

**Application for Exemption Under Article 14 (4) of Regulation (EC) 216/2008 against the Parts 66 or 147 of The EASA Continuing Airworthiness Regulation; The EASA Aircrew Regulation or the Air Traffic Controllers' Regulation**



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 No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

1. APPLICANT DETAILS	(The Applicant is responsible for payment of CAA charges) To be completed by the Applicant
<p>CAA Personal reference number (if known): <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Title: ..... Forename(s): ..... Surname: .....</p> <p>Date of birth (dd/mm/yyyy): ..... Nationality: .....</p> <p>Town of birth: ..... Country of birth: .....</p> <p>Permanent Address: .....</p> <p>..... Postcode: .....</p> <p>Telephone: ..... Alternative telephone Number: .....</p> <p>E-mail: ..... Fax Number: .....</p>	
2. ADDRESS FOR CORRESPONDENCE (if different from above)	To be completed by the Applicant
<p>Postal Address: .....</p> <p>.....</p> <p>..... Postcode: .....</p>	
3. ORGANISATION/OPERATING COMPANY (tick as appropriate)	To be completed by the Applicant
<p>Organisation <input type="checkbox"/> Operating Company <input type="checkbox"/></p> <p>Name (in full): .....</p> <p>Registered Office Address: .....</p> <p>..... Postcode:.....</p> <p>Telephone:..... Fax: .....</p> <p>E-mail: .....</p> <p>Website address: .....</p>	

**4. EXEMPTION REQUIREMENTS (see Guidance Notes)**

Select reason and details for request:

The unforeseen urgent operational circumstances are: .....  
.....  
.....

or

The urgent operational need is: .....  
.....  
.....

Requirement to be exempted from: .....  
.....  
.....

Justification: .....  
.....  
.....

Detail why the level of safety will not be adversely affected, including compensatory measures: .....  
.....  
.....

**5. PERIOD OF EXEMPTION (see Guidance Notes) (tick as appropriate)**

Duration of exemption - Start Date: .....

End date: .....

Is this a repeat of a previous exemption  Yes  No

If yes, attach a copy and explanation of the previous exemption

**6. DECLARATION OF APPLICANT (tick as appropriate)**

**To be completed by the Applicant**

I declare that the information provided on this form is correct.

I agree to receive:

Flight Crew Safety material from the CAA only  or

Safety material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature: ..... Date: .....

**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.

7. CAA USE ONLY				
Name:	Date:	Enclosures:		FedEx Paid: Yes/No
Checked by	Amount:	Checked By:	Loaded By:	Signed/Despatched

**8. COURIER CHARGES**

**Note to all customers:** All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.

**If you wish to opt out of document return by secure courier, please tick box.**

**Please note:** The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

**9. CHARGES**

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)) to be paid on application are enclosed herewith.  
 NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £.....

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:  
 .....

**IMPORTANT NOTES:**

- Additional Charges:** 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.
- Overseas Visits:** If a Member or employee of 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.
- Withdrawal/Cancellation of Application:** 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](http://www.caa.co.uk/refunds) for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

**10. FINANCIAL DECLARATION**

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](http://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: .....

Signature of Applicant: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**11. SUBMISSION INSTRUCTIONS (see Guidance Notes)**

Send your completed application form to:

Licensing and Training Standards, Licensing Department  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

- Supporting documentation

**Please note that failure to submit all of the required documentation may lead to a delay in processing your application.**

CAA USE ONLY		Applicant's name .....	Date of application .....	
Department: .....	Contact Name: .....			
Job No: .....	Folio No: .....	CAA Account Number: .....		
Nominal Code: .....	Cost Centre: .....	Date received: .....		
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: .....		
Is this part of a Company payment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes - Total amount paid:£ .....
Amount to be deducted from NATS account: £ .....				
Enclosures: .....		FedEx paid Yes/No	Loaded by: .....	Signed/Despatched: .....
<b>Legal Entity Details</b>				
<b>Company</b> – Date of incorporation of Company: .....				
If declaration is signed on behalf of a Company:				
is declaration signed by a Director or Company Secretary? .....				
if not, then does signatory have authority to sign? .....				
<b>Individual</b> – Identification Document Details e.g. Passport/Driving Licence.				
Type of identification: .....				
Signature on ID checked against Form Signature: <input type="checkbox"/>		Appropriately certified: <input type="checkbox"/>		

**12. PAYMENT DETAILS****a) Payment type** (please tick your chosen method of payment).

Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Electronic Transfer	Cash (max. £200)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We do not accept American Express, Diners Club or JCB cards. Please do not send cash by post.

**b) Bank Details (for payment by Cheque/Banker's Draft)**

Cheques or Postal Orders should be made payable to '**Civil Aviation Authority**'.

Please write the CAA Application Form No. on the reverse of your cheque.

Please note that any refund applicable will be paid directly to the bank account stated below by BACS transfer.

Name in which Bank Account held: .....

Account Number: ..... Sort Code: .....

If overseas: IBAN Number: ..... Swift Code: .....

**c) CAA Bank Account Details (if paying by Electronic Transfer)**

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 Reference\*: .....

\* When making an electronic transfer please instruct your bankers to quote the CAA Application Form number followed by the application date in the description field (i.e. SRG 2137ddmmyyyy).

Payer: ..... Date of Transfer: .....

**d) 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: .....

**This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purpose.**

# Application for Exemption Under Article 14 (4) of Regulation (EC) 216/2008 against the Parts 66 or 147 of The EASA Continuing Airworthiness Regulation; The EASA Aircrew Regulation or the Air Traffic Controllers' Regulation – GUIDANCE NOTES

In order for Licensing and Training Standards (L&TS) to process your application, it is important that you complete the application form correctly and submit all of the required supporting documentation.

Please read all of the guidance notes. Please also refer to the Scheme of Charges

This document will give you guidance on:

- 1) How to complete each section of the application form
- 2) How to apply for your exemption
- 3) How to contact us if you have a query

1. How to complete each section of the application form

## General

All applicants are strongly advised to read Article 14 (4) of Basic Regulation 216/2008 and Section 9 of CAP 804.

### Section 1 - Personal Details

The permanent address is the one where the exemption will be sent too. If you wish the exemption to be returned to an alternative address please complete the correspondence address in section 2.

### Section 3 - Organisation/Operating Company

Applications for an exemption may be submitted by an organisation/operating company.

### Section 4 - Exemption Requirements

Further information can be supplied on a separate sheet. A written justification of the proposed exemption must be provided with the application, including any supporting documentary evidence.

### Section 5 - Period of Exemption

Please indicate the period of exemption required and whether it is a repeat exemption request. If it is a repeat, a copy of the previous exemption should be supplied with the justification.

### Section 6 - Declaration of Applicant

This section must be completed by you after reviewing all information entered on the application form.

### Section 7 - Submission Instructions

### Section 8 - CAA USE ONLY

2. How to apply for your exemption

By Post or E-mail

(eldweb@caa.co.uk) for engineering

(fclweb@caa.co.uk) for flight crew

As detailed in section 7 Submission Instructions of the application form.

## **Public Counter**

Our Public Counter is open 0830 to 1630 Monday to Friday for depositing applications only. We are unable to process your applications any faster than if it was sent by post.

### 3. How to contact us if you have a query

Before contacting L&TS Customer Service Team with your query, you should visit the L&TS website at [www.caa.co.uk/pld](http://www.caa.co.uk/pld) for detailed licensing information; from here you can also access CAP804 for full licensing requirements.

If you are unable to find the information you require you can contact our Customer Services Team on 01293 573700.