

Application for the Initial Issue of an Air Traffic Controller (ATCO) Licence (Commission Regulation (EU)2015/340)

Please complete this form online (preferred method) then print and sign the form.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.
Post or scan and email the form in accordance with Section 8.
Please read the attached guidance notes before completing the form .



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. PERSONAL DETAILS (Complete as shown on passport) (Completed by the Applicant)

Serial Number of Student Licence

Title: Surname: Forename(s)

Date of Birth (dd/mm/yyyy): Nationality

Place of Birth: Country of Birth:

Applicants Address:

County: Country: Postcode:.....

Telephone Numbers: Home: Mobile:

Email Address:

Unit Address:

ICAO Location Indicator:

County: Country: Postcode:.....

2. NOTIFICATION OF UNIT ENDORSEMENT ASSESSMENT (Completed by the Applicant)

Location of assessment: Proposed date (dd/mm/yyyy):

3. RATING/ENDORSEMENT TO BE ASSESSED (Completed by the Applicant)

Unit Endorsement Sector/Position(s) (if appropriate):

Rating	Rating Endorsement	Description
ADV Aerodrome Control Visual		
ADI Aerodrome Control Instrument	TWR	Tower Control
	AIR	Air Control
	RAD	Aerodrome Radar
	GMC	Ground Movement Control
	GMS	Ground Movement Surveillance
APP Approach Control Procedural		
APS Approach Control Surveillance	SRA	Surveillance Radar Approach
	PAR	Precision Approach Radar
	TCL	Terminal Control

3. RATING/ENDORSEMENT TO BE ASSESSED (CONTINUED):		
Unit Endorsement Sector/Position(s) (if appropriate):		
Rating	Rating Endorsement	Description
ACP Area Control Procedure	OCN	Oceanic
ACS Area Control Surveillance	TCL	Terminal Control
	OCN	Oceanic

4. DETAILS OF APPLICABLE RATING TRAINING COURSE		(Completed by the Applicant)
Rating:	Approved Course completed (dd/mm/yyyy):	Course number:
Name of training organisation:		

5. DECLARATION BY UNIT		(Completed by the Unit Manager)
I, the undersigned, hereby certify that:		
The applicant meets the relevant requirements of Commission Regulation (EU) 2015/340.		
The applicant is recommended for a Unit Endorsement Assessment.		
Date (dd/mm/yyyy):	Signature:	
Surname:	Forenames:	
Post held:		
Unit:		

6. FINANCIAL DECLARATION		(MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)
I am applying for the initial issue of an Air Traffic Controller (ATCO) Licence.		
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 1):		
Signature of Applicant (named in 1):		
Date:		

7. PAYMENT BY A THIRD PARTY	
If payment for this application is not being made by the applicant, this form must be countersigned by the payee.	
I, (name)authorise the Civil Aviation Authority to use the details given on the attached payment authorisation (FCS1500) in support of this application.	
Signature of Payer:	Date:
Address:	
Contact Telephone Number:	

8. SUBMISSION INSTRUCTIONS	
Please check:	
<ul style="list-style-type: none"> All Sections relevant to the application have been completed; The declaration has been signed by the applicant and the Unit Manager; and The correct remittance is included with the application (refer to Section 7 Guidance Notes); 	
when completed, return this form to:	
ATCO Licensing Section, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex RH6 0YR or e-mail to: ats.licensing@caa.co.uk	
Telephone Enquiries: +44 (0) 1293 573700	

Payment Authorisation



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

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: /	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.

Application for the Initial Issue of an Air Traffic Controller (ATCO) Licence

Guidance on completion of CAA Form SRG 1411A



General

This form is used by the holder of a Student ATCO Licence to apply for an ATCO licence.

Section 1 Personal Details

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport.

The Applicants Permanent Address must be the applying ATCO's address not the unit's address.

Where the unit has an ICAO Locator Indicator code this must be included.

Section 2 Notification of Unit Endorsement Assessment

Enter the proposed date (see below) and the location of the assessment.

The Unit Endorsement assessment board for the initial issue of an ATCO's licence must always be chaired by a CAA Inspector ATS. Please contact your CAA Regional Office Inspector ATS to agree a date for the assessment before submitting this form.

To allow time for processing, this form should be submitted at least 15 days before the agreed assessment date.

CAA ATS Licensing will issue an ATCO licence on receipt of this form. The licence will contain the details of the Rating/Endorsement being assessed including the expiry date, based on the proposed assessment date. Should, for any reason, the proposed assessment date have to be amended, notify ATS Licensing by e mail (ats.licensing@caa.co.uk) of the new date as soon as possible. ATS Licensing will issue a new licence based on the new assessment date. The old licence is to be returned to the CAA at the address shown in section 8.

Should the unit endorsement assessment be cancelled inform ATS licensing and your CAA Regional Office.

NOTE: COMPLETION OF A UNIT ENDORSEMENT ASSESSMENT MUST BE NOTIFIED TO THE CAA ON FORM SRG 1411D

Section 3 Rating/Endorsement to be Assessed.

Tick the appropriate boxes to indicate the Rating and Rating Endorsement, where relevant, to be assessed and enter details of Sector/Position against the Rating Endorsement if appropriate.

Section 4 Details of Rating Training Course

This section must be completed with the Initial Training Organisation Rating course details relevant to the assessment.

Section 5 Declaration By Unit

Must be completed by the ATS Unit manager or other senior staff member.

Section 6 Financial Declaration

This must be completed by the applicant.

Section 7 Payment

Certain Air Traffic Service Providers/Training Organisations e.g. NATS, have an 'Agreed Method of Payment' with the CAA that does not require them to complete the Payment Authorisation form FCS1500.

All other organisations must make the appropriate payment by any of the methods shown on form FCS1500 and send completed form FCS1500 with the application.

SRG Forms for ATCO Licensing

- SRG1411A Initial issue of an ATCO Licence
- SRG1411B Issue/Cancellation/Renewal of Unit Endorsements
- SRG1411C Exchange of Licence between EU Member States
- SRG1411D Notification of the completion of a Unit Endorsement Assessment
- SRG1411E Change of personal details
- On Line Form [Application to replace lost or damaged licence](#)
- SRG1415 Application for the Issue, Revalidation and Renewal of Assessor, OJTI and STDI Endorsements
- SRG1416 Record of Revalidation of an ATCO Unit Endorsement
- SRG1421 Application for Student ATCO Licence
- SRG1426 Renewal of an English language proficiency endorsement