



**RADIO LICENCE FOR AN AIRCRAFT - APPLICATION**

Please complete the form online before printing, signing and submitting as instructed, after reading the attached guidance.

1. LICENSEE DETAILS	
Radio licensing customer 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"/>
Company/Authority/Individual in whose name the licence is required:	
Name: .....	
Address: .....	
.....	
Postcode: .....	E-mail: .....
Telephone number: .....	Fax number: .....
Address for correspondence (if different from the above):	
Name: .....	
Address: .....	
.....	
Postcode: .....	E-mail: .....
Telephone number: .....	Fax number: .....

2. LICENCE DURATION
If you require a licence for anything less than 12 months please indicate the number of months you will require: .....
Please indicate the required start date for this licence: .....
Please note that start dates cannot be backdated. A short-term licence is only available for aircraft weighing over 3,200 kg.

3. SYNDICATE MEMBERSHIP (If this aircraft is owned by a syndicate please list all the current syndicate members' names only.)	

4. SUBMISSION INSTRUCTION
Please send your completed application form to:
Aeronautical Radio Licensing, Directorate of Airspace Policy, CAA House, K6 G4, 45-59 Kingsway, London, WC2B 6TE
Telephone: 020 7453 6555
Fax: 020 7453 6556
Email: radio.licensing@caa.co.uk



**5. AIRCRAFT AND EQUIPMENT DETAILS**

UK Aircraft Registration: **G-**..... Unregistered Aircraft  Transportable radio only

Make and Model of Aircraft: .....

Maximum Take-Off Weight Authorised: .....

			Annual Fee	Pro-rated fee per month for short-term licences
Tier Code 1	14,000 kg and over	<input type="checkbox"/>	£350	£30
Tier Code 2	3,201 kg – 13,999 kg	<input type="checkbox"/>	£150	£20
Tier Code 3	3,200 kg and below	<input type="checkbox"/>	£20	£N/a
Transportable Radio	For VHF communications on-board an aircraft (Transportable radios used as back-up radios for fixed VHF do not need a separate licence)	<input type="checkbox"/>	£15	£N/a

Details of Radio Equipment to be used:

Type	Make	Model	Approval No.
ADF			
Area NAV/DME			
ATC Transponder			
DME			
Global Positioning Systems			
HF Communication			
Marker			
Radio Altimeter			
Satellite Communication			
TCAS/ACAS			
VHF Communication			
VHF Navigation / Marker			
VHF Portable			
Weather Radar			
Other or additional – please specify details			

**Links for approval data.** As of September 2003 EASA took on the role of issuing approval for radio equipment. Existing CAA approval numbers are still current, but approval numbers for newer equipment will be found on the EASA website. (Note: JAA JTSO Authorisations are now included on the EASA website.)

CAA website

<http://www.caa.co.uk/default.aspx?catid=8&pagetype=70&gid=9&faqid=8>.

EASA website:

[http://www.easa.europa.eu/ws\\_prod/c/doc/Design\\_Appro/etsoa.pdf](http://www.easa.europa.eu/ws_prod/c/doc/Design_Appro/etsoa.pdf).

If you have difficulty locating the appropriate approval numbers you should contact either the manufacturer, retailer of the equipment or the CAA Aircraft Certification Department on 01293 573134.

**6. DECLARATION**

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

Name: ..... Signature: .....

It is an offence to make, with the intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

**7. PAYMENT METHODS**

**MASTERCARD** 
**MAESTRO** 
**VISA** 
**SOLO** 
**VISA DELTA** 
**CHEQUE** 
**POSTAL ORDER**

**Cheques must be made payable to the CIVIL AVIATION AUTHORITY**

If paying by credit or debit card please complete the following:

Card Holder's name in full: .....

Amount: £ .....

Card Number:

Expiry Date:   /   Card issue number (Maestro only)

Issue Date:   /   Last three digits of the security code on the signature strip of the card

**Future Renewal Payments:** Direct Debit payment is an option for **future** renewal payments. You will receive a notification of intention to renew 6 weeks prior to the fee payment date on your licence and the payment will be requested from your account 4 weeks prior to renewal. Please complete the form below.



**Please fill in the whole form using a ball point pen and send it to:**

Aeronautical Radio Licensing  
 Directorate of Airspace Policy  
 CAA House, K6 G6  
 45-59 Kingsway  
 London  
 WC2B 6TE



**Originator's Identification Number**

**6 5 7 1 5 4**

**Reference Number (Office Use Only)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Instruction to your Bank or Building Society**

Please pay the Civil Aviation Authority Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Civil Aviation Authority and, if so, details will be passed electronically to my Bank/Building Society.

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

**Name(s) Of Account Holder(s)**

<input type="text"/>
<input type="text"/>

**Bank/Building Society Account Number**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Branch Sort Code**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Name and full postal address of your bank or Building Society**

To: The Manager	Bank/Building Society
Address	
<input type="text"/>	
Postcode	
<input type="text"/>	

Signature(s)
<input type="text"/>
Date
<input type="text"/>



This guarantee should be detached and retained by the Payer.

**The Direct Debit Guarantee**



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Civil Aviation Authority will notify you at least ten working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Civil Aviation Authority or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## **RADIO LICENCE FOR AN AIRCRAFT – APPLICATION**

### **GUIDANCE NOTES**

#### **General Guidance**

- 1 The Civil Aviation Authority has been appointed as agent to distribute radio licences on behalf of Ofcom.
- 2 Your application form will be returned to you if you do not supply all of the necessary information and/or the correct licence fee.
- 3 Data Protection Act: Any personal information, which you supply to the Civil Aviation Authority on behalf of Ofcom, is kept for the purpose of issuing Aeronautical Radio Licences and associated functions. It is not passed to other organisations unless this is made explicit to you when you supply these details or it is a legal requirement.

#### **Section 2 Licence Duration**

- Short-term radio licences are available to cover aircraft in licence fee tiers 1 and 2 where the licence is not required for a full year. The licence can be applied for up to two months in advance of the requirement. The minimum period available is one month up to a maximum of 11 months. The minimum fee that can be charged for this licensing variation is £20; therefore, it is not available for tier 3 aircraft.

#### **Section 3 Syndicate Membership**

- Syndicates are asked to provide a list of Syndicate members, as the Ofcom guidelines state that a licence shall remain valid for as long as there is a member of the syndicate in the group who was a member at the time of licensing.
- Should all of the members listed at the time of licensing leave the syndicate the licence would be deemed invalid and a new licence would be required.
- Syndicates are asked to advise the CAA in writing of any changes to this listing. Failure to notify the CAA's Radio Licensing section of changes to the listing of members of a syndicate may impact on the validity of the licence.

#### **Section 5 Aircraft and Equipment Details**

- For licensing purposes the definition of a transportable radio is a hand-held portable aeronautical VHF radio with an integral antenna and power supply, which is not designed to be permanently installed on an aircraft.
- A Transportable Licence covers the use of one portable radio for use in various aircraft; it does not cover the radio's use as a groundstation. If you have a portable radio which is for use in one aircraft only it can be licensed as an aircraft radio.
- An Aircraft Radio Licence covers the permanent installation of any transmitting aeronautical radio equipment and the use of hand-portable aeronautical VHF equipment on a UK-registered aircraft, hang-glider or balloon.
- You must give details of the equipment and CAA or EASA approval number to be used on the aircraft (including portable equipment).
- The Air Navigation Order requires that radio equipment and its method of installation into a UK-registered aircraft is CAA- or EASA-approved. The licence will be issued to cover the equipment you have had approved and recorded by a CAA Approved Maintenance Organisation. You should therefore ensure that any changes to the installation are notified to the CAA to provide for continued validity or the reissue of the licence where appropriate. Your maintenance provider will be able to assist.
- The licence issued will include the information previously contained in the AD917 Certificate of Approval of Installation.