Declaration for Commercial Balloon Operator under UK Regulation (EU) 2018/395

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.

Please read the Guidance on page 7 and CAP 1741 before completing this 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. DECLARANT TYPE

Initial Declaration ☐ **Variation of Declaration** ☐ **Reinstate Declaration** ☐

Individual	Complete Section 2(a)	Charity	Complete Section 2(c)
Partnership	Complete Section 2(a)	Ministry of Defence	Complete Section 2(c)
Private Clubs	Complete Section 2(a) unless a Limited Liability Partnership or Limited Company	Trust	Complete Section 2(c)
Limited Liability Partnership	Complete Section 2(b)	Public Educational Establishment (University/College)	Complete Section 2(c)
Limited Company	Complete Section 2(b)		

2. DECLARANT DETAILS (The Declarant is the person responsible for payment of CAA charges)

This Declaration will be considered in respect of the declarant(s) named below.

a) Individual (including sole traders and partnerships)

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

Address: .....

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

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

E-mail: .....

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

Website address: .....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet ☐

This Declaration will be considered in respect of the Company Name as registered under the Company number provided below.

b) A Company

Registered Company Name (in full): .....

Registered Company Number: .....

Country of Company Registration: .....

Registered Office Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

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

Trading Address (primary site): .....

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

Website address: .....

Authorised Representative of Company

This Declaration is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

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

Position in Company: .....

Telephone No: ..... E-mail: .....

If you are not a Director or Company Secretary and have been authorised to sign the declaration form on behalf of the Company, proof of that authority must be provided with the completed declaration form.

This declaration will be considered in respect of the declarant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body: .....

Address: .....

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

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

E-mail: .....

Website address: .....

Authorised Representative.....

This declaration is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the declaration.

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

Position: .....

Charity Number (if applicable): .....

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above): .....

..... Postcode: .....

4. CAA REFERENCE NUMBER

CAA Personal Reference / Training Organisation / DBO reference: .....

5. PRINCIPLE PLACE OF BUSINESS

Main site address (if different to 2 above):

Postal Address (if different from above): .....

..... Postcode: .....

6. PERSONNEL

Accountable Manager

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

Address: .....

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

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

Email: .....

Position in company: .....

A photocopy of your valid passport or valid photo card driving licence must accompany your declaration as proof of identification. Failure to supply proof of identification may result in a delay to the declaration processing time.

7. BALLOON OPERATION

Starting date of commercial operation and, where relevant, date of change to existing commercial operation.
Information on balloon(s) used, commercial operation(s) and continuing airworthiness management[1]:

Balloon Type	Balloon Registration	Maximum Number of Passengers	Main Base	Type(s) of operation[2]	Continuing Airworthiness Management Organisation (CAMO) or Combined Airworthiness Organisation (CAO)[3]

1. Complete the table. If there is not enough space to list the information, it shall be listed in a separate annex. The annex shall be dated and signed.
2. 'Type(s) of operation' refers to the type of commercial operation conducted with the balloon.
3. Information about the organisation responsible for the continuing airworthiness management shall include the name of the organisation, the address and the approval reference.

8. ALTERNATIVE MEANS OF COMPLIANCE (AltMoc)

Where applicable, list of AltMoC with references to the associated AMC

Alternative means of compliance (AltMoC)' means those means that propose an alternative to an existing AMC or those that propose new means to establish compliance with UK Regulation (EU) No 2018/1139 and its implementing rules for which no associated AMC have been adopted by the CAA;

Acceptable means of compliance (AMC)' means non-binding standards adopted by the CAA to illustrate means to establish compliance with UK Regulation (EU) No 2018/1139 and its implementing rules

AltMoC	Referenced AMC

9. STATEMENTS

The operator complies, and will continue to comply, with the essential requirements set out in Annex V to UK Regulation (EU) No 2018/1139 and with the requirements of UK Regulation (EU) 2018/395.

In particular, the operator conducts its commercial operations in accordance with the following requirements of Part-BOP of Annex II to UK Regulation (EU) 2018/395:

The management system documentation, including the operations manual, comply with the requirements of Subpart ADD and all flights will be carried out in accordance with the provisions of the operations manual as required by point BOP.ADD.005(b) of Subpart ADD.

All balloons operated either have a certificate of airworthiness issued in accordance with UK Regulation (EU) No 748/2012 or meet the specific airworthiness requirements applicable to balloons registered in a third country and subject to a wet lease agreement or a dry lease agreement, as required by points BOP.ADD.110 and BOP.ADD.115(b) and (c) of Subpart ADD.

All flight crew members hold a licence and ratings issued or accepted in accordance with Annex III to UK Regulation (EU) No 2018/395, as required by point BOP.ADD.300(c) of Subpart ADD.

The operator will notify the CAA of any changes in circumstances affecting its compliance with the essential requirements set out in Annex V to UK Regulation (EU) 2018/1139 and with the requirements of UK Regulation (EU) 2018/395 as declared to the CAA through this declaration and any changes to the information and lists of AltMoCs included in and annexed to this declaration, as required by point BOP.ADD.105(a) of Subpart ADD.

The operator shall notify the CAA without delay when it is no longer engaged in commercial operations with balloons.

The operator confirms that all information included in this declaration, including its annexes, is complete and correct.

Name of Accountable Manager: ……..…….

Signature of Accountable Manager: …….. Date: ……

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Name of Declared Balloon Operator: …….. Declaration accepted on: ……

Declared Balloon Operator Reference Number: ……..

Signed: ……..……
(Authorised for CAA)

Name (print) ……

10. CHARGES

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

……

If you want the CAA to quote a Purchase Order No. on your invoices, please provide the reference here:

Purchase Order number:……

IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the declaration charge payable, the declarant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges. A fixed annual continuation charge shall be payable by the balloon operator to the CAA. The CAA will raise an invoice on the balloon operators in respect of the annual continuation charge which will be payable on demand.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this declaration you are advised to read the CAA Scheme of Charges to which this declaration relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this declaration by virtue of travelling overseas will be payable by the declarant on demand.

Withdrawal/Cancellation of Declaration: In the event that this declaration is withdrawn by the declarant, the declaration fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/ors5 for more information.

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

11. FINANCIAL DECLARATION

I am making a Declaration for a Commercial Balloon Operator or a Change to an existing Declaration under UK Regulation (EU) 2018/395.

I hereby declare that to the best of my knowledge the particulars entered on this declaration are accurate.

I agree to pay the charges for this declaration in accordance with the Scheme of Charges.

I agree to pay any additional charges which may become payable in respect of this declaration under the Scheme of Charges. I agree to pay the charges payable on declaration in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

Name of **Declarant**: .....

(as shown in 2 (a), (b) or (c))

Signature of **Declarant** (named in 2 (a), (b) or (c)) or

Authorised Representative (named in 2 (a), (b) or (c)): .....

Date: .....

12. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your declaration form, please save a copy to your device. Click on the button below to submit your declaration, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed declaration 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 declaration 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.

Please note that a minimum of 60 working days will normally be required to check and confirm the information given above if data is missing or omitted the process may take considerably longer.

CAA USE ONLY **Applicant's name ..... Date of declaration .....**

Department: ..... Contact Name: .....

Job No: ..... Folio No: ..... CAA Account Number: .....

Nominal Code: ..... Cost Centre: ..... Date received. .....

The sum of £..... has been received by: ..... Date: .....

Amount paid by: Card Bank Transfer*

£ ..... £ .....

* Receipt of Electronic Transfer to be verified by Treasury.

Bank Account No: ..... Sort Code: .....

Is this part of a Company payment? Yes No If Yes - Total amount paid:£ .....

Amount to be deducted from NATS account: £.....

Enclosures: ..... FedEx paid Yes/No Loaded by: ..... Signed/Despatched:.....

Legal Entity Details

Company – Date of incorporation of Company: .....

If declaration is signed on behalf of a Company:

is declaration signed by a Director or Company Secretary? .....

if not, then does signatory have authority to sign? .....

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification: .....

Signature on ID checked against Form Signature: ..... Appropriately certified: .....

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GUIDANCE NOTES

Please read these guidance notes and CAP 1741 before you complete the form.

Section 1:

- **Initial Declaration:** to be ticked where a declaration is for 'Initial' Declaration under UK Regulation for new applicants, wishing to make a declaration.
- **Variation of Declaration:** to be ticked when the declaration is to notify of any changes to the original declaration made under UK Regulation.
- **Reinstate Declaration**: to be ticked when the declaration is to be reinstated with the same name and reference (please contact CAA for guidance prior to using this option).

Section 2:

- **Registered Company Name and Number:** this is the legal name and reference number of the company as registered with Companies House or as detailed on the Company Certificate of Incorporation.
- **Trading Name and Address:** Where the company uses a name other than the above for trading / instructional purposes, this name should be annotated accordingly and the main base should also be detailed.
- **Authorised Representative of the Company:** The Accountable Manager of the company may wish to delegate responsibility for the completion of declaration forms to another Director of the company. Details of the nominee should be completed and relevant correspondence verifying this agreement should be forwarded from the Accountable Manager.

Section 6:

- A photocopy of your valid passport or valid photo card driving licence must accompany your Declaration as proof of identification. Failure to supply proof of identification may result in a delay to the declaration processing time.