

Application for Exemption or Permission for Operation of Unmanned Aircraft Systems (UAS) In UK Airspace

Air Navigation Order 2016 - Article 94/95



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink

Please read the attached Guidance Notes before completing this form.

FALSE REPRESENTATION STATEMENT

It is an offence under the United Kingdom Air Navigation Order 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, and on conviction on indictment with a fine or imprisonment or both.

1. APPLICANT TYPE			
Individual	Complete Section 2(a)	Charity	Complete Section 2(c)
Partnership	Complete Section 2(a)	Other Government Organisation	Complete Section 2(c)
Private Clubs	Complete Section 2(c) (unless a Limited Liability Partnership or Limited Company)	Trust	Complete Section 2(c)
Limited Liability Partnership	Complete Section 2(a)	Public Educational Establishment (University/College)	Complete Section 2(c)
Limited Company	Complete Section 2(b)		

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

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

a) Individual (including sole traders and first party of partnerships)

Title: Forename: Surname:

Trading Name (if applicable):

Address 1:

Address 2:

Address 3:

Town/City: County:

Postcode: Country:

Telephone: Mobile Telephone:

E-mail:

a) Individual (second party of partnerships) (if applicable)

Title: Forename: Surname:

Address 1:

Address 2:

Address 3:

Town/City: County:

Postcode: Country:

Telephone: Mobile Telephone:

E-mail:

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.

b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address 1:

Registered Office Address 2:

Registered Office Address 3:

Town/City: County.....

Postcode: Country:

Telephone:

E-mail:

Trading Name (if applicable):

Trading Address 1:

Trading Address 2:

Trading Address 3:

Town/City: County.....

Postcode: Country:

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 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 or issued to, the applicant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address 1:

Address 2:

Address 3:

Town/City: County.....

Postcode: Country:

Telephone:

E-mail: Mobile Telephone:

Website address:

Authorised Representative(s).....

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

3. POSTAL ADDRESS (if different from above)

Title: Forename: Surname:

Address 1:

Address 2:

Address 3:

Town/City: County:

Postcode: Country:

Telephone: Mobile Telephone:

E-mail:

4. APPLICATION TYPE

Select the type of application and use section 10 to define any Variation (**select all boxes that apply**) :

Initial Renewal Variation Renewal with Variation

Previous Permission or Exemption Expiry Date (Please state here):

Mass and categories (**select all boxes that apply**):

7kg or less Multirotor >7-20kg Multirotor 7kg or less Fixed-Wing >7-20kg Fixed-Wing

>20kg Helicopter/Multirotor >20kg Fixed-Wing

To aid our processing please enter the reference number of your previous Permission or Exemption if applicable: UAV

(*A Variation or Renewal with Variation application will be charged at the Technical Change Rate, as per the Scheme of Charges)

5. OPERATING LIMITATIONS AND CONDITIONS

Select the type of conditions and specify any parameters that apply. **Please note that if multiple categories apply, you should select all boxes and specify the parameters that apply.**

Increased Operating Range:

Height Increase within feet above the surface

Extended Visual Line of Sight within feet above the surface and metres from Remote Pilot.

Beyond Visual Line of Sight within feet above the surface/altitude/Flight Level and metres from Remote Pilot.

Close Proximity Operation:

Congested Area

Reduced operating distances (from persons, vessels, vehicles and structures not under the control of the Remote Pilot) metres

Reduced operating distances from an organised open-air assembly of more than 1,000 persons metres

Other (Please state here):

(*continue in Section 10 below if necessary)

6. DETAILS OF REMOTE PILOT(S)

Remote Pilot's Name:

Remote Pilot's Flying Experience:

Remote Pilot's Qualification:

NQE Full-category Course

Name of NQE:

NQE Restricted Category Practical Flight Assessment and Theoretical Waiver (PPL, etc.)

Name of NQE:

Other suitable Qualifications (BMFA, Foreign Qualification, etc.)
Please provide further details here:

(* continue in Section 10 below if necessary)

7. UAS DETAILS

First UAS

Second UAS

Manufacturer:

Type:

Registration/Serial Number (if applicable):

Maximum Take-off Mass (MTOM) (kg):

Command and Control Frequency:

Number and type of Engines/Powerplant:

Category (e.g. Multirotor, Fixed-wing):

Modification (if applicable):

(* continue in Section 10 below if necessary)

8. OPERATIONS MANUAL

Volume 1 Version/Revision/Issue Number:

Dated:

Volume 2 Version/Revision/Issue Number:

Dated:

Volume 3 Version/Revision/Issue Number:

Dated:

The Operations Manual is up to date and has been signed by the Accountable Person/Manager.

9. SUPPORTING DOCUMENTATION

Please state any enclosed supporting documentation (if applicable)

10. ADDITIONAL INFORMATION

12. DECLARATION

I, the applicant, agree that the UAS will be operated in accordance with the UK Air Navigation Order 2016 and as amended.

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

I hereby certify that each remote pilot has completed at least 2 hours total UAS flight time within the 3 months preceding this application and I attach logbook evidence to that effect.

I have enclosed the following supporting documentation:

The applicants Operations Manual Volume 1, Volume 2 and Volume 3.

A copy of the relevant qualifications for each Remote Pilot detailed in this application and logbook evidence of at least 2 hours total UAS flight time in the last 3 months.

Copies of the applicants Insurance Details/Certificates that comply with Regulation EC785/2004

Signature:

Date:

13. CHARGES

The charge(s) required as calculated in accordance with the CAA General Aviation 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:

.....

If you want the CAA to quote a Purchase Order No. on your invoices, please provide the reference here:"

Purchase Order number:.....

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 General Aviation 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 or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

14. FINANCIAL DECLARATION

I am applying for an operational authorisation in relation to Unmanned Aircraft Systems (UAS)

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 General Aviation 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 General Aviation Scheme of Charges.

I agree to pay the charges payable on application in accordance with the General Aviation Scheme of Charges (www.caa.co.uk/ors5).

Name of Applicant:

(as shown in 2 (a), (b) or (c))

Signature of Applicant (named in 2 (a), (b) or (c))

or Signature of Authorised Representative (named in 2 (a), (b) or (c)):

Date:

15. SUBMISSION INSTRUCTIONS

Return the completed form, associated documents and payment authorisation form to:

E-Mail: (Preferred method of submission)

UAVEnquiries@caa.co.uk

Tel: +44 (0) 1293 768374

By post:

Shared Service Centre
Civil Aviation Authority
GE Aviation House
Gatwick Airport West
Sussex RH6 0YR

Applications for renewal of operational authorisations may be submitted up to 90 days prior to expiry without loss of validity of the original renewal date.

Submissions will not be accepted via any form of third-party file hosting or cloud storage.

Due to unique operation and technical nature of the application there is no specified response time, however the CAA will endeavor to keep the customer updated throughout the process.

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GUIDANCE NOTES

There are a number of issues that can cause your application to be put on hold. Ensuring that you avoid the following will help us to process your application expediently:

- Failure to send all the required additional documentation. For initial applications this is a proof of insurance, proof of remote pilot competence, an Operations Manual and a method of payment. For renewals this is a proof of insurance, flight logs as detailed below, an up-to-date Operations Manual and a method of payment.
- Not matching the legal entities across all documents. The insurance certificate must be made out to the legal entity, which for a sole trader is the individual himself and not the name he is trading as.
- Sending insurance certificates with no evidence of compliance with EC785/2004. Although the majority of the UAS-specific insurance policies are compliant, we need to be able to see evidence of this. Ensure that you include the part of your insurer's documentation that directly states compliance. If the policy documentation does not state this then a covering letter from the insurer or insurance broker will be sufficient.
- Sending non-itemised flight logs for a renewal. We must be able to verify that two hours flight time has been logged in the three months preceding the date that you sent the application. Flight logs with only a running total of the flight time will not enable us to check over any specific time period and will require us to place your application on hold.
- Not updating the Operations Manual to refer to the latest edition of the relevant documents (notably the ANO 2016 and CAP 382). This includes the individual Article references relating to UAS.
- Not having the Operations Manual signed by the Accountable manager before submission.
- Failure to provide details of the proposed Operating limitations and conditions.

Important:

Please note that due to the time involved in assessing the merits of the relative safety arguments there is no estimated processing time.

Payment Authorisation



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

Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)
Registered Company or Trading Name: (if applicable)
Contact Telephone Number:

2. 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/ASN Reference*:

* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: 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:	/
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:

Email is inherently insecure and hence it is not possible to guarantee the security of card details sent this way. Once your payment has been taken your credit/debit card details are destroyed.