

**PRIVATE/PROFESSIONAL FLIGHT CREW LICENCE RENEWAL - 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)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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 .....	Fax Number .....
Address for correspondence (if different from above) .....	
.....	Postcode .....

2. APPLICATION (tick as appropriate)	
I am applying for renewal of my <input type="checkbox"/> UK / <input type="checkbox"/> JAR :	
Basic Commercial Pilot's Licence (Aeroplanes) <input type="checkbox"/>	Airline Transport Pilot's Licence (Aeroplanes) <input type="checkbox"/>
Commercial Pilot's Licence (Aeroplanes) <input type="checkbox"/>	Airline Transport Pilot's Licence (Helicopters) <input type="checkbox"/>
Commercial Pilot's Licence (Helicopters) <input type="checkbox"/>	Flight Engineer's Licence <input type="checkbox"/>
Commercial Pilot's Licence (Balloons) <input type="checkbox"/>	Private Pilot's Licence (Aeroplanes) <input type="checkbox"/>
Commercial Pilot's Licence (Airships) <input type="checkbox"/>	Private Pilot's Licence (Helicopters) <input type="checkbox"/>
Date of Expiry .....	

3. CAA USE ONLY		
Date	Enclosures	
Receipt No.		
Cheque/PO/Cash/ Access/Visa/Maestro	£	Despatch/Collection details
Date of Issue .....		
Checked by .....		
Loaded by .....		Signed by .....

**Please Note: Any renewal/revalidation received prior to 60 days before the expiry of the licence will be returned in full (including payment) to applicant. The applicant will then be required to re-apply within 60 days prior to the expiry date of the licence.**

**4. TYPE / CLASS RATING VALIDITY**

In order to renew your licence, you are required to have held a valid aircraft rating for any type/class rating that has not expired by more than 5 years\*, and a medical certificate appropriate to the licence being re-issued valid for the first day of issue of the new licence.

\*Where the validity of your most recent aircraft rating has expired by more than 5 years, you will be required to renew an aircraft rating within your licence prior to licence re-issue. If you are currently flying under the privileges of a non-UK ICAO licence or are a current Qualified Service Pilot, and are flying an aircraft type/class within your UK or JAR-FCL licence, you will not be required to renew an aircraft rating but will be required to provide evidence of current flying practice by submitting the following:

- Original Flying Logbooks
- All non-JAA licences. Photocopies are acceptable providing each page is certified by either a UK/JAR Instructor/Examiner based at a UK/JAR Approved Training Organisation or the relevant company Chief pilot holding a valid UK/JAR licence. Temporary Airman Certificates are not acceptable. Include all non-JAA Medical Certificates where issued as separate document.

Give the date of the most recent Skill Test (LST) / Proficiency Check (LPC) or Certificate of Experience / Revalidation

I certify that the following details contained in my licence and aircraft ratings are correct.

**a) Rating Validity**

**Pilots**

Type/Class/ Instructor Rating	Date of Test (if applicable)	Expiry Date	Examiner's Name	Examiner's Number	CAA use only

**Date of last flight as Pilot-in-Command (under privileges of UK licence) .....**

**b) Flight Engineers only**

Date of last 13 month Certificate of Experience .....

Examiner's Name ..... Examiner's Number .....

**c) Balloon and Airship Pilots and Flight Engineers only**

Issue Date of last C of T or E .....

Examiner's Name ..... Examiner's Number .....

Issue Date of last C of T or E .....

Examiner's Name ..... Examiner's Number .....

**5. MEDICAL FITNESS**

Class of Medical Certificate held	Date of last Medical	Date of Expiry	CAA use only

**Note:** Your Medical Certificate should be valid to cover the anticipated licence renewal date. If your Medical Certificate is due to expire within 14 days after the date of application for licence renewal, please complete the following:

My medical examination will take place at ..... On .....

**6. PAYMENT METHODS**

Please complete form SRG 1187.

**7. DECLARATION (tick as appropriate)**

I declare that the information provided on this form is correct. I have paid the fee(s) as required and apply for the grant of the licence/ rating as specified in Section 4 of this application form.

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.

**8. SUBMISSION INSTRUCTIONS (Please also refer to Guidance Page)**

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:

- A copy of your valid UK/JAR Medical Certificate.
- Payment form SRG\1187.

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

## PRIVATE/PROFESSIONAL FLIGHT CREW LICENCE RENEWAL - 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 8 Submission instructions of application form.

##### Public Counter

Our Public Counter is open from 0900 to 1600 Monday to Friday for depositing applications.

We offer a same day service for some applications (see LASORS, Section A, Public Counter Service). **For a same day service you must arrive at the public counter before 12 noon with the correct documents for the service required.**

##### 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](http://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](mailto:fclweb@caa.co.uk).

#### Supporting documentation required with the application

As detailed in Section 8 Submission Instructions of application form.

#### How to complete each section of the application 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 - Application

When completing this section, please indicate (if appropriate) if you are applying for the renewal of your UK or UK JAR licence.

##### Section 3 - CAA use only

##### Section 4 - Type/Class Rating validity

As stated.

##### Section 5 - Medical Fitness

Please enter details of your current medical. Types of medical required are as follows:

LICENCE TO BE RENEWED	MEDICAL REQUIRED
UK/JAR ATPL/CPL/BCPL (Aeroplane or Helicopter)	JAR Class 1
UK/JAR PPL (Aeroplane or Helicopter)	JAR Class 2
UK CPL (Balloon) (Unrestricted)	JAR Class 2
UK CPL (Balloon) (Restricted to Aerial Work)	National PPL (DVLA Group 2)
UK PPL (Balloon)	National PPL (DVLA Group 1 or 2)

Please note that for all medical renewals, the appropriate paperwork must be sent by the Authorised Medical Examiner to our Medical Department.

### **Section 6 - Payment Methods**

Please complete form SRG1187. You may also refer to our Scheme of Charges which can be found on our web site [www.caa.co.uk/srg](http://www.caa.co.uk/srg) under Personnel Licensing, then Flight Crew Licensing then Scheme of Charges.

### **Section 7 - Declaration of Applicant**

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

### **Section 8 - Submission Instructions**

As stated.