more efficiently, with less risk of errors or rejections and consequent 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. Failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per the scheme of charges and our CAA refund policy.

IMPORTANT INFORMATION

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 Language Proficiency Certificate in English in accordance with FCL.055 and Appendix 2 of Part-FCL prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

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.

GUIDANCE NOTE 2: Which sections of the application form to complete

Licence applied for	Sections to be completed
Part-FCL CPL (By Modular course) without IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 12*, 13, 14, 16, 17, 18, 19, 20.
Part-FCL CPL (By Modular course) with IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12*, 13, 14, 16, 17, 18, 19, 20.
Part-FCL, CPL,CPL/IR, ATPL (Integrated course) (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 11, 12*, 13, 14, 16, 17, 18, 19, 20.
UK, JAR-FCL CPL, Part-FCL CPL to Part-FCL ATPL (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 12*, 13, 14, 16, 17, 18, 19, 20.
ICAO CPL to Part-FCL CPL Conversion without IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 12*, 13, 14, 16, 17, 18, 19, 20.
ICAO CPL to Part-FCL CPL Conversion with IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12*, 13, 14, 16, 17, 18, 19, 20.
ICAO ATPL to Part-FCL CPL Conversion with IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12*, 13, 14, 16, 17, 18, 19, 20.
ICAO ATPL to Part-FCL ATPL Conversion (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 12*, 13, 14, 16, 17, 18, 19, 20.
UK QMP to Part-FCL CPL without IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 12*, 13, 14, 16, 17, 18, 19, 20.
UK QMP to Part-FCL CPL with IR (to include FRTOL).	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12*, 13, 14, 16, 17, 18, 19, 20.
*Applicable if the UK FRTOL is not already held.	

GUIDANCE NOTE 3: Supporting documentation required with the application

Licence Application	Original flying log	See guidance note 1.	Certified copy of the Certificate of Revalidation from any existing UK issued Flight Crew Licence. See guidance note 1.	See guidance note 1.	A certified copy of your valid Passport, EE/EEU Nationals Identity Card or Full EU Photographic Driving Licence. See guidance note 1.	Copy of Part-FCL Medical Certificate (Class 1 or 2) See guidance note 1.	See guidance note 1.	Original third country ICAO Licence and Medical or certified copy by ATO See guidance note 1.	Copy of Part-FCL Examiner's Approval certificate and licence (if Examiner is not approved by the UK CAA) See guidance note 1.	Copy of Part-ORA Approved Training Organisations (ATO) Approval certificate (if ATO is not approved by the UK CAA) See guidance note 1.	Letter from Operating Company confirming PIC/US hours Multi Pilot Operations.
Part-FCL CPL (By Modular course) without IR (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	N/A	
Part-FCL CPL (By Modular course) with IR (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	N/A	
Part-FCL, CPL, CPL/IR, ATPL (Integrated course) (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	N/A	
UK, JAR-FCL CPL, Part-FCL CPL to Part-FCL ATPL (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	✓	
ICAO CPL to Part-FCL CPL Conversion without IR (to include FRTOL).	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	
ICAO CPL to Part-FCL CPL Conversion with IR (to include FRTOL).	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	
ICAO ATPL to Part-FCL CPL Conversion with IR (to include FRTOL).	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	
ICAO ATPL to Part-FCL ATPL Conversion (to include FRTOL). (see Guidance Note 4)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
UK QMP to Part-FCL CPL without IR (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	N/A	
UK QMP to Part-FCL CPL with IR (to include FRTOL).	✓	✓	✓	✓	✓	N/A	✓	✓	✓	N/A	

GUIDANCE NOTE 4: Supporting documentation required with the application

Applicants must apply for and pass a UK CAA observed ATPL Skill Test. Application for an observed ATPL Skill Test is made using form SRG 3101, paying the appropriate fee as per the scheme of charges.