Application for the Initial Issue of an Air Traffic Controller (ATCO) Licence (UK Regulation (EU) 2015/340)

Please read the included guidance notes before completing. 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. PERSONAL DETAILS (Complete as shown on passport) (Completed by the Applicant)

Serial Number of Student Licence: ☐☐☐☐☐☐☐

Title: …… Surname: …… Forename(s): ……

Date of Birth (dd/mm/yyyy): …… Nationality: ……

Place of Birth: …… Country of Birth: ……

Applicants Address: ……

……

……

County: …… Postcode: …… Country: ……

Telephone Numbers: Home: …… Mobile: ……

Email Address: ……

Unit Name: ……

Unit Address: ……

……

County: …… Postcode: …… Country: ……

ICAO Location Indicator: ☐☐☐☐

The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: ats.licensing@caa.co.uk.

2. NOTIFICATION OF UNIT ENDORSEMENT ASSESSMENT (Completed by the Applicant)

Location of assessment: …… Proposed date (dd/mm/yyyy): ……

Assessment to be chaired by: Unit Assessor authorised by the CAA ☐ OR CAA Inspector ☐ ***(Select Assessor)***

3. RATING/ENDORSEMENT TO BE ASSESSED (Completed by the Applicant)

Unit Endorsement Sector/Position(s) (if appropriate): ……

Rating	Rating Endorsement	Description
ADV Aerodrome Control Visual: ☐		
ADI Aerodrome Control Instrument: ☐	TWR: ☐ AIR: ☐ RAD: ☐ GMC: ☐ GMS: ☐	Tower Control Air Control Aerodrome Radar Ground Movement Control Ground Movement Surveillance

3. RATING/ENDORSEMENT TO BE ASSESSED (CONTINUED)				(Completed by the Applicant)
APP Approach Control Procedural:	☐			
APS Approach Control Surveillance:	☐	SRA: PAR: TCL:	☐ ☐ ☐	Surveillance Radar Approach Precision Approach Radar Terminal Control
ACP Area Control Procedure:	☐	OCN:	☐	Oceanic
ACS Area Control Surveillance:	☐	TCL: OCN:	☐ ☐	Terminal Control Oceanic

4. DETAILS OF APPLICABLE RATING TRAINING COURSE **(Completed by the Applicant)**

Rating: …….…… Approved Course completed: Course number: ……..

Name of training organisation: ……..

5. DECLARATION BY UNIT **(Completed by the Unit Manager)**

I, the undersigned, hereby certify that:

☐ The applicant meets the relevant requirements of UK Regulation (EU) 2015/340.

☐ The applicant commenced unit training on and has been in continuous training since that date and is recommended for a Unit Endorsement Assessment.

Date: ..... Signature: .....

Surname: ..... Forenames: .....

Post held: .....

6. FINANCIAL DECLARATION **(MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)**

I am applying for the initial issue of an Air Traffic Controller (ATCO) Licence.

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

I agree to pay the charges for this application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

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

Name of Applicant (as shown in 1): .....

Signature of Applicant (named in 1): ..... Date: .....

7. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: …… Mobile number: ……	Is the applicant being handled by a third party? ☐ Name of individual handling application ..... Email: …… Mobile number: ……

8. 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')

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

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.

Application for the Initial Issue of an Air Traffic Controller (ATCO) Licence

Guidance on completion of CAA Form SRG 1411A

General
This form is used by the holder of a Student ATCO Licence to apply for an ATCO licence.

Section 1 Personal Details
To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport. The Applicants Permanent Address must be the applying ATCO's address not the unit's address. Fully complete the Unit Address and ICAO Locator Indicator code.

Section 2 Notification of Unit Endorsement Assessment
Enter the proposed date (see below) and the location of the assessment. Unless otherwise authorised, the Unit Endorsement assessment board for the initial issue of an ATCO's licence must always be chaired by a CAA Inspector ATS. Please contact your CAA Regional Office Inspector ATS to agree a date for the assessment before submitting this form. Tick the appropriate box to indicate who is carrying out the assessment. To allow time for processing, this form should be submitted at least 15 days before the agreed assessment date. CAA ATS Licensing will issue an ATCO licence on receipt of this form. The licence will contain the details of the Rating/Endorsement being assessed including the expiry date, based on the proposed assessment date. Should, for any reason, the proposed assessment date have to be amended, notify ATS Licensing by e mail (ats.licensing@caa.co.uk) of the new date as soon as possible. ATS Licensing will issue a new licence based on the new assessment date. The previously issued licence is to be destroyed. Should the unit endorsement assessment be canceled inform ATS licensing and your CAA Regional Office. **NOTE: COMPLETION OF A UNIT ENDORSEMENT ASSESSMENT MUST BE NOTIFIED TO THE CAA ON FORM SRG1411D**

Section 3 Rating/Endorsement to be Assessed
Tick the appropriate boxes to indicate the Rating and Rating Endorsement, where relevant, to be assessed and enter details of Sector/Position against the Rating Endorsement if appropriate.

Section 4 Details of Rating Training Course
This section must be completed with the Initial Training Organisation Rating course details relevant to the assessment.

Section 5 Declaration by Unit
Must be completed by the ATS Unit manager or other senior staff member. To confirm that the applicant has been continuous training without any breaks of more than one year, enter the date unit training commenced.

Section 6 Financial Declaration
This must be completed by the applicant.

Section 7 Payment
Certain Air Traffic Service Providers/Training Organisations e.g. NATS, have an 'Agreed Method of Payment' with the CAA. All other organisations must make the appropriate payment by Link Pay or BACS. Refer to Section 8.

SRG Forms for ATCO Licensing	
• SRG1411A:	Application for the Issue of an Air Traffic Controller Licence
• SRG1411B:	Application for the inclusion, renewal or cancellation of Unit Endorsements in an ATCO Licence
• SRG1411D:	Notification of Completion of an Air Traffic Controller (ATCO) Unit Endorsement Assessment
• SRG1411E:	Application for the Notification of a Change to Personal Details to an ATCO or FISO licence or Radio Operator Certificate of Competence
• SRG1411F:	Application for the reissue of a UK Regulation (EU) 2015/340 Air Traffic Controller (ATCO) Licence that has been exchanged for an EU Member State licence
• On-Line Form:	Replace a licence or certificate that has been lost, damaged or stolen
• SRG1415:	Application for the issue, revalidation or renewal of an ATC Assessor, OJTI or STDI licence endorsement
• SRG1416:	Record of Revalidation of an ATCO Unit Endorsement
• SRG1421:	Application for the Issue of a Student Air Traffic Controller License or the inclusion of Additional Ratings
• SRG1426:	Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement