

BALLOON/AIRSHIP EXAMINER AUTHORISATION ISSUE/REVALIDATION/RENEWAL/VARIATION – APPLICATION



Please complete the form in **BLOCK CAPITALS** using black or dark blue ink.

Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

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.

1. PERSONAL DETAILS	
Licence number	
Title: Surname: Forename(s):	
Date of birth (dd/mm/yyyy): Nationality:	
Town: and Country: of birth	
Permanent address:	
..... Postcode:	
Address for correspondence (if different from above):	
..... Postcode:	
Telephone Number: Alternative Telephone Number:	
Email address: Fax Number:	
BBAC Membership Number	

2. APPLICATION (tick appropriate box)	
I am applying for:	
Issue	Variation Reissue
Type of authorisation being applied for:	
Balloon	Airship
Flight Examiner (PPL)	Flight Examiner (CPL) Ground Examiner (GR)

3. LICENCES/RATINGS/AUTHORISATIONS HELD (See Guidance Notes) (tick appropriate box)	
CPL (B)	Group A Group B Group C Restricted
PPL Hot Air Balloon	Gas Balloon Combination Balloon Hot Air Airship Gas Airship
CPL (AS)	Type Rating:
BBAC Instructor Number: Expiry Date:	
Authorisations held:	FE (PPL) FE (CPL) TRE RE-TRE GR

4. AUTHORISATIONS REQUIRED (tick as appropriate)	
Examining privileges for:	Hot Air Gas Combination
Balloons	Group A Group B Group C
Airships	
Other (please specify.....)	

5. FLYING EXPERIENCE (BALLOONS AND AIRSHIPS ONLY)						
	Hot Air				Gas	
	Group A	Group B	Group C	Airships	Combination	Airships
Total hours flown as Pilot in Command						
Total hours flown in the last 12 months period						

6. CHARGES

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

If you want the CAA to quote a Purchase Order No. on your invoices, please provide the reference here:

Purchase Order number:

IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information.

NB: This application will not be processed until the applicable charges have been received.

8. DECLARATION OF APPLICANT

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

I further accept that my contact number, as given in Section 1, will be released to the public in connection with my duties as an Examiner.

I agree to my name and current address held by the Authority being released to the General Aviation Safety Committee by the Authority in order that I may be sent my free copy of the Instructor Flight Safety Bulletin and a copy of the General Aviation Safety Information Leaflet (GASIL). I also agree to details of my experience and qualifications being released to members of the panel conducting the interview required in respect of this authorisation.

Signature Date

14. 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 and supporting documentation (if applicable). 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.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

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 \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

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