Permission / Exemption Request for Helicopter AOC Holders

Please complete the following form, providing as much information as possible. This will speed the process of dealing with your request. Please ensure that you thoroughly understand the rules.

Required Information	Insert as much detailed information as possible or 'N/A'
Operator and AOC Number.	
Date of request.	
Does this request require a **Same Day Service** (for which there is a charge)?	Yes / No (If Yes you must provide payment for the Same Day Service.)
Name of AOC Postholder authorising request.	
Provide a full description of the activity you intend to conduct which requires a permission or exemption from the regulations. (Attach as a separate document if necessary.)	
From which regulation / requirement do you need the exemption or permission? (State the ANO Article or Rules of the Air Regulation.)	
What easements from the rules do you require? (Describe the activity you intend to carry out, e.g. low flying for photographic purposes.)	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide date(s), time and duration of the activity.	
Location – Provide a description and precise grid reference (8 figures), OS Sheet number or Latitude and Longitude of the location of the activity.	
Provide the registration and type of helicopter to be used.	
Provide the names of the pilot(s) and crew.	
What weather minima criteria are deemed by you, as the aircraft operator, to be appropriate for the activity to be conducted?	
Is the activity to take place by day and/or by night?	Day only / Day and Night / Night only
What additional equipment (filming, external load etc.) will be carried? (Attach as a separate document if necessary.)	
What additional personnel (cabin, ground etc.) are involved in the task? How will they be briefed? (Attach as a separate document if necessary.)	

Required Information	Insert as much detailed information as possible or 'N/A'
Provide details of the landing site or operating site. Accurate diagrams including available distances and obstructions should be included. (Attach as a separate document if necessary.)	
Provide details of the intended performance class in which the helicopter will be operated.	
You must provide a separate detailed risk assessment / SMS / safety case for the proposed activity. Requests received without supporting documentation cannot be guaranteed a Same Day Service.	Insert supporting document reference or title: (The risk assessment should be attached to the request as a separate document.)
Provide details (where applicable) of existing Operations Manual references / FSI guidance. (Attach as a separate document if necessary.)	
Where appropriate provide additional information including photographs on separate numbered sheets. (Attach as a separate document if necessary.)	

For **Same Day Service**: Please send the completed form and **Form SRG 1751** to **aanda@caa.co.uk**.

For Standard Service: Please send the completed form to the FOI(H) Operational Support Officer at **FOI.Helicopters@caa.co.uk**.