

Application for the exchange of an Air Traffic Controller (ATCO) Licence issued by another EU Member State (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 7.
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. LICENCE DETAILS

(Completed by the Applicant)

Serial Number of Current Licence

Type of Licence held: Student ATCO ATCO

Country of Issue:

Contact details of issuing member state competent authority

Email Address: Telephone:

2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

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:

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Completed by the Applicant

Postal Address (if different from above):

..... Postcode:

4. DETAILS OF UK UNIT WHERE THE APPLICANT IS TO BE EMPLOYED

(Completed by the Applicant)

Unit Address:

ICAO Location Indicator:

County: Country: Postcode:.....

4. DECLARATION BY APPLICANT

I declare that the information provided on this form is correct and that I intend to take up employment at the unit shown above and that I have transferred my medical documents to the UK CAA Aeromedical Section.

Signature: Date (dd/mm/yyyy):

5. DECLARATION BY UNIT MANAGER

I declare that the applicant will be employed at the unit shown above subject to the completion of an approved adapted Unit Endorsement Course, formulated in accordance with Commission Regulation (EU) 2015/340, ATCO.D.060(f):

Surname: Forenames:

Post held:

Unit:

Signature: Date (dd/mm/yyyy):

7. SUBMISSION INSTRUCTIONS

Please check:

- All Sections relevant to the application have been completed;
- The declaration has been signed by the applicant and the Unit Manager; and you have included
- Your original, current ATCO licence, and
- A certified copy of your valid passport, EU Identity card or full photographic driving licence.

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

Telephone Enquiries: +44 (0) 1293 573270

E-mail: ats.licensing@caa.co.uk

Application for the exchange of an Air Traffic Controller (ATCO) Licence issued by another EU Member State. Guidance on completing this form



This form is used to apply for an Exchange of an (EU) Member State ATCO licence.

General:

Where an Air Traffic Controller from another Member State wishes to exercise the privileges of their licence in the UK they must exchange their licence for one issued by the UK CAA and complete an appropriate unit endorsement course.

The applying ATCO cannot commence on-job training until in possession of a UK CAA issued licence.

The UK CAA cannot issue an exchanged licence until it is satisfied with the applicant's medical fitness to hold a licence. Therefore before making this application the applicant must complete form [SRG 1202](#) and submit this along with the necessary documents to the CAA Aero Medical Section. This should be completed as early as possible in the process.

In accordance with Commission Regulation (EU) 2015/340, before the ATCO can exercise the privileges of their exchanged licence they must obtain a relevant Unit Endorsement by completing an 'Adapted' Unit Endorsement course.

Units intending to employ an ATCO from another Member State must develop an Adapted Unit Endorsement Course and make application to their CAA Regional Office for the approval of the course before training commences or make use of an approved course provided by an Initial Training Organisation.

On completion of the Unit Endorsement Course it will be necessary to apply for a Unit Endorsement assessment. Please note the following:

- If the exchanged licence is a Student ATCO licence, application for an ATCO licence and unit endorsement assessment is to be made on form SRG1411A
- If the exchanged licence is an ATCO licence, application for a unit endorsement Assessment is to be made on form SRG1411B

Section 1 Current Licence Details

Serial Number of your current licence held.

Tick the appropriate box to indicate the type of licence held, ATCO or Student ATCO.

Country of issue. The EU Member State which issued your current licence.

Provide contact detail of the Member State Competent Authority which issued your current licence. Provide Email and Telephone number.

Section 2 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.

Section 3 Address for correspondence if different from above

If you require all correspondence relating to this application to be sent to a different address from that shown in Section 2 please complete this section.

Section 4 Declaration by Applicant

Must be completed by the applicant.

Section 5 Declaration by Unit

Must be completed by the ATS Unit Manager.

Inclusions

This application must be accompanied by:

The ATCOs current Licence issued by another Member State. This must be the Original Licence not a copy.

A certified copy of the applicant's valid passport or EU National Identity Card or a full Photographic Driving Licence.

The identification document copy must be certified by the ATS Unit Manager by inserting the following statement on the document

'I have seen the original document and I certify that this is a complete and accurate copy.

Insert signature, date, name in block capitals and position/title .

Note

There is currently no charge for the exchange of a Member State Licence.

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