

# Application for Initial Issue, Extension or Renewal of BCAR Aircraft Maintenance Engineer's Licence (AMEL)

Please read the attached Guidance Notes before completing this form.



1. APPLICANT DETAILS		To be completed by the Applicant
CAA Personal reference number/AML/AMEL number (if known):		
Date of Issue of current licence (dd/mm/yyyy) .....		
Title: .....		Forename: .....
Surname: .....		
Date of birth (dd/mm/yyyy): .....		Place of Birth: .....
Nationality: .....		
Permanent Address: .....		
Country .....		Postcode: .....
Telephone: .....		Mobile telephone: .....
E-mail: .....		
1.1 ADDRESS FOR CORRESPONDENCE (if different from above)		To be completed by the Applicant
Postal Address: .....		
Postcode: .....		
1.2 EMPLOYERS DETAILS		To be completed by the Applicant
Name of Current Employer: .....		
Address: .....		
.....		Postcode: .....
Contact number: .....		Date Employment Commenced: .....
Email address: .....		
1.3 APPLICATION FOR (tick relevant boxes)		To be completed by the Applicant
Initial AMEL	Complete Sections all sections except section 5	
Amendment of AMEL	Complete Sections all sections except section 5	
Renewal of AMEL	Complete Sections 1, 1.1, 1.2, 1.3, 4, 5, 6	
Change of Personal Details	Complete Sections 1, 1.1, 1.2, 1.3, 6	
2.0 CATEGORIES		To be completed by the Applicant
A Piston-Engine Aeroplanes	C Piston-Engine Aeroplanes	<input checked="" type="checkbox"/> Electrical
A Turbine-Engine Aeroplanes	C Turbine-Engine Aeroplanes	<input checked="" type="checkbox"/> Instruments
A&C Piston-Engine Rotorcraft	A&C Turbine-Engine Airships	<input checked="" type="checkbox"/> Automatic Pilots Aeroplanes
A&C Turbine-Engine Rotorcraft	A&C Piston-Engine Airships	<input checked="" type="checkbox"/> Automatic Pilots Rotorcraft
X Compass Compensation		
Please note, B and D licences are no longer issued.		<input checked="" type="checkbox"/> Radio

<b>2.1 TYPE RATING(S) OR PARAGRAPHS (as listed in CAP 468 Chapter L1)</b>	<b>To be completed by the Applicant</b>
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If you are applying for any type ratings, please enter Category and type(s) applied for:

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.....

<b>3 PART 66 LICENCE CATEGORY HELD (see Guidance Notes)</b>
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List UK Part 66 licence categories currently held:

.....  
.....

<b>4 REFEREE (see Guidance Notes)</b>
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This section is to be completed in all cases by the Referee who confirms the current period of experience in Section 5, column (3). This certification shall normally be made by a person in a managerial position, such as the Quality Manager or Chief Engineer, within the organisation in which the experience was gained and who is able to verify the experience. This person shall have had regular professional contact with the applicant for at least 12 months.

I hereby declare that to the best of my knowledge the information given by the applicant is true. The attached documents are true copies of the originals. (Each document should have the following statement 'I certify this to be a true copy' followed by your signature and you must ensure that you see the original before making this statement.)

You should ensure that the applicant cannot add statements to section 5 after you have signed the document.

If application is also being made for a type rating, please complete statement (i) and/or (ii) as applicable.

i) I hereby certify that I am not aware of any reason why I should not be granted a Type Rating in respect of Category

ii) This applicant being in the employment of my organisation has received type training required by BCAR Section L appropriate to their responsibilities as a Licensed Engineer.

Name of referee (block capitals) ..... Signature of referee .....

Position and organisation .....

Licence No.

<b>5 RENEWAL</b>
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Date of last certification made under the authority of this licence or under an authorisation issued in accordance with BCAR

Chapter A8-23 or A8-24 by ..... (name of approved organisation)

Please quote type(s) or systems. Minimum requirement of 6 months' experience on operating aircraft within preceding 24 months.

Precise nature of experience	Dates From	To	Confirmed by (name / position / licence no.)

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**6 APPLICANT DECLARATIONS****FALSE REPRESENTATION STATEMENT**

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both

I declare that to the best of my knowledge all particulars entered within this application are accurate.

I also understand that any incorrect information could disqualify me from holding a BCAR Aircraft Maintenance Engineer's Licence in addition to the False Representation penalties highlighted above

Name: .....

Signature: ..... Date of Signature: .....

## 7. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portalcaa.co.uk> and selecting the Application Form Submission Service.

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## Guidance Notes

### 1. Certifiers of Identification

- a. The following individuals may act as 'certifiers of your identity'.
  - b. Head of your organisation (145/147/CAO/A8-23/A8-24) (for Aviation Certificates and ID Documents)
  - c. Quality department staff (for Aviation Certificates and ID Documents)
  - d. UK Part 66 or BCAR Section L licence holder (for Aviation Certificates and ID Documents)
  - e. Official bodies such as the post office or solicitors who provide this service (for ID Documents Only)
- i. Insert on **each** copy page to be enclosed with the application: '*I have seen the original document and I certify that this is a complete and accurate copy of the original.*'
- ii. Insert signature and date.
- iii. Certifier's name must be printed in block capitals.
- iv. Must include position or capacity, e.g. Head of a Part 145/147/CAO/A8-23/A8-24 Organisation/UK licence number

This application may only be used for the grant or extension of the National licence required for certification of aircraft listed in UK Regulation 2018/1139 Annex I and Airships which remain unchanged and continue under BCAR Section L. You will need to complete a separate AD300 for each LWTR category (i.e. Airframe, Engine) for which you are applying, however, where BCAR Section L requires multiple categories to be applied for together (e.g. Aeroplanes 1 and an engine category or A&C Rotorcraft) one AD300 will be acceptable.

If you are applying for a type rating an SRG1005 (AD300) and sufficient SRG1007 (AD301s) covering the work you have done on the type must be submitted for each type for which you are applying (see BCAR Section L Appendix 4).

The oral examination, when required, are routinely conducted at place of work or, at the discretion of the CAA, a CAA office.

**Section 2 Rating Applied For.** If you are applying for Aeroplanes 1 you must also apply for Piston Engines – Aeroplanes or Turbine Engines – Aeroplanes as appropriate; similarly applications for a fixed wing Engine LWTR must also include application for Aeroplanes 1.TBC

### Section 4 Referee

The referee must be a responsible manager within the BCAR A8-23 or A8-24 organisation in which you are employed and should be the same person who countersigns the current period of experience in Section 4 or another BCAR licenced engineer

**Section 5 Experience** This section must be completed in sufficient detail to show clearly satisfaction with the experience requirement in the current issue of British Civil Airworthiness Requirements Section L (Licensing) for the category of licence for which application is made. Although you do not have to describe your complete aviation background you must show at least the minimum experience required by BCAR Section L according to the nature of your application, showing the precise nature of the work you have done and its relevance to the maintenance of operating aircraft. Descriptions of individual tasks are not required for a LWTR application. The experience must be confirmed in Column (3) as stated on the form. All applicants must complete this section but may refer to enclosed documentary evidence in place of the signature in column (3), only when unable to obtain supporting signatures for individual items of experience (please send certified true copies).

**If a type rating is being applied for satisfactory experience recorded in the style of CAP741 or Form SRG1007 (AD301) must be included which must be compiled in accordance with Appendix 4 of BCAR Section L (CAP468).**

### Written Examination Exemptions Claimed

The CAA no longer provides examinations for a BCAR Section L licence. Therefore, for an applicant to gain a BCAR Licence, they must hold an appropriate UK Part 66 B category licence.

SUPPORTING DOCUMENTATION	Issue	Renewal	Amendment	Change of Name	Change of Nationality
SRG1007 (AD301) or CAP741 style logbook	X		X		
Certified copy of Passport or full UK Driving Licence	X	X	X	X	X
Certified copy of deed poll or marriage certificate (as applicable)				X	
SRG1029	X	X	X		