

# APPLICATION TO RESERVE A UK REGISTRATION MARK FOR A MINIMUM 6 MONTH PERIOD



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

## 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 TYPE

Individual                      Sole Trader                      Limited Company                      Corporate Body

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

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

### a) Applicant

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

On behalf of (if applicable): .....

Address: .....

Country: ..... Postcode: .....

Telephone: ..... Mobile Telephone: .....

E-mail: .....

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

3. REGISTRATION MARKS to be reserved (The fee to reserve a mark is £214 per mark per six months, valid until 31/03/27)	Time period of reservation requested (multiple of 6 months only)		
<b>G-</b>	6 months	12 months	18 months
	24 months	30 months	36 months
<b>G-</b>	6 months	12 months	18 months
	24 months	30 months	36 months
<b>G-</b>	6 months	12 months	18 months
	24 months	30 months	36 months
<b>G-</b>	6 months	12 months	18 months
	24 months	30 months	36 months
<b>G-</b>	6 months	12 months	18 months
	24 months	30 months	36 months

#### 4. 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.