

Principal Place of Business

Please complete this form online (preferred method) then print and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.



Principal Place of Business (Key Facts Form)		
a) What is the address of your organisation's Head Office?		
Address Line 1:		
Address Line 2:		
Country: Postcode:		
Telephone: Email:		
b) Is the organisation registered at this address?		Yes No
If No, where is the organisation registered?		
Address Line 1:		
Address Line 2:		
Country: Postcode:		
Telephone: Email:		
c) Are matters affecting operational and financial control and management decision making decided and directed by the appointed key post holders, including the accountable manager, at meetings held at the Head Office?		Yes No
If No, please provide further information.		
d) Is correspondence regarding operational and financial control and management decision making processed at the address given at 'a'?		Yes No
If No, please provide further information, including the address for correspondence.		
Address Line 1:		
Address Line 2:		
Country: Postcode:		
Telephone: Email:		

e) Are all records regarding the operational & financial decisions affecting the direction, control and coordination of the organisation's approved activities and operations kept available for physical inspection at the address given at 'a'?

Yes

No

If no, please provide further information.

f) What is the address of your organisation's main facility to be approved, if different from 'a'?
(Note, for Line Maintenance, please provide details of the line station where the majority of approved activity is planned to take place)

Address Line 1:

Address Line 2:

Country: Postcode:

Telephone: Email:

FALSE REPRESENTATION STATEMENT (to be completed by the Accountable Manager)

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.

I hereby declare that the information provided within this form adequately reflect the Principal Place of Business for

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Name:

Signed:

Date: