

Application for Approval or Change to Approval to Conduct Instructor Refresher Seminars Under UK Aircrew Regulation Annex VII - Part-ORA



Submission instructions can be found at the end of the form.

Unique Corporate No. (to be completed by CAA)

Please read attached Guidance Note on page 6 before completing this form.

1. APPLICANT TYPE			
Limited Liability Partnership	Complete Section 2. a)	Public Educational Establishment University/College	Complete Section 2. b)
Limited Company	Complete Section 2. a)	Individual (Sole Traders)	Complete Section 2. c)
Charity	Complete Section 2. b)	Partnership	Complete Section 2. c)
Ministry of Defence	Complete Section 2. b)	Private Clubs	Nominated Representative to Complete Section 2. c)
Trust	Complete Section 2. b)		

2. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

a) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

..... Postcode:

Telephone: Fax:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

..... Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the board to act on behalf of the Company, and who is deemed to be the Accountable Manager in respect of applications under UK Aircrew Regulation Annex VII - Part-ORA.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are a not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

or b) An Unincorporated Association or other body

Name of Unincorporated Association or other body:
Address:
..... Postcode:
Telephone: Fax:
E-mail: Mobile Telephone:
Website address:

Authorised Representative

This application is to be signed by a person authorised by the body named above to act on behalf of it, and who is deemed to be the Accountable Manager in respect of applications under UK Aircrew Regulation Annex VII - Part-ORA.

Title: Forename: Surname:
Position:
Charity Number (if applicable):

or c) Individual (including sole traders and partnerships)

Title: Forename: Surname:
Address:
..... Postcode:
Telephone: Fax:
E-mail: Mobile Telephone:
Trading Name: (if applicable)
Website address:

A photocopy of your valid Passport or valid photocard Driving Licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

3. TRAINING ORGANISATION CAA REFERENCE NUMBER (please complete one field only, where applicable)

ATO-	FTO-	TRTO-	OCP-
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4. APPLICATION

(NB: All Applications must be made a minimum of 12 weeks in advance of the commencement date given below.)

Type of Application: see below Initial Approval Change to Approval

- **Initial Approval:** this should be ticked where an application is for 'Initial' approval under UK Aircrew Annex VII Regulation Part-ORA for new applicants and Registered Facilities wishing to obtain approval. Please advise current JAR-FCL training organisation reference i.e., FTO-333, TRTO-333 or OCP333 where a Registered Facility.
- **Change to Approval:** to be ticked when the application is for one or more courses/sites to be approved under UK Aircrew Regulation Annex VII Part-ORA and added to an existing JAR-FCL training organisation approval, whilst in the UK transition period, or to an organisation already approved under UK Aircrew Regulation Annex VII Part-ORA.

Proposed Date Training to commence:		Total number of sites, to be approved:	
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5. COURSES REQUESTED: INSTRUCTOR REFRESHER SEMINAR

- Please tick those that apply i.e. Aeroplane only Seminar, Helicopter only Seminar, or tick both if a Combined Seminar. (please note a maximum of two aircraft categories can be combined)
- Likewise please tick if FI only Seminar, or IRI only Seminar, or tick both if a combined Seminar.

Aeroplane Seminar	Helicopter Seminar	Sailplane Seminar
Airship Seminar	Balloon Seminar	
Flight Instructor	Instrument Rating Instructor	

5. LOCATIONS / FACILITIES

A Floor Plan for each location, clearly detailing layout and dimensions of rooms should additionally be supplied

Full Location Name and Address: (including Postcode & Telephone number)	1.		2.		3.		
	Accommodation	No.	Size	No.	Size	No.	Size
Presentation / Conference Room(s):							
Syndicate Rooms:							
Other Facilities (please specify):							

7. CHARGES

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

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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 Approval:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at [List of Official Record Series 5 - Scheme of Charges](#) for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

8. FINANCIAL DECLARATION

- I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.
- I agree to pay the charges for this application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).
- I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:
(as shown in 2 a), 2 b) or 2 c))

Signature of Applicant (named in 2 c)):

or Signature of Accountable Manager (named in 2 a) or 2 b)):

Date:

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, license, 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.

9. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Checklist for submission (All applicants):

SRG1196

Form SRG2115 x 2 (for Head of Training/Chief Tutor)

Operational Manual (to include Tutor Instruction Manual)

Training Manual (to include Detailed Course Programme)

Safety Management System Manual (inc. Quality Compliance System and Checklist)

Copies of presentations & handouts

Floor Plan and Photos for each location (clearly annotated)

Photocopy of PHOTO ID

(Passport or Photocard Driving Licence for Individuals)

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

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.

Guidance Note 1

Section 2: Applicant Details

- **Registered Company Name and Number:** this is the legal name and reference number of the company as registered with Companies House or as detailed on the Company Certificate of Incorporation.
- **Trading Name and Address:** Where the company uses a name other than the above for trading / instructional purposes, this name should be annotated accordingly and the main base for training should also be detailed.
- **Authorised Representative of the Company:** The Accountable Manager of the company may wish to delegate responsibility for the completion of application forms to another Director of the company or to the designated Head of Training. Details of the nominee should be completed and relevant correspondence verifying this agreement should be forwarded from the Accountable Manager.

CAA USE ONLY Applicant's name Date of application

Department: Contact Name:

Job No: Folio No: CAA Account Number:

Nominal Code: Cost Centre: Date received:

If payment is received by cheque, attach a copy to this application form.

The sum of £ has been received by: Date:

Amount paid by: Card Electronic Transfer*
 £ £

* Receipt of Electronic Transfer to be verified by Treasury.

Cheque drawn against account of:

Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:

Legal Entity Details

Company – Date of incorporation of Company:

If declaration is signed on behalf of a Company:

 is declaration signed by a Director or Company Secretary?

 if not, then does signatory have authority to sign?

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification:

Signature on ID checked against Form Signature: Appropriately certified: