

Balloon - Application for Part-FCL Balloon Pilot Licence and Light Aircraft Pilot Licence



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

Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing the technical sections of this form.

UK (EU) Regulation No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and Part FCL.015).

If your medical records are not held by the UK CAA, your application will be rejected.

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.

1. APPLICANT DETAILS

(The Applicant is responsible for payment of CAA charges)
To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent Address:

..... Postcode:

Telephone: Mobile telephone:

E-mail:

A certified copy of your valid Passport or Full UK Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address:

.....

..... Postcode:

3. MEDICAL FITNESS

To be completed by the Applicant

State of Issue	Class of Medical Certificate held	Date of last Medical	CAA use only

Note: Your Medical Certificate must be valid on the licence issue date. If your Medical Certificate is due to expire within 14 days after the date of application for licence issue, please complete the following

My medical examination will take place at: on:

A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom. UK (EU) Regulation No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part-MED.A.030 and Part-FCL.015).

4. PARTICULARS OF UK OR NON-UK LICENCES HELD			To be completed by the Applicant
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

5. RATINGS HELD							To be FULLY completed by the Applicant
Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for each type and/or class rating, and any Instructor certificate to be endorsed on your Part-FCL Licence.							
Rating or Certificate held	Single Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only	

6. APPLICATION (tick as appropriate)		To be completed by the Applicant
I am applying for:		
Balloon Pilots Licence <input type="checkbox"/>	ICAO Balloon Pilots Licence to BPL Conversion <input type="checkbox"/>	
Group A <input type="checkbox"/>	Hot air balloons and hot air airships with a maximum envelope capacity of 3400m ³ . Gas balloons with a maximum envelope capacity of 1260m ³ .	
Group B <input type="checkbox"/>	Hot air balloons and hot air airships with a maximum envelope capacity of between 3401m ³ to 6000m ³ . Gas balloons with a maximum envelope capacity of 1260m ³ .	
Group C <input type="checkbox"/>	Hot air balloons and hot air airships with a maximum envelope capacity of 6001m ³ to 10500m ³ . Gas balloons with a maximum envelope capacity of 1260m ³ .	
Group D <input type="checkbox"/>	Hot air balloons and hot air airships with an envelope capacity of more than 10500m ³ .	
Tethered <input type="checkbox"/>	Un-tethered <input type="checkbox"/>	Both <input type="checkbox"/>
LAPL Balloon:		
Hot air <input type="checkbox"/>	Hot air balloons and hot air airships with a maximum envelope capacity of 3400m ³ .	
Gas <input type="checkbox"/>	Gas balloons with a maximum envelope capacity of 1200m ³ .	
UK Flight Radio Telephony Operator's Licence <input type="checkbox"/>		

7a. FLYING EXPERIENCE – BPL			To be completed by the Applicant	
		Hours Claimed	Qualifying Hours	CAA use only
Supervised Solo flight time			1 (30 minutes duration)	
Dual Instruction			12	
Total Hours			16	
Total inflations			10	
Total take-offs and landings (including masting and un-masting procedures, if applicable)			20	
	Number:		Minimum 3 (2 within last 24 months)	
Tethered instructional flights (if applicable)	Date:	Date:		

7b. FLYING EXPERIENCE – LAPL Balloon			To be completed by the Applicant	
		Hours Claimed	Qualifying Hours	CAA use only
Supervised Solo flight time		Date:	Minimum flight time 30mins	
Dual Instruction			12	
Number of inflations		No:	Minimum 10	
Number of take-offs and landings		No:	Minimum 20	
Credit for PIC experience			6hr 15min (max)	
Total Hours			16	
	Number:		Minimum 3 (2 within last 24 months)	
Tethered instructional flights (if applicable)	Date:	Date:		
CAA use only				

8. ATO CERTIFICATION (Tick as appropriate)**To be completed by the ATO**

I certify that (name) has satisfactorily completed a course of training for the grant of a Balloon Pilot's Licence or Light Aircraft Pilot Licence

I further certify that I have examined the applicants flying log and the entries in them meet in full the flying experience requirements for the grant of a Balloon Pilot's Licence or Light Aircraft Pilot Licence in accordance with Part-FCL, CAP804 and sections 7a or 7b of this application form.

Recommended for Skill Test by (name): Licence No:

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing Approval:

Name of Head of Training:

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**9. THEORETICAL KNOWLEDGE EXAMINATIONS****To be completed by the ATO (Ground Examiner)**

Examination Paper	Exam Date	Paper No.	Mark (%)	Examination Paper	Exam Date	Paper No.	Mark (%)
Air Law				Operational Procedures Balloon			
Human Performance				Flight Performance and Planning Balloon			
Meteorology				Aircraft General Knowledge Balloon			
Communications				Navigation Balloon			
Principles of Flight Balloon							

I certify that (name) has satisfactorily completed all of the required theoretical examinations for the grant of a Balloon Pilot's Licence Light Aircraft Pilot Licence in accordance with Part-FCL.

Approved Training Organisation (ATO): ATO Approval No:

Competent Authority issuing Approval:

Name of Head of Training or Ground Examiner:

Ground Examiner Approval Number:

Signature (Head of Training): Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

10. CONFIRMATION OF SKILLS TEST	To be completed by the Applicant
I successfully completed a Skills Test <input type="checkbox"/> or Proficiency Check <input type="checkbox"/>	
Date of Skill Test: Aircraft Type and Registration:.....	
Examiner's Name: Examiners Number:	
Note - Applicants are advised that the licence will not be issued until the corresponding Examiner's Report Form is received.	

11. UK FLIGHT RADIOTELEPHONY OPERATOR'S LICENCE (FRTOL)				To be completed by the UK RT Examiner	
	Date passed	Paper No.	Mark (%)	Examiner's name & signature	Examiner's CAA reference number
A) UK Communications (Written)					
B) HF theory (Written) (if applicable)					
C) Radiotelephony Practical Test					
D) ICAO English Language Proficiency	Date	Level	Pass	Examiner's name & signature	Examiner's CAA reference number
		6	Yes <input type="checkbox"/> No <input type="checkbox"/>		
The above examinations were completed at (Test location)					
PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1					

12. DECLARATION OF APPLICANT (tick as appropriate)	To be completed by the Applicant
I declare that the information provided on this form is correct.	
I agree to receive:	
Flight Crew Safety material from the CAA only <input type="checkbox"/> or Safety material from authorised sources <input type="checkbox"/>	
I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.	
Signature of Applicant: Date:	
PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1	

13. CAA USE ONLY	
Date of Issue	Enclosures
Checked by	Despatch/collection details
Loaded by	
Signed by	

14. COURIER CHARGES

Note to all customers: All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.

If you wish to opt out of document return by secure courier, please tick box.

Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

15. CHARGES

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

.....

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 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 www.caa.co.uk/refunds 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.

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

16. 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:

Signature of Applicant: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

17. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

After thoroughly reviewing the 'Which sections of the application form to complete' and 'What documents to submit' please follow the instructions below:

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.



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.

Balloon - Application for Part-FCL Balloon Pilot Licence and Light Aircraft Pilot Licence – GUIDANCE NOTES

Having a clear application form and pilots' log(s) (where appropriate) will enable L&TS to issue licences and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

IMPORTANT INFORMATION

In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of Part-FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

NIGHT RATINGS

If the PPL course includes the endorsement of a Night Rating, please also complete form SRG 1126 and pay the appropriate additional fee as per the Scheme of Charge.

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

Instructions for the certifier of your ID document are as follows:

1. Insert on the copy 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'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Head of Approved Training Organisation.

GUIDANCE NOTE 1: Which sections of the application form to complete

Application applied for	Sections to be fully completed
Part-FCL BPL without FRTOL	1, 2, 3, 4, 5, 6, 7(a), 8, 9, 10, 12
Part-FCL BPL with FRTOL	1, 2, 3, 4, 5, 6, 7(a), 8, 9, 10, 11, 12
Part-FCL LAPL (B) without FRTOL	1, 2, 3, 4, 5, 6, 7(b), 8, 9, 10, 12
Part-FCL LAPL (B) with FRTOL	1, 2, 3, 4, 5, 6, 7(b), 8, 9, 10, 11, 12

GUIDANCE NOTE 2: Supporting documentation required with the application

Application	Original flying log(s)	A certified copy of your valid Passport or full UK Photographic Driving Licence. (See guidance note 1).	Certified copy of Part-MED Medical Certificate (Class 1 or 2 for BPL or LAPL Medical for LAPL(B))	Examiners Report form (applicants or copy for Competent Authority) EXAMINER'S COPY	Original third country ICAO Licence and Medical or certified copy by ATO (if applicable). See guidance note 1.	Copy of Part-FCL Examiner's Approval certificate and licence (if Examiner is not approved by the UK CAA) See guidance note 1.	Copy of Part-ORA Approved Training Organisations (ATO) Approval certificate (if ATO is not approved by the UK CAA) See guidance note 1.
BPL	✓	✓	✓	✓	N/A	✓	✓
LAPL(B)	✓	✓	✓	✓	N/A	✓	✓
ICAO Balloon Pilots Licence Conversion	✓	✓	✓	✓	✓	✓	✓