

Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence (Commission Regulation (EU) 2015/340 and ANO 2016)



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

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. CHANGE OF PERSONAL DETAILS ON LICENCE/CERTIFICATE. (Completed by the Applicant)

ATCO Licence number:	FISO Licence number:
Radio Operators Certificate of Competence number:	

2. TYPE OF CHANGE (Completed by the Applicant)

Change of Address:	Change of Name:	Change of Nationality:
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3. UNIT AND CONTACT DETAILS (Completed by the Applicant)

Unit Name:.....	ICAO Locator:
Telephone:	Mobile telephone:
E-mail:	

4. PERSONAL DETAILS ON CURRENT LICENCE/CERTIFICATE (Completed by the Applicant)

Title:	Forename:	Surname:
Date of birth (dd/mm/yyyy):	Nationality:	
Place of birth:	Country of birth:	
Permanent Address:		
Country	Postcode:	

5. PERSONAL DETAILS FOR INCLUSION IN NEW LICENCE/CERTIFICATE (Completed by the Applicant)

Title:	Forename:	Surname:
Date of birth (dd/mm/yyyy):	Nationality:	
Town of birth:	Country of birth:	
Permanent Address:		
Country	Postcode:	

6. SUPPORTING DOCUMENTATION REQUIRED WITH THE APPLICATION

Please submit the following with your application:

Application	Certified copy of the applicants licence/certificate (as appropriate).	Certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence	Certified copy of your Marriage or Civil Partnership Certificate	Certified copy of the Change of Name Deed Poll.
Change of Address)	✓	N/A	N/A	N/A
Change of Name by Marriage or Civil Partnership	✓	N/A	✓	N/A
Change of Name by Deed Poll	✓	N/A	N/A	✓
Change of Nationality	✓	✓	N/A	N/A

You must ensure that your medical certificate is amended accordingly.

7. FINANCIAL DECLARATION (MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)

I am applying for the Change to Personal Details to an ATCO or FISO licence and/or Radio Operator Certificate of Competence

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 5):

Signature of Applicant (named in 5):

Date:

8. 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:

9. SUBMISSION INSTRUCTIONS

Please check:

- All Sections relevant to the application have been completed;
- The correct supporting documentation is included with the application (refer to Section 6), and
- The correct payment is enclosed

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

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 credit/debit card details by email. If sending this form electronically, please leave this section blank and telephone the CAA on (+44) (0)1293 768374