

# Application for Approval of Lithium/Sodium Cells/Batteries

Submission instructions can be found within the form.



Please complete either section 1 a) or section 1 b). For all Companies registered at Companies House (or equivalent national Company Register), please complete section 1 b) only.

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

### a) Individual (including sole traders and partnerships)

Title: ..... Forename: ..... Surname: .....

Address: .....

..... Postcode: .....

Telephone: .....

Email: .....

Trading Name: (if applicable) .....

Website address: .....

A copy of your Passport or 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 ☐

### or b) A Company

Company Name: .....  
as registered at Companies House (or overseas equivalent)

Company Number: .....  
as registered at Companies House (or overseas equivalent)

Registered Office Address: .....

..... Postcode: .....

Telephone: .....

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.

Title: ..... Forename: ..... Surname: .....

Position in Company: .....

Telephone No: ..... E-mail: .....

If you are 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 registered at Companies House with the Company number provided on this form.**

2. SHIPPER DETAILS	
Company: .....	
Address: .....	
.....	Postcode: .....
3. APPLICATION REASON (Tick all that apply)	
<p>This form applies to requests for approval of lithium cells or batteries in accordance with Special Provisions A88, A99, A183 and/or A331 of the Technical Instructions. If there is insufficient space to complete the details, they can be listed on a separate sheet.</p>	
Special Provision:	<div style="display: flex; justify-content: space-around;"> <span>A88</span> <span>A99</span> <span>A183</span> <span>A331</span> </div>
4. DOCUMENTATION	
<p>Before submitting this form, applicants must first contact the Vehicle Certification Agency (VCA) in order to discuss the technical details of the cells/batteries and any testing or other criteria that need to be met to demonstrate that it is appropriate for the CAA to grant an approval. The VCA can be contacted by telephone on +44 (0)1372 226110 or by e-mail at <a href="mailto:dgenquiries@vca.gov.uk">dgenquiries@vca.gov.uk</a>. The applicant is responsible for paying any fees that the VCA may charge for their work carried out, which is separate from the charge for this application.</p>	
Copy of documentation sent to VCA attached	<div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
VCA recommendation attached:	<div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
5. TYPE OF CELLS/BATTERIES	Product Name
UN3090; Lithium metal batteries	.....
UN3091; Lithium metal batteries contained in equipment	.....
UN3091; Lithium metal batteries packed with equipment	.....
UN3480; Lithium ion batteries	.....
UN3481; Lithium ion batteries contained in equipment	.....
UN3481; Lithium ion batteries packed with equipment	.....
<p>This form also applies to requests for approval of lithium batteries with a mass of 12Kg or greater where the relevant packing instruction indicates that an approval may be granted for particular types of packaging.</p>	
Please indicate if you require such an approval.	<div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
6. PACKAGING DETAILS	
Full Package Specification Marking (if applicable): .....	
7. PERIOD OF APPROVAL VALIDITY (complete either 7 a) or 7 b))	
7 a) To be completed for Approvals for up to one year	
From (date): .....	To (date): .....
Reason for validity period: .....	
Aircraft operator(s): .....	
.....	
Airport(s) of destination: .....	
.....	
7 b) To be completed for individual flights	
Aircraft operator: .....	Date of flight: .....
Airport of departure: .....	Flight No: .....
Airport of destination: .....	AWB No: .....

## 8. FEES

### IMPORTANT NOTES:

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.

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.

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](#) for more information. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

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

## 9. 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](http://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 1 a) or 1 b))

Signature of Applicant (named in 1 a)): .....

or Signature of Authorised Representative (named in 1 b)): .....

Date: .....

## 10. 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.