

# Application for the Issue of a Student Air Traffic Controller (ATCO) Licence or the Inclusion of Additional Ratings to Student and ATCO licences (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. APPLICATION FOR (Complete sections listed):

- Issue of a new Student Air Traffic Controller Licence (Sections 2, 3, 5 and 6)
- Inclusion of an Additional Rating on a Student Air Traffic Controller Licence (Sections 2, 4, 5 and 6)
- Inclusion of an Additional Rating on an Air Traffic Controllers Licence (Sections 2, 4, 5 and 6)

## 2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

### Serial Number of Licence (if known):

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:.....

When applying for the issue of a Student Air Traffic Controller's licence a certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

## 3. ISSUE OF A STUDENT AIR TRAFFIC CONTROLLERS LICENCE

Please provide details of the CAA approved ATC rating training course completed:

Rating: ..... Name of training organisation: .....

Approved Course completed on (dd/mm/yyyy): ..... Course reference: .....

English Language Proficiency level awarded (in accordance with the ICAO Language Proficiency Rating Scale):  
 (Please tick as appropriate and enclose a copy of the English Language Proficiency certificate issued by the ATC training organisation)

Level 6                       Level 5                       Level 4

## 4. ADDITIONAL RATING(S) TO BE INCLUDED ON LICENCE

Please provide details of the CAA approved ATC rating training course completed:

Rating 1: ..... Name of training organisation: .....

Approved course completed on (dd/mm/yyyy): ..... Course reference: .....

Rating 2: ..... Name of training organisation: .....

Approved course completed on (dd/mm/yyyy): ..... Course reference: .....



# 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 Issue of a Student Air Traffic Controller (ATCO) Licence or the Inclusion of Additional Ratings to Student and ATCO licences (Commission Regulation (EU) 2015/340)



## Guidance

### General

This form is used for the following:

- To obtain a Student Air Traffic Controllers Licence
- To add additional ratings to a Student Air Traffic Controllers Licence
- To add additional ratings to an Air Traffic Controller's Licence

### Section 1

Tick the appropriate box and complete the sections indicated.

### 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.

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

### Section 3 Issue of a Student Air Traffic Controllers Licence.

Enter details of the rating training course completed and the training organisation.

This section must also include the English Language proficiency Level achieved.

### Section 4 Inclusion of an Additional Rating to an Air Traffic Controller's Licence or a Student Air Traffic Controller's licence.

Tick the appropriate boxes to indicate if the additional rating applies to an Air Traffic Controller's Licence or a Student Air Traffic Controller's licence.

Enter details of the rating training course completed and the training organisation.

There are currently no charges associated with the inclusion of additional ratings.

**NOTE: Where the application is for the addition of new ratings a new licence containing the new and existing ratings will be issued. On receipt of this licence the applicant is to return their old licence to the address shown in section 7.**

### Section 8 Financial Declaration

This must be completed by the applicant even if payment is being made by a third party or where no payment is required.

### Section 9 Payment

#### To be completed if the payment is being made by a third party.

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 from 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.

## **GUIDANCE NOTE 1: Certifiers of ID.**

Certified ID is only required for the issue of a Student Air Traffic Controllers Licence.

The following people can act as 'certifiers':

Any senior staff member of the approved training organisation where training has been undertaken.

Any Senior Staff member of the applicant's employer.

Instructions for the certifier of your ID document are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Training College Assessor.

**Note: For those individuals who do not hold the accepted forms of identity, the CAA will on a case by case basis accept alternative documents. As a rule, the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.**

### **SRG Forms for ATCO Licensing**

- SRG1411A Initial issue of an ATCO Licence
- SRG 1411B 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 and additional ratings
- SRG1426 Renewal of an English language proficiency endorsement