

JAR-FCL PRIVATE PILOT LICENCE (HELICOPTER) / UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE – APPLICATION

Please complete the form online or in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

PAYMENT METHODS. Please complete form SRG\1187.

1. PERSONAL DETAILS									
CAA Personal reference number (if known)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								
Surname	Forename(s)								
Title	Date of birth (dd/mm/yyyy)								
Nationality	Town and Country of birth								
Permanent address									
..... Postcode									
Telephone Number	Alternative Telephone								
E mail address	Fax Number								
Address for correspondence (if different from above)									
..... Postcode									

2. PARTICULARS OF UK OR NON-UK LICENCES HELD OR APPLIED FOR		
Type/Class of Licence	Licence No.	Expiry Date

3. APPLICATION (tick as appropriate)	
I am applying for: PPL(H) <input type="checkbox"/>	UK Flight Radiotelephony Operator's Licence <input type="checkbox"/>
Type rating being applied for:	
Please specify type.....	

4. CAA USE ONLY (tick as appropriate)		
Date		Enclosures
Receipt No.		
Cheque/PO/Cash Access/Visa/Maestro	£	
Date of Issue	Despatch / Collection details	
Checked by		
Loaded by	Signed by	
Remark: VHF only Endorsement Yes <input type="checkbox"/> / No <input type="checkbox"/>		

5. MEDICAL FITNESS			
State of Issue	Class of Medical Certificate held	Date of last Medical	CAA use only

6. FLYING EXPERIENCE (see Guidance Notes)			
	Hours Claimed	Qualifying (Hours)	CAA use only
Supervised Solo flight time in Helicopters		10	
Solo Cross-country flight time in Helicopters		5	
Date of most recent solo cross-country flight of not less than 185 km (100 nm) during which full stop landings at two aerodromes different from the aerodrome of departure have been made	Date: __ / __ / __		
Dual Instruction in Helicopters		25	
Dual Instrument instruction in Helicopters		5	
Credit for PIC experience in aircraft other than Helicopters		N/A	
Experience in a Flight Navigation Procedure Trainer or Flight Simulator (an FNPT or Flight Simulator used for this purpose must be device qualified and user approved) JAA Simulator Approval Number	No.	5 (max)	
Total Hours		45	

7. THEORETICAL KNOWLEDGE EXAMINATIONS						
Examination Title	Exam Date	Paper No.	Mark (%)	Examiner's Name	Examiner's Signature	Examiner's CAA Ref. No.
Air Law & Operational Procedures						
Human Performance & Limitations						
Navigation and Radio Aids						
Meteorology						
Aircraft General & Principles of Flight						
Flight Performance & Planning						
Communications						

8. UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE (b, c and d to be completed by the UK Radiotelephony (RTF) Authorised Examiner)					
	Date Passed	Paper No.	Mark (%)	Examiner's Name Signature	Examiner's No.
a) UK Communications (Written) (see Guidance Notes)	__ / __ / __				
b) HF Theory (Written)	__ / __ / __				RT
c) Radiotelephony Practical Test	__ / __ / __				RT
	Date	Level	Pass	Examiner's Name Signature	Examiner's No.
d) ICAO English Language Proficiency (see Guidance Notes)		6	Yes <input type="checkbox"/> No <input type="checkbox"/>		RT
The above examinations were completed at					(Test Location)

9. REGISTERED FACILITY/FTO CERTIFICATION (tick as appropriate)

I certify that has satisfactorily completed a course of training for the grant of a Private Pilot's licence. I further certify that I have examined the applicants flying logbook(s) and certify that the entries in them meet in full the flying experience requirements for the grant of a Private Pilot's licence in accordance with JAR-FCL.

Registered Facility / FTO

Head of Training / CFI

Name (block capitals) Signature

CAA Personal Reference Number

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 Date

It is an offence to make, with 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 (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

10. PAYMENT METHODS

Please complete form SRG1187.

11. DECLARATION (tick as appropriate)

I declare that the information provided on this form is correct. If the application includes the RTF Practical Test, I declare that the test was conducted using a Radio Communication Simulator and that no other person or candidate was present, or able to observe the test.

I agree to receive:

Flight Crew Safety material from the CAA only or

Safety material from authorised sources or

I do not wish to receive Safety material

Signature Date

It is an offence to make, with 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 (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both. A Cancellation Charge may be applied as per the CAA scheme of charges when an active application request has been cancelled by the CAA or the customer.

12. SUBMISSION INSTRUCTIONS (see Guidance Notes)

Send your completed application form to:

Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR, United Kingdom.

Together with:

- All original Flying Logbooks
- Copy of valid JAR-FCL Medical Certificate
- Form FCL 686 (SRG\1172) PPL(H) Skill Test Report Form
- Original Passport or Birth Certificate as Evidence of Identity (certified copies by the UK training provider are acceptable).
Please note:- Existing holders of a UK Professional Flight Crew Licence or holders of any UK-JAR-FCL Pilot licence can ignore this requirement
- Qualifying Cross-Country Certificate
- All actual non-JAA licence(s) (if converting a non-UK ICAO licence) and validating Medical Certificate(s)
- Payment form SRG\1187

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

JAR–FCL PRIVATE PILOT LICENCE (HELICOPTER) / UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE – APPLICATION

GUIDANCE

General Guidance

In order for PLD to process your licence application as quickly as possible, it is important that you complete the application form correctly and submit all the required supporting documentation.

The application form and this guidance document covers a number of different licence and ratings applications. Please work your way through the guidance notes and ensure that you read and fully digest the information applicable to your application.

Please read this document in conjunction with:

- Scheme of Charges

This document will give guidance on:

- 1) Where to apply for your licence/rating
- 2) How to contact us if you have a query
- 3) Supporting documentation required with the application
- 4) How to complete each section of the application form

Note: Having a clear application form and logbook (where appropriate) will enable PLD to issue licence and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Where to apply for your licence/rating

By Post

As detailed in Section 12 Submission instructions of application form.

Public Counter

Our Public Counter is open from 0900 to 1600 Monday to Friday for depositing applications only. We are unable to process your applications any faster than by post.

How to contact us if you have a query

Before contacting the PLD Customer Services Team with your query, you should visit the PLD web site at www.caa.co.uk/srg/licensing for detailed licensing information.

If you are unable to find the information you require please contact our Customer Services Team on 01293 573700 or by e-mail at fclweb@caa.co.uk.

Supporting documentation required with the application

As detailed in Section 12 Submission Instructions of application form.

How to complete each section of the application form

General

Private Pilot Licences are issued by the Civil Aviation Authority in accordance with the provisions of the Air Navigation Order, for the time being in force. All applicants are strongly advised to read JAR-FCL 2 Subpart C, which describes in detail the requirements for the grant of a JAR-FCL Private Pilot Licence (Helicopter) and any relevant Aeronautical Information Circulars before completing this form.

Section 1 - Personal Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the correspondence address.

Section 2 - Particulars of UK or Non-UK licences held

Please indicate the licence you hold if applicable.

Section 3 - Application

Please indicate the licence and helicopter type rating you are applying for.

Section 4 - CAA use only

Section 5 - Medical Fitness

Please enter details of your current JAR Class 1 or 2 medical

Section 6 - Flying Experience

Applicants for JAR-FCL PPL(H) must have completed the supervised solo flight time (including the cross-country requirement and the dual instruction flying requirements on the same type of helicopter as that used on the PPL(H) Skill Test.

Holders of pilot licences or equivalent privileges for Aeroplanes, Microlight Helicopters, Gyroplanes, Microlights having fixed wings and moveable aerodynamic control surfaces acting in all three dimensions, Gliders, Self Sustaining Gliders or Self Launching Gliders may be credited with 10% of their total flight time as Pilot-in-Command in such aircraft up to a maximum of 6 hours towards a PPL(H).

Section 7 - Theoretical Knowledge Examinations

The ground examiner should complete this section and also indicate if any credits (if appropriate) from taking the examinations has been given.

Section 8 - Flight Radiotelephony Operator's licence

Applicants should be familiar with the Air Navigation Order (ANO) currently in force, which details the privileges of the UK Flight Radiotelephony Operator's Licence. This licence conveys no privileges for the operation of radio stations that are not installed in aircraft. Aircraft radio installations must have a separate radio station licence issued by the Department of Airspace Policy, Wireless Telegraphy Act Radio Licensing Section.

This Section shall be completed by an Examiner authorised by the CAA to conduct tests and examinations for the UK Flight Radiotelephony Operator's Licence. Item C may only be tested and signed by an Examiner holding a specific RTF Examiner Authorisation using a RTF Communication Simulator approved by the CAA. Tests may not be conducted in an aircraft, in groups, or without a full operational RTF Communication Simulator.

Applicants who have passed the JAA Communications Examination(s) VFR or IFR (Subject 090) in the previous 12 months are exempt from sitting the FRTOL Communications written examination. Candidates who have passed the JAA CPL/ATPL written examination in Radio Navigation are exempt from the **HF** Theory written examination.

Certificate of Language Proficiency in English. ICAO has published a standard that requires flight crew of aircraft using radiotelephony to be proficient in the language used for communication. All pilots must obtain an assessment of their Language Proficiency to at least Level 4; in the UK, this will be in English. This Standard became obligatory from 05 March 2008

Where an applicant uses English as their primary language for communication and demonstrates that they are fluent, they may be assessed ICAO Level 6 (Expert). Examiners may certify that an applicant is fluent in the use of English for radiotelephony by placing a tick in the **Yes** box in Section 7. Where a candidate is considered less than fluent, or in the case of candidates whose primary language is not English and if there is any doubt regarding their fluency in English, the examiner should place a tick in the **No** box. Applicants who are not assessed as Level 6 may obtain the necessary assessment from an accredited language assessment centre. Examiners are only required to identify fluency, and should not attempt to assess levels of fluency. If there is any doubt whatsoever the tick should be placed in the **No** box.

Further details are published on the Personnel Licensing Department Website under ICAO Language Proficiency.

Radiotelephony licences issued to professional pilots who have passed the CAA/JAA Navigation Group of subjects for the CPL/ATPL do not include the VHF only limitation. Other applicants who require to operate HF radiotelephony equipment (below 30 MHz) are required to pass the additional HF written examination in order to have the VHF only limitation removed. No fee is payable for the removal of this limitation.

The syllabus and details of training to be completed for the issue of this licence are published annually by Aeronautical Information Circulars (White) together with details of Examiners authorised to conduct the examinations. The UK radiotelephony procedures are published in the CAA publication CAP 413 'Radiotelephony Manual'. Applicants should also read the relevant sections of the UK Aeronautical Information Publication (AIP). Candidates for JAA professional pilot licences should be aware that the 'Communications' syllabus is published in JAR-FCL Part 1 Subject 090. Applicants who have passed Subject 090 will be required to pass the UK Radiotelephony written examination and are exempt Section 3(a). Details of the date of passing Subject 090 should be included.

Radiotelephony examinations and tests can be taken at the centres listed in Aeronautical Information Circulars. These centres are normally associated with Flying Training Organisations or Educational Establishments. Applicants, who should make prior arrangements with the test centre concerned, will be required to pay an examination fee to the examiner or test centre. Details of examination centres are available on our web site www.caa.co.uk under Personnel Licensing.

Section 9 - Registered Facility/FTO Certification

This section must be completed by the training school concerned. Should training be undertaken at more than one school, the school where training and testing is completed should complete this section.

Section 10 - Payment Methods

Please complete form SRG\1187. You may also wish to refer to our Scheme of Charges which can be found on our web site at www.caa.co.uk/srg under Personnel Licensing, then Flight Crew Licensing then Scheme of Charges.

Section 11 - Declaration of Applicant

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

Section 12 - Submission Instructions

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

The following notes provide additional guidance for submission of documentation as listed in Section 12.

- i) **Evidence of Identity.** Original Passport or Birth Certificate only. Photocopies are acceptable provided all relevant information is clearly presented and certified by the Head of Training (or authorised signatory) at the RF/FTO.
- ii) **All flying logbooks.** The logbooks must be certified as correct at the last appropriate entry by the Chief Flying Instructor or Head of Training of the Registered Facility/FTO responsible for the course of training.
Note: having a clear logbook will enable PLD to issue licence and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application i.e. please make sure all cross-country flights are clearly marked in the remarks column.
- iii) **Qualifying cross-country certificate.** Please ensure that the certificate is signed at each aerodrome landed at and by the Chief Flying Instructor.
- iv) **All non-JAA licences** (if applicable). Please note the following:
 -) Photocopies are not acceptable
 -) Temporary Airman Certificates are not acceptable
 -) Include all non-JAA Medical Certificates where issued as separate documents
- v) **Qualified Service Pilots (Helicopters) only.** Copy of your 'Wings' Certificate and Qualifications page from your Service logbook certified as a true copy by your Commanding Officer.