

Application for Authorisation to Issue Permit Maintenance Release and Permit Flight Release Certificate – BCAR Section A/B Chapter A3-7/B3-7



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.

Unique Corporate No. (to be completed by CAA)

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

Title: Forename(s): Surname:

Address:
 Postcode:

Telephone: Mobile:

Email:

Local CAA Regional Office:

Applicant's Engineers/Pilots Licence No. (if applicable): Licence Expiry Date:

Date of last aircraft release to service certification: Type:

*Description and recency of any relevant experience to support your application, this should have been within the last 24 months. This may be relevant military experience, BCAR A8-20, last authorisation etc.

2. APPLICATION DETAILS

I apply to be authorised to issue in accordance with BCAR A3-7/B3-7 a Permit Flight Release Certificate or a Permit Maintenance Release for an aircraft of a type specified below where such a release is required by a condition of the permit issued for the aircraft.

Application for: Initial authorisation Renewal Variation of authorisation

Tasks to be performed:

Locations:

Constructor and Type should be shown below:

Constructor	Aircraft Type(s)	Engine Type
1
2
3
4
5
6

3. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it together with the appropriate fee to:
Applications and Approvals
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
email: apply@caa.co.uk

4. FEES

The fee(s) required as calculated in accordance with the CAA Airworthiness Scheme of Charges (published in CAA Official Record Series 5) to be paid on application are enclosed herewith.
NB: This application will not be processed until the applicable fees have been received.

Total fees included are: £

IMPORTANT NOTES:

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 Scheme of Charges.

If 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.

In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

5. DECLARATION

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

I declare that I hold the necessary aircraft data such as Aircraft Maintenance Manuals, Service Bulletins, Mandatory Permit Directives and Airworthiness Directives as applicable, necessary to support the tasks to be performed and that the maintenance shall be performed in suitable facilities using the correct tooling.

I have read and understood the requirements of A3-7 and declare that I have no physical or medical impediment that would prevent me from undertaking the tasks being applied for.

I understand that the CAA may conduct sample checks upon these aircraft, the location of the maintenance and the aircraft records.

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:

The information submitted will be stored on a database and is restricted to authorised persons in accordance with the Data Protection Act 1998.

CAA USE ONLY	Applicant's name	Date of application
Department: Applications and Approvals Contact Name: Job No: CAA Account Number: Nominal Code: Cost Centre: 5001 0479 Date recd. If payment is received by cheque, attach a copy to this application form. The sum of £ has been received by: Date: Amount paid by: Cheque Cash Card Electronic Transfer* £ £ £ £ * Receipt of Electronic Transfer to be verified by Treasury. Cheque drawn against account of: Bank Account No: Sort Code:		
CAA Regional Office: Surveyor: Technical investigation complete: <input type="checkbox"/> Application approved <input type="checkbox"/> rejected <input type="checkbox"/>		
FINANCE		
CAA Account Number:		

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 individual's CAA reference number followed by the application date (i.e. 123456A 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 card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.