Flight Operations Permission or Exemption Request

For best results please download the form to your device and open it in Adobe Acrobat.

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

Please note this form is for Flight Operations Permissions and Exemptions only.

For applicable Regulations: UK Regulation (EU) 2018/1139 (the UK Basic Regulation) and Air Navigation Order 2016. If you would like to apply for an exemption relating to Airworthiness or Flight Crew Licensing, please see:

UK exemptions | UK Civil Aviation Authority.

Note: MEL Exemption requests should be submitted using this form.

Required Information **Please complete all applicable sections of this form. Not all sections may apply to every Permission or Exemption request - mark non-relevant areas as N/A.**	
Operator Name and Organisation Identifier. (i.e. AOC Number, NCC or SPO Declaration reference, if applicable).	
Operator Email (if payment is required, this email will be used).	
Operator Telephone.	
Date of request.	
Does this request require a **Same Day Service** (i.e. less than 24 hrs notice - for which there is an additional charge)?	Yes ☐ No ☐ Same day services | UK Civil Aviation Authority: For same-day processing, both the completed application and payment must be received by 11:00. Where all required information has been submitted and any queries are promptly resolved, eligible applications will be processed and completed by 16:30 on the same working day. Exemption applications, due to the internal CAA processes required, it may not be possible to issue an Exemption on the same day, however payment of the expedited (same day) service fee will ensure that the process is started on the day of receipt.
Name of Responsible Person within your organisation authorising request.	
Type of Permission or Exemption: **Permission** – UK SERA / Rules of the Air 2015 **Exemption** – ANO 2016 Art. 266 / Basic Reg. Art. 71	**Please tick and provide full details below:** Permission (UK SERA) ☐ Permission (Rules of the Air 2015) ☐ Exemption (ANO 2016 Art. 266) ☐ Exemption (Basic Reg. Art. 71) ☐ Other ☐
Complete ONE section only - do not fill both. Provide details of the actual Article or Rule for which you are you requesting the Permission or Exemption. eg Permission in accordance with UK SERA 5005f/ Rules of the Air 2015, Rule 5(1)(b)/ ANO Article 89 or Exemption from ANO Article 88 or Article 90/ Article 71 of the Basic Regulation.	If you tick "Permission", complete this box only **Permission in accordance with:** If you tick "Exemption", complete this box only **Exemption from:**

Required Information **Please complete all applicable sections of this form. Not all sections may apply to every Permission or Exemption request - mark non-relevant areas as N/A.**	
Provide a full description of the activity you intend to conduct which requires a Permission or Exemption from the regulations. (Attach as a separate document if necessary)	
Provide date(s) and time of the proposed activity.	
Duration of the requested Permission or Exemption.	Date Specific Short Term (3 Months or less) ☐ Long Term (4 Months – 12 Months) ☐ Note: The actual validity duration will be as determined by the CAA
Provide a description of the location or area of the activity and include precise Ordnance Survey grid references (8 figures) and What 3 Words reference if this aids clarification.	
Provide the registration and type of aircraft to be used.	
What weather minima are deemed by you, as the aircraft operator, to be appropriate for the activity to be conducted?	
Is the activity to take place by day and/or by night?	Day only ☐ Day and Night ☐ Night only ☐
What additional equipment (e.g. camera system, external load etc), if any, will be carried? (Attach as a separate document if necessary)	

Required Information **Please complete all applicable sections of this form. Not all sections may apply to every Permission or Exemption request - mark non-relevant areas as N/A.**	
What additional personnel (e.g. task specialists, ground crew etc) are involved in the task? How will they be briefed? (Attach as a separate document if necessary)	
Provide details of the landing or operating site. Accurate diagrams including available distances and obstructions should be included. (Attach as a separate document if necessary)	
Provide details of the intended performance class in which the aircraft will be operated and include specific performance data where this will be task-limiting.	
You must provide a separate detailed risk assessment / SMS safety case for the proposed activity.	Insert supporting document reference or title: (The risk assessment should be attached to the request as a separate document.)
Provide details (where applicable) of existing Operations Manual references. (Attach as a separate document if necessary)	
Where appropriate provide additional information including photographs and/ or diagrams on separate numbered sheets.	

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.

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)

Once your permission/ exemption application has been reviewed and confirmed as eligible, a secure payment link will be sent via our Link Pay+ system to the contact details provided (email or mobile). Please ensure these details are clearly included with your submission.

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.