

Balloon - UK Part-BFCL Pilot Licence Application Based On Conversion Of An Existing National Licence Issued By The United Kingdom



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

This form is configured to be used with Internet Explorer and the latest version of Adobe Acrobat, however, for better results you may wish to download the form to your computer and open it directly in your PDF Reader.

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 Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

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

Town of Birth: Country of Birth:.....

Permanent Address:.....
..... Post Code:.....

Telephone Number:..... Alternative Telephone Number:.....

Email:..... Fax Number:.....

2. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by Applicant

Postal Address:
..... Post Code:.....

3. MEDICAL FITNESS

Class of Medical Certificate held and State of issue	Date of last Medical	Date of Expiry	CAA use only

Note: Your medical Certificate or Medical Declaration 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.

Valid Pilot Medical Declarations are valid for these licences. Please state "Medical Declaration" in the "Class of Medical Certificate held" box. CAA records will be checked to confirm that a medical declaration is in place and valid.

4. PARTICULARS OF ALL BALLOON LICENCES & RATINGS HELD		To be completed by Applicant
UK CPL (Balloons)		
Hot-Air Balloon Restricted to Aerial Work only	<input type="checkbox"/>	Hot-Air Balloon Group A <input type="checkbox"/> Group B <input type="checkbox"/> Group C: <input type="checkbox"/>
UK PPL (Balloons & Airships)		
Hot-Air Balloon	<input type="checkbox"/>	Gas Balloon (Netless) <input type="checkbox"/>
Hot-air Airship (Pressurised)	<input type="checkbox"/>	Gas Balloon (Netted) <input type="checkbox"/>
Hot-air Airship (Unpressurised)	<input type="checkbox"/>	Combination Balloon* <input type="checkbox"/>
Small Gas Airship*	<input type="checkbox"/>	Night Rating <input type="checkbox"/>
*Please refer to guidance note 2		

5a. CPL REVALIDATION FLIGHT (If none within previous 13 months leave blank)				To be completed by Applicant
Date of Test	Valid To Date	Examiner Name & Licence No.	Balloon Registration	Balloon Size (cubic feet)

5b. DETAILS OF TWO FLIGHTS IN LARGEST SIZED PART-BFCL HOT AIR BALLOON GROUP IN LAST 48 MONTHS FOR WHICH YOU ARE APPLYING (as pilot in command)			To be completed by Applicant
Date of Flight	Balloon Registration	Balloon Size (Cubic Feet)	

5c. PPL INITIAL FLIGHT TEST (If undertaken in the previous 24 months)			To be completed by Applicant
Date of Test	Examiner Name & Licence No.	Balloon Registration	Balloon Size (cubic feet)

6. APPLICATION (tick as appropriate)	To be completed by Applicant
I am applying for the following Part-BFCL licence:	
Balloon Pilots Licence (BPL)	
The above conversion is based on my National licence issued by the United Kingdom	
I wish to have my UK National Pilot's Licence(s) reissued. PPL <input type="checkbox"/> CPL <input type="checkbox"/>	
(There is a fee for each licence reissued. A licence should be reissued if the reference number does NOT start "GBR".)	
(Please note that after 8 December 2021, UK PPL(BA) and CPL(B) licences can only be used for flying in Annex I balloons.	
There is a separate fee for the issue of a UK National Pilots Licence.)	
Privileges for FRTOL <input type="checkbox"/> (the privileges must already be held, if not held use form SRG 1106)	
Note – is your English language proficiency valid (either printed on your licence, or you hold a BBAC issued language proficiency card)? If not or not assessed, and you are applying for FRTOL privilege, ask an authorised examiner to undertake the assessment using form SRG1199 .	

7. CLASSES, GROUPS & RATINGS APPLIED FOR		To be completed by Applicant
Hot-air balloon Group A (Up to 120,069 cubic feet) (3,400 cubic metres)		<input type="checkbox"/>
Hot-air balloon Group B (Above 120,069 and Up to 211,888 cubic feet) (3,401 to 6,000 cubic metres)		<input type="checkbox"/>
Hot-air balloon Group C (Above 211,888 and Up to 370,804 cubic feet) (6,001 to 10,500 cubic metres)		<input type="checkbox"/>
Hot-air balloon Group D (Above 370,804 cubic feet) (10,500 cubic metres)		<input type="checkbox"/>
Gas balloon	<input type="checkbox"/>	
Hot Air Airship	<input type="checkbox"/>	
Rating for tethered flights	<input type="checkbox"/>	Rating for night flights <input type="checkbox"/> Rating for Commercial operation <input type="checkbox"/>
Note: Log book evidence is required as per the guidance notes.		

8. INSTRUCTOR PRIVILEGES HELD	To be completed by Applicant
Instructor privileges [<i>submit evidence of national Instructor's certificate</i>]	
Last BBAC Instructor Training Day (within last three years):	
Note: Log book evidence is required as per the guidance notes.	

9. EXAMINER CERTIFICATES HELD	To be completed by Applicant
I hold a current balloon examiner authorisation issued by UK CAA <input type="checkbox"/>	

10. DECLARATION OF APPLICANT (Tick as appropriate)	To be completed by Applicant
I declare that the information provided on this form is correct	<input type="checkbox"/>
My Medical Records are held by the UK CAA.	<input type="checkbox"/>
I agree to pay the charges for this application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).	<input type="checkbox"/>
I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.	<input type="checkbox"/>
I agree to receive:	
Flight Crew Safety material from the CAA only <input type="checkbox"/>	<input type="checkbox"/>
and/or Safety Material from authorised sources <input type="checkbox"/>	<input type="checkbox"/>
I have fully reviewed all guidance notes and have submitted all of the necessary paperwork form my application to be considered.	<input type="checkbox"/>
I have read and understood the relevant elements of the operational requirements and Part-BFCL and (as applicable) implementing rules relevant to my licence and the proposed operations.	<input type="checkbox"/>
Signature: Date:	

11. 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. <input type="checkbox"/>
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.

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

12. CHARGES

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.

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.

13. 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 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.

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GUIDANCE NOTES

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation or authorised signatory*.
- Accountable Manager at Declared Balloon Operator in UK
- An Examiner with an Examiner's Certificate issued by the UK CAA

Instructions for the certifier of your documents 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 passport, licence or log book for (applicant name)'.
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.

*An authorised signatory can act as a representative of the positions listed, either by authorisation or through an approved procedure to confirm a state's training has been conducted by the Training organisation (TO). The TO must maintain a record of those so authorised.

GUIDANCE NOTE 2: Important Information

(Further information regarding the evidence to submit is detailed in guidance note 3)

Language Proficiency:

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 returned. Form [SRG1199](#) is to be used to apply for a Record of English Language Assessment.

Section 4 - Please contact us by e-mail at FCLWEB@caa.co.uk prior to submitting this application if you are applying for conversion of a Small Gas Airship or Combination (Mixed) Balloon.

Section 5 - Holders of UK CPL(B) licences should complete section 5a.

Licence holders who are applying for groups B, C or D should complete section 5b.

Holders of UK PPL(BA) licences who passed an initial flight test in the previous 24 months should complete section 5c.

Please provide certified copies of your logbook pages and/or a certified copy of the certificate of test page of your licence (as appropriate) providing evidence of the information as detailed in Section 5a, 5b and 5c. Please annotate evidence of relevant flights on logbook pages, e.g. use post-it notes to highlight relevant log book entry (do not use highlight pens).

Section 7 – Additional Ratings:

Night Rating

Conversion of privileges for the issue of a Night Rating – Please provide certified logbook evidence of having received instruction at night on 2 flights of at least 1 hour each, or of at least 2 flights totalling at least 2 hours as pilot in command of a balloon at night. Please annotate evidence of relevant flights on logbook pages. Or provide a certified copy of a PPL(BA) which has had the "day flying only" restriction removed.

You are required to be "colour safe" in accordance with MED.A.030(d). If you are the holder of a LAPL medical certificate please provide a copy of the GP or Optometrist Assessment Report confirming the result of this assessment.

Section 8 – Flight Instructor Privileges:

Applicants who hold a BBAC Instructor Rating need to complete this section. Please enter the date of the last BBAC Instructor Training Day that you attended. Please provide a certified copy of your BBAC issued Instructor Certificate. Please provide certified log book evidence of either 6 hours of flight instruction or examining in balloons within the last three years, or passing a flight test for a BBAC Instructor Rating within the last three years.

GUIDANCE NOTE 3: Supporting documentation required with the application for a BPL		
	Documents required	Documents provided
Certified copies of Log book pages showing 6 hours as Pilot in Command in the last 24 months OR an initial flight test with an examiner in the last 24 months (annotate relevant entries in log book – do not use highlight pens)	✓	
Certified copies of Log book pages showing 10 take offs and landings as Pilot in Command in the last 24 months OR an initial flight test with an examiner in the last 24 months (annotate relevant entries in log book – do not use highlight pens)	✓	
Certified copies of Log book pages showing two flights (as Pilot in Command) in the largest Part-BFCL hot air balloon size group in the last 48 months for which you are applying, OR a satisfactory training flight in the largest Part-BFCL hot air balloon size group with an instructor in the last 48 months for which you are applying, OR an initial flight test or Certificate of Test in the largest Part-BFCL hot air balloon size group with an examiner in the last 48 months (annotate relevant entries in log book – do not use highlight pens)	✓ (for additional hot air balloon groups – B, C, D)	
Certified copy of Certificate of revalidation page from Licence (or separate card) showing current Certificate of Test or Certificate of Experience (UK CPL(B) applying for commercial operation privilege)	✓ (for Commercial Operation rating)	
Certified copies of Log book pages for other Classes flown in the last 24 months showing 3 hours as pilot in command in the last 24 months (for each additional class), or an initial flight test with an examiner in the last 24 months (for each class) (See Section 7) (annotate relevant entries in log book – do not use highlight pens)	✓ (for additional Classes)	
Certified copy of your valid Part-MED Medical Certificate (Class 1 or 2 or LAPL), if held. (If you have a valid Pilot Medical Declaration, CAA records will be checked to confirm that a medical declaration is in place and valid, no supporting certified paperwork is required.)	✓	
Certified copy of your valid Passport or Full Photographic UK Driving Licence	✓	
Certified copies of Log book pages showing night flights (see section 7 note on night rating) (annotate relevant entries in log book – do not use highlight pens)	✓ (for night rating)	
Certified copy of “colour safe” assessment if applying for a night rating and holder of a LAPL medical	✓ (for night rating)	
Certified copy of BBAC Instructor Certificate (if held and applying for an instructor rating)	✓ (for Instructor rating)	
Certified copies of Log book pages showing either 6 hours of flight instruction or examining in balloons within the last three years, or passing a flight test for a BBAC Instructor Rating within the last three years (if applying for an instructor rating) (annotate relevant entries in log book – do not use highlight pens)	✓ (for Instructor rating)	
If you are applying for FRTOL privilege and have not been assessed for English language proficiency, you should complete form SRG1199	✓	