Application for the Inclusion of Additional Ratings to ATCO Licences (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. APPLICATION FOR **(Completed Sections Listed)**

☐ Inclusion of an Additional Rating on an Air Traffic Controllers Licence

2. PERSONAL DETAILS (Complete as shown on passport) **(Completed by the Applicant)**

Serial Number of Licence (if known): ☐☐☐☐☐☐☐

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.

3. ADDITIONAL RATING(S) TO BE INCLUDED ON LICENCE

Please provide details of the CAA approved ATC rating training course completed:

Rating 1: ..... Name of training organisation: .....

Approved Course completed on (dd/mm/yyyy): ..... Course reference: .....

Rating 2: ..... Name of training organisation: .....

Approved Course completed on (dd/mm/yyyy): ..... Course reference: .....

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

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 2): .....

Signature of Applicant (named in 2): ..... Date: .....

5. 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: ……

6. 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.

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).

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.

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.

Application for the Inclusion of Additional Ratings to ATCO Licences

Guidance on completion of CAA Form SRG1421

General
This form is used for the following: • To add additional ratings to an Air Traffic Controller's Licence

Section 1
Tick the appropriate box for the application being made.

Section 2 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 3 Inclusion of an Additional Rating to an Air Traffic Controller's Licence
Enter details of the rating training course completed and the training organisation. There are currently no charges associated with the inclusion of additional ratings. **NOTE: Where the application is for the addition of new ratings, a new licence containing the new and existing ratings will be issued. On receipt of this licence the applicant is to return their old licence to the CAA:** **UK Civil Aviation Authority, Aviation House, Beehive Ring Road, Crawley, West Sussex, RH6 0YR**

Section 4 Financial Declaration
This must be completed by the applicant even if payment is being made by a third party or where no payment is required.

Section 5 Payment
To be completed if the payment is being made by a third party.

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 Issue of a UK Air Traffic Controller (ATCO) Licence by Holders of an EU Member State Licence issued in accordance with Regulation (EU) 2015/340
• 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 inclusion of Additional Ratings
• SRG1426: Air Traffic Controller Licence - Revalidation or Renewal of an English Language Proficiency Endorsement