

# Application for reactivation of a UK Part 66 Aircraft Maintenance Licence (AML)



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read the attached Guidance Notes 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, 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.

## 1. APPLICANT DETAILS

CAA Personal reference number/AML number (if known):

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Date of Issue of previous UK licence (dd/mm/yyyy) .....

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

Date of birth (dd/mm/yyyy): ..... Place of Birth: .....

Nationality: .....

Permanent Address: .....

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

Is this a change of address?

Yes ☐ No ☐

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

E-mail: .....

A certified copy of your Passport or full UK Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

## 2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address: .....

.....

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

## 3. EMPLOYER'S DETAILS

To be completed by the Applicant

Name of Current Employer: .....

Address: .....

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

Maintenance Organisation Approval Reference: .....

Contact number: ..... Date Employment Commenced: .....

## 4. EU MEMBER STATE WHERE EU LICENCE IS HELD

To be completed by the Applicant

Name of EU Member State Competent Authority: .....

EU Member State: .....

Address of Competent Authority: .....

.....

Competent Authority Contact: .....

Competent Authority Contact Email: .....

.....



## 8. CHARGES

The charge required for this application is £105.00, to be paid on application enclosed herewith. NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £ 105 .....

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

### 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 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](http://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.

## 9. FINANCIAL DECLARATION

I am applying for a UK CAA Part-66 AML I declare that to the best of my knowledge the particulars entered in this application are accurate.

I enclose payment for the charges payable on application as detailed above.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant: .....

Signature of Applicant: ..... Date: .....

## 10. SUBMISSION INSTRUCTIONS

Documents required to be submitted with application:

1. Certified true copy EU Part-66 aircraft maintenance licence.
2. Certified true copy of your Passport or Full UK Driving Licence.
3. Copy of previous UK Issued Part-66 aircraft maintenance licence (if available)

Should the need arise the CAA retains the right to request the original document if it is deemed necessary in order to complete the application

Please send your completed application and supporting documentation to:

Civil Aviation Authority  
Aviation House  
Licensing Assessment Team  
Shared Services Centre  
Beehive Ring Road  
Crawley  
West Sussex  
RH6 0YR

Alternatively, the application and supporting documentation can be emailed to [ELDWEB@caa.co.uk](mailto:ELDWEB@caa.co.uk)

# Payment Authorisation

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink



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

Application for: ..... Dated: .....  
Original Applicant's Name: .....  
Application Submission Number (ASN): ..... or, Application form number (i.e SRGxxxx) .....  
Registered Company or Trading Name: (if applicable) .....  
Contact Telephone Number: .....

## 2. PAYMENT DETAILS

### a) Payment type (please tick your chosen method of payment).

Visa                      Mastercard                      Debit Card                      Cheque/Banker's Draft                      Bank Transfer                      Cash (max.£1000)  
☐                      ☐                      ☐                      ☐                      ☐                      ☐

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc  
Bloomsbury Parr's Branch  
PO Box 158  
214 High Holborn  
London  
WC1V 7BX

Account Name: Civil Aviation Authority  
Account Number: 36029769  
Sort Code: 60-30-06  
Swift Code: NWBK GB 2L  
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ ..... BACS/CHAPS/ASN Reference\*: .....

\* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: ..... Payers Email: ..... Date of Transfer: .....

### b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date:   /   Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:

Start date

Issue No  (if applicable)

Amount: £ .....

Name (as written on card): .....  
(BLOCK CAPS)

Full postal address of card holder: .....  
..... Postcode: .....

Card holder's signature: .....

Please tick box if paying with Company Card ☐ Company Name: .....

**Do not send credit card details by email. Please send the completed payment form along with the completed application and supporting documentation to the address details provided in Section 14.**

# Application for UK Part 66 Aircraft Maintenance Licence (AML) by EU Part 66 Part 66 AML Holder – GUIDANCE NOTES

## Guidance Note 1: Introduction

Having a clear and correctly completed application form (together with any supporting documents) will enable UK CAA to proceed with your application for a UK Part 66 Aircraft Maintenance Licence more efficiently and prevent delays to your application.

**Note:** failure to submit a correctly completed application form, with the required supporting documents will lead to the cancellation and return of your application.

## Guidance Note 2: Certifiers of Identification

The following people can act as 'certifiers':

- Postholders of a Part 145/147/MF/MG/CAMO/CAO Organisation. (for Aviation Certificates and ID Documents)
- Official bodies such as the post office or solicitors who provide this service. (for ID Documents Only)

**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'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Maintenance Manager of XXXXXXXX Organisation.

## Guidance Note 3: Sections of the Form Explained

### Section(s) 1, 2 and 3 Personal/Employers Details

To be completed in all cases

### Section 4 – EU Member State to where the licence has been issued by

This section to be completed with the relevant details of the member state to which your EU licence is issued by.

### Section 5 – Additional Information

This section should be used if there is any relevant information you wish to make known prior to transfer e.g. time constraints.

### Section 6 – Enforcement Action

Provide details of any previous or ongoing enforcement action against your EU licence (e.g. suspension, limitation, etc)

### Section 7 – Declaration

This section to be completed in all cases, by signing the declaration you are confirming that all of the information is correct and true

### Section 8 - Charges

This application will not be processed until the applicable charges have been received

### Section 9 - Financial Declaration

This section is to be completed in all cases

### Section 10 – Submission Instructions

This section should be used to ensure that the appropriate documents relevant to the application are submitted.

### Payment Authorisation

This section is to be completed in all cases. This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purpose. Once payment is taken the payment authorisation will be destroyed.