

Application for a contribution towards the cost of 8.33 kHz radio equipment



IMPORTANT: you must read this before you start filling in the form.

The CAA made a commitment to keep our administrative costs to a minimum and ensure the grant funding gets to the end user. In order to achieve this, our claim form has been designed using the toolsets available to us and it is important that you understand the limitations this has on the way it performs on certain computer operating systems and web browsers.

Before you start, please follow the decision tree below and determine the appropriate option for you. This may mean that you have to re-open the form in a different web browser, or that you need to save the form locally on your computer, open it in Adobe Acrobat Reader, and then email it to us.

This form is best used on Microsoft Internet Explorer on a Microsoft Windows computer.

Decision Tree

Question 1 – Are you using a Microsoft Windows operating system on your computer?

Yes, I am using Windows. Go to Question 2.

No. Go to Question 3.

Question 2 – Did you open this form in Microsoft Internet Explorer web browser?

Yes, I am using Internet Explorer. You are already in the appropriate browser, so now continue with your application on page 2.

No, I am using a different browser (e.g. Edge, Chrome or Firefox). You must close this form and open it again within Internet Explorer web browser. You will then be able to complete it online.

Note – to open Windows Internet Explorer, go to your “Start” menu and search for Internet Explorer

Question 3 – Are you using an iPad?

Yes, I am using an iPad. This form can be filled in using an iPad, but must be opened in a full version of Adobe Acrobat Reader, completed, and then emailed (“shared by email”) to the CAA. Instructions for this can be found at the end of this form on page 6. (The PDF viewer supplied with iPad is a cut down version and the functionality is limited to reading only.)

No. You will need to complete this form with a full version of Adobe Acrobat Reader and it is then emailed back to the CAA. To do this:

1. Save a blank copy of this form locally on your computer.
2. Use “File -> Save as” from the browser menu. The file will save as “modalapplication.pdf”. Take note of where this file is saved, do not rename it.
3. Open the file with a full version of Adobe Acrobat Reader. Note: on a Mac you right click the file, and ‘Open with’ Adobe Reader.
4. Complete the application form then click the “Send by Email” button. This will create an email and attach your completed form to it. You can then click ‘Send’ to submit it to 833automatedclaims@caa.co.uk.
5. After sending the form, we recommend that you save a copy of the completed form for reference.

To complete the form, you will need [Adobe Acrobat Reader](#). We recommend using the latest version.

Warning – failing to follow the above advice means that the form will not behave as desired. Certain browsers and operating systems give the impression that they are working but fail to provide the final information to the CAA meaning that your claim form will be incomplete and will not be able to be processed.



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GUIDANCE NOTES

Firstly, read the **"8.33 kHz EU grant funding: Eligibility Criteria"**, **CAP1501**, which can be found on the 8.33 kHz radio page in the General Aviation section of the CAA website.

Have all your supporting evidence available to you as incomplete submissions will be rejected.

The process

1. Complete and submit this form (no supporting documents are attached at this stage).
2. CAA sends you an email for you to then attach copies of all your supporting documents and return to CAA (**you must reply within 14 days**).

VAT registered organisations

If your organisation is VAT registered, then you must quote the net purchase price (ex-VAT). If you are not VAT registered, then you claim against the full gross purchase price.

Complete the application form online

This form must be completed electronically and submitted online. All supporting evidence must be sent electronically. The CAA will not accept any claim submitted by post, nor will it accept any paper copies of receipts or documents unless the CAA specifically requests them.

When making a claim against a Transportable radio licence, certain form fields are blanked out as they are not relevant.

The claim form is optimised for use with Internet Explorer or Adobe Acrobat Reader. Other browsers will not work. Please refer to the GA's 8.33 kHz radio webpage for information.

Multiple claims under a single radio licence

CAP1501 allows you to submit more than 1 claim under a single radio licence. In order to keep the claim form to a manageable size, we have had to limit the number of fields that are available on the form. If you find that you still have items that you want to claim for but run out of room to claim them on this one form, then you would submit another claim form.

For example, for a fixed licence claim, you can claim for a total of 4 radio communication equipment. However, the form only permits 2 per form, so you'd have to submit a second claim form in order to claim for a third radio.

Radio communication equipment approval details

By preference, you will provide the individual approval number from ETSO, TSO or CAA. If you are not able to provide this, then you will only be able to claim after the radio has been installed as you must supply the installing radio engineer's licence number and provide a copy of either the relevant page in the log book, or a copy of the corresponding certificate of release. Refer to criteria CAP1501, section 1, para 7.

Copy of Photo ID

We only require a copy of the page, or side of the ID card, that has your photo on it. This will also show your name and date of birth. You will attach this to the final email that is sent to the CAA. Please note we do **not** require a copy of your whole passport.

Receipt of purchase

The copies of receipts will be attached to the final email that is sent to the CAA. When you complete this form, you will need to be able to identify clearly which receipt the item is to be found on. Receipts can be identified by, for example:

- vendor's receipt number (this is preferable);
- hand written number on the receipt before it is scanned (i.e. no.1, 2, etc.); or
- file name of the scanned receipt (i.e. "receipt1.pdf").

Where you are claiming for a number of items within the same classification (e.g. "connectors and adaptors"), you can add the costs together and provide a single total cost on the claim form. However, you must identify all the relevant receipts because the CAA are required to match items with evidence of payment for all items on a claim.

Equivalent unit cost

If your communications equipment is not uniquely identified on the receipt, then you must provide evidence of the equivalent unit cost that would have been paid as detailed in CAP1501, section 3, paras 15-16, or section 4, paras 11-12.

Associated Hardware, section 6 of the form

In the 'Description' column, the drop down selection has 7 options, and you should only select from those that are for your licence type:

- 4 of these are applicable to both licence types;
- 2 are only for fixed licence types (identified by "F/L only..."); and
- 1 is only for transportable licence claims (identified by "T/L only...")

Questions?

In the first instance, you should check on the 8.33 kHz radio page in the General Aviation section of the CAA website, and also in the Eligibility Criteria document, CAP1501.

If you still have questions concerning the claim process then they should be addressed to: 833enquiries@caa.co.uk

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Please complete and submit this form online.

This form is optimised for use with Windows Internet Explorer and Adobe Acrobat Reader (full version).

Are you using Internet Explorer? Yes No

CONFIRMATION OF AUTHORITY TO ACT AND FALSE REPRESENTATION STATEMENT		
<ul style="list-style-type: none">I have authority to act on behalf of the applicant; andI (the person named in Section 1 of this form) confirm that the information provided on this application for reimbursement of equipment purchase costs is, to the best of my knowledge, truthful, accurate and complete. I acknowledge that the Civil Aviation Authority (CAA) will not make payments under the scheme where it believes that dishonest or misleading statements or omissions have been made in support of the application. I acknowledge that submitting an application containing such a statement or omission may amount to fraud.		
<ul style="list-style-type: none">Are you an employee of, worker for, or contractor providing personal services to the CAA (or its subsidiary companies) or Department for Transport (DfT), or a member of the family or household of such a person?	Yes	No

Which type of Radio Licence does the applicant hold? You must select this before completing the form otherwise it will reset your data.	
Fixed Aircraft Radio Licence:	Aeronautical Transportable Radio Licence:

1.1 DETAILS OF PERSON COMPLETING THIS FORM

Title:	Forename:	Surname:
E-mail:	Telephone:	
A copy of the photo page of your valid Passport, EAA/EU National Identity Card or Full Photographic Driving Licence will be required as proof of ID. Please ensure that you input the ID number correctly, as any discrepancy will result in automatic rejection .		
Photo ID provided:	Photo ID number:	
Date of Birth (dd/mm/yyyy):		

1.2 APPLICANT DETAILS:

I am claiming for myself or on behalf of		
Are you, or the organisation you represent, registered for VAT.	Yes	No
Organisation name:	Company or Charity Registration Number:	
Company or Charity Country of Registration:		
If you are claiming for yourself please provide your home address, if you are claiming on behalf of an organisation, we need the address they have registered with the CAA.		
Address:		
Country:	Postcode:	

2. AIRCRAFT REGISTRATION DETAILS

Aircraft Registration: G-	OR (if not on the G register) BGA Number:
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3. AIRCRAFT RADIO LICENCE DETAILS (This information is on your Fixed or Transportable Radio Licence, **not** your FRTOL.)

Radio Licence Customer Number:	
Radio Licence Number:	
Name of Radio Licence Holder:	
Is this your first, second, third or fourth claim under this radio licence?	
Please give details below of all fixed radios you are removing from this aircraft (if any). This will allow our Radio Licensing Team to automatically update the information held against your radio licence without the need for you to inform us separately.	
Make and Model:	
Fixed Radio 1	
Fixed Radio 2	

If your receipt does not exactly match the amount you are claiming, please provide an explanation for the difference in Section 8 and provide evidence for this as defined in CAP1501.

4.1 FIRST RADIO COMMUNICATION EQUIPMENT DETAILS	RADIO 1
Manufacturer:	Model:.....
Variant:	Serial Number:
Equipment Approval type:	Equipment Approval Number or Engineer's Licence Number:
Name of Vendor	Date of Purchase (must be on or after 16 Feb 2016):
Purchase price claimed against (in GBP(£)):	Receipt number:.....

4.2 SECOND RADIO COMMUNICATION EQUIPMENT DETAILS	RADIO 2
Manufacturer:	Model:.....
Variant:	Serial Number:
Equipment Approval type:	Equipment Approval Number or Engineer's Licence Number:
Name of Vendor	Date of Purchase (dd/mm/yyyy) (must be on or after 16 Feb 2016):
Purchase price claimed against (in GBP(£)):	Receipt number:.....

5 FIXED RADIO RELATED FITTING ACCESSORIES					
All equipment must be clearly identifiable on the receipt.					
Radio no.	Description	Date of purchase (dd/mm/yyyy)	Name of Vendor	Receipt number	Purchase price (GBP(£))
Section 5 total					

6 ASSOCIATED HARDWARE COSTS CLAIMED UNDER THIS RADIO LICENCE				
All equipment must be clearly identifiable on the receipt.				
Description (F/L = Fixed licence only, T/L = Transportable licence only)	Date of purchase (dd/mm/yyyy)	Name of Vendor	Receipt number	Purchase price (GBP(£))

7. UK GBP(£) BANK ACCOUNT DETAILS FOR REFUND (this should be the account of the applicant as declared in Section 1.2 above)

Refunds will only be made by BACS transfer to a United Kingdom bank account in GBP(£).

Name of Bank: Bank Sort Code (no spaces or hyphens):
Name of Account: Account Number:

8. ADDITIONAL INFORMATION

Section Please provide additional supporting information identifying the section it relates to.

• **If you completed this form using Internet Explorer:**

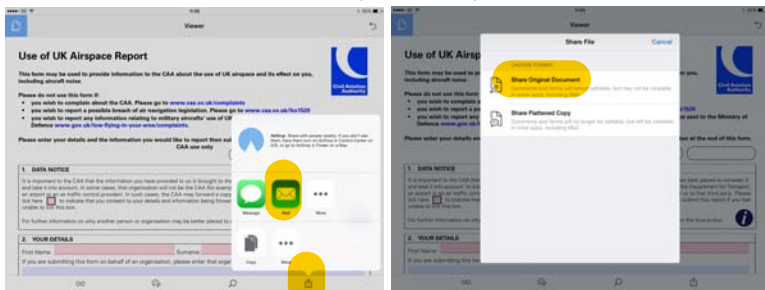
A successful submission. When you click the 'Submit Form' button you will get an on-screen message providing you with the 'E' reference number followed by the form number e.g. E12345/SRG1325. If this does not appear, please save your completed form to your Windows PC and open it in a full version of Adobe Acrobat Reader. You will then need to say 'No' to the question "Are you completing this form using Internet Explorer?" which will then reveal a button for you to "Email to the CAA".

• **If you completed this form using Adobe Acrobat Reader**

but are unable to automatically create an email when you click the "Email to CAA". You will need to save the completed, editable form on your computer and email it in the conventional way to: 833automatedclaims@caa.co.uk

• **If you completed this form on an iPad:**

When the form is complete, press the "Email to CAA" button, this will check you have completed all the required fields. You must then select the 'share' button from your iPad, and then 'Share Original Document' to send your completed form to 833automatedclaims@caa.co.uk. (see below)



• Total email size (with attachments) must not exceed 10Mb.