

Application for Renewal of an Air Operator's Certificate (Balloons)



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 Notes before completing the technical sections of this form.

Please complete **either** section 1 a) or section 1 b). For all Companies registered at Companies House, please complete section 1 b) only.

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges) (See Notes 1 and 2)
a) Individual (including sole traders and partnerships)
Title: Forename: Surname: Address: Postcode: Telephone: Fax: E-mail: Mobile No: Trading Name(s): (if applicable) Website address: In the case of a partnership, please complete details of all partners. Continued on a separate sheet <input type="checkbox"/>
or b) A Company
Registered Company Name (in full): Registered Company Number: Country of Company Registration: Registered Office Address: Postcode: Telephone: Fax: E-mail: Mobile: Trading Name(s): (if applicable) Trading Address (primary site): Postcode: Website address:
Authorised Representative of Company This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company. Title: Forename: Surname: Position in Company: Telephone No: E-mail: If you are a not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.
This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

2. APPLICATION DETAILS

AOC Number: BL

Types and Registration marks of balloons for which a certificate is required: *(See Note 3) Continue on a separate sheet if required*

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Are balloons currently available for inspection? YES NO

If not, please give the date on which they will be:

Geographical regions in which it is proposed to continue to operate: *(See Note 4)*

Name and address of organisation responsible for maintenance of each balloon: *(See Note 5)*

State any changes to your organisation, staffing and equipment since last application was made: *(See Note 6)*
(Qualifications and experience to be detailed on CAA Form 4 (SRG 2815) – one Form for each proposed postholder.)

The proposed date of renewal of the certificate *(See Note 7)*

Please note that a minimum of **15** working days' notice will be required.

3. AOC (BALLOONS) RENEWAL CHARGES CALCULATION

Please read Notes prior to completion. (See Note 8 for example.)

1 Sizes of Company Balloon Envelopes (x 1,000 cu.ft.)	2 Number of Company Balloons by Size	3 Passenger Capacity of Balloons (See Notes)	4 Company Passenger Capacities (2 x 3)
TOTAL 4 -->			

USING THE TABLE

The table above allows you to calculate your passenger capacity of the balloon(s) that you require to list within Appendix A of your company Operations Manual and hence the cost of an Air Operators Certificate with effect from 1 April.

- In Column 1, enter all of the different envelope sizes of balloons, as detailed in Appendix A of your Operations Manual.
- In Column 2, enter the total number of balloons of each envelope size, as detailed in Appendix A of your Operations Manual.
- In Column 3, enter the passenger capacity for each size of balloon, as detailed in Appendix A of your Operations Manual, using the formula "Maximum Number of Occupants" MINUS ONE.
- On each line, multiply Column 2 by Column 3 and enter the results in Column 4.
- Add up the total in Column 4.
- The AOC renewal charge can be found against the passenger capacity in Table 17 of the CAA Air Operator and Police Air Operator Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to . (See example in Guidance Note 8).
- **Please note**, a fee is charged to vary your AOC(B), if an amendment has to be made to your certificate, for example a change of operating region or the addition of a new balloon group.
- **Please note**, a fee is charged to vary your AOC(B) to change the company name or trading name of the holder where the legal entity is unchanged.
- If you have any questions, please email ga@caa.co.uk.

4. CHARGES

The charge(s) required as calculated in accordance with the CAA Air Operator and Police Air Operator 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.

GUIDANCE NOTES FOR COMPLETION OF Form SRG 1312 – Application for Renewal of an Air Operator’s Certificate (Balloons)

Note 1

The particulars given should be those of the person or body who will be the operator of the balloon(s). If the applicant is a person or unincorporated association please complete Section 1a). If the applicant is a company please complete Section 1b).

Note 2

All "trading names" used should be specified. Any "trading names" adopted subsequent to the completion of the application form or the issue of the certificate should be notified to the CAA by way of a Variation application.

Note 3

Give the type and registration mark of each balloon owned or leased to the applicant for operation. If the balloons are not currently available for inspection, give the date on which they will be.

Note 4

Certificates will normally be restricted to Region AA, which is Mainland UK. If an applicant requires a non-standard AOC region, they should define the area of proposed operations.

Note 5

If an Operator does not hold a Part M Subpart G or Part M Subpart F/Part 145 approval, and these are contracted out, then details of the organisations’ arrangements including the organisations’ approval reference numbers will be required to be submitted. A copy of the arrangements/contract(s) will be required to be submitted to the CAA for approval.

Note 6

The information provided under this heading should give a clear picture of the chain of responsibility, appropriate to the size of the company, for all major aspects of management and of the arrangements for suitably qualified deputies to assume the functions of senior staff temporarily absent from duty. In particular, the person or persons responsible for the following duties should be named:

- a) Accountable Manager
- b) Chief Pilot (Minimum experience 150 hours PIC in balloons)
- c) Operations Manager
- d) Flight Training Manager
- e) Continuing Airworthiness Co-ordinator

Note 7

The interval between applications and grant or variation of a certificate will depend primarily upon matters within the control of the operator and no undertaking can be given that the CAA will be able to reach a decision within a particular period. Nevertheless, if, after a period of 12 months, the application process has not been substantially progressed, the CAA will consider the application to have lapsed.

(Example extract from Appendix A, Operations Manual)

Appendix A Company and Balloon Data

Basic Weight of Company Balloons

Balloon Reg.	Type:	Basic Weight	Max No. of Occupants (including Pilot)
G-UNGY	Cameron N-77	250 kg	4
G-ROTI	Cameron A-180	425 kg	11
G-REEN	Lindstrand LBL 180A	451 kg	11
G-			

AOC (Balloons) Renewal Charges Calculation

1 Sizes of Company Balloon Envelopes (x 1,000 cu.ft.)	2 Number of Company Balloons by Size	3 Passenger Capacity of Balloons (See Notes)	4 Company Passenger Capacities (2 x 3)
77	1	3	3
180	2	10	20

TOTAL 4 ->	23
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With a total Passenger Capacity of **23** the AOC(B) application charge would fall in the band of 21 to 30.

PAYMENT AUTHORISATION



Please complete this form online or in BLOCK CAPITALS using black or dark blue ink, before printing, signing and submitting as instructed on the associated Application Form.

PLEASE NOTE: One Payment Authorisation Form is required for each application.

1. PAYMENT DETAILS					
a) Payment type (please tick your chosen method of payment).					
Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Bank Transfer	Cash (max.£1000)
The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000. We do not accept American Express, Diners Club or JCB cards. Cash payments will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post. Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque. 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 a bank transfer please instruct your bankers to quote, i) in relation to an offline personnel licensing application, the CAA Application Form number followed by your PIMS reference number (Example: 1234 PIMS 12345678); or, ii) all other offline non-personnel licensing applications, the CAA Form Number and date of payment transfer (Example: SRG1234 ddmmyyyy; or, iii) in relation to an online application, the Automatic Submission Number (ASN) (e.g. CAI-123) must be quoted. Payer: Payers Email Address: Date of Transfer:					
b) 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:		

Do not send your credit/debit card details by email. Email is inherently insecure and hence it is not possible to guarantee the security of card details sent this way.

INTENTIONALLY BLANK

Nominated Postholders for an AOC Company (CAA Form 4)



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)

1. Details of Management Personnel required to be accepted as specified in:

Please tick appropriate box

EU-OPS 1.185(a)(5)
(Aeroplanes)

JAR-OPS 3.185(a)(5)
(Helicopters)

CAP 611, Chapter 2, paragraph 5.7.3
(Balloons)

1. Operator Name:

2. AOC Number:

3. Name:

4. Position:

2. Qualifications relevant to Position (stated above):

3. Work Experience relevant to Position (stated in Section 1)

4. Return Addresses

On completion, please send this form under confidential cover to:

- The appropriate CAA Regional Manager (Operations) or Deputy at your assigned Regional Office (for Aeroplanes and Helicopters). Regional Office addresses are available at www.caa.co.uk/contacts; or
- General Aviation Unit, 2E
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

(for Balloons)

5. Declaration

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

Signature: Date:

CAA use only

Name and signature of authorised CAA staff member accepting this nomination:

Signature: Date:

Name: Office:

Once accepted, a copy of the completed CAA Form 4 must be returned to the nominee.