

**COURSE COMPLETION CERTIFICATE**  
**UK BALLOON PILOT LICENCE (BPL) – ADDITION OF RATINGS**



This certificate has been completed by an Approved Training Organisation (ATO), a Declared Training Organisation (DTO) or by a Flight Instructor (Balloons) (FI(B)) supervising the training outside of an ATO/DTO, to verify that it complied with the applicable regulatory requirements while delivering its approved training course. It has been issued to the student after successful completion of the required training.

For the conversion of ICAO licences this training organisation certifies that the rules for acceptance of third-country certification of pilots contained in UK Regulation (EU) 2020/723 have been complied with.

**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 (applicant):

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

**2. COURSE COMPLETED (tick as appropriate)**

**Course undertaken to add the following privilege(s) and/or rating(s) to a Balloon Pilot Licence (BPL):**

- |   |   |
|---|---|
| Hot Air Balloon Group B                   | Hot air balloons with an envelope capacity between 3401m <sup>3</sup> (120 070 ft <sup>3</sup> ) and 6000 m <sup>3</sup> (211 888 ft <sup>3</sup> ).  |
| Hot Air Balloon Group C                   | Hot air balloons with an envelope capacity between 6001m <sup>3</sup> (211 889 ft <sup>3</sup> ) and 10500 m <sup>3</sup> (370 804 ft <sup>3</sup> ). |
| Hot Air Balloon Group D                   | Hot air balloons with an envelope capacity of more than 10500m <sup>3</sup> (370 804 ft <sup>3</sup> ).   |
| Commercial non-passenger operation rating |   |
| Commercial passenger operation rating     |   |
| Night rating                              |   |
| Hot Air Balloon Class                     | Hot air balloon class (Group A, envelope capacity up to 3400m <sup>3</sup> (120 069 ft <sup>3</sup> ))  |
| Gas Balloon Class                         | Gas balloon class   |
| Hot Air Airship Class                     | Hot air airship class   |
| Mixed Balloon Class                       | Mixed balloon class   |

CAA Personal reference number (applicant):

### 3. ADDITION OF HOT AIR BALLOON GROUP – FLYING EXPERIENCE

To be completed by the Applicant

Complete section 3 for the addition of Hot Air Balloon Groups B, C or D.

I wish to add the following groups:

Group B

Group C

Group D

		Minimum Qualifying Requirement	CAA use only
Total hours as PIC on balloons:	Hours Claimed:	<b>100 (Group B) 200 (Group C) 300 (Group D)</b>	
<b>Instructional Flights:</b>		<b>2</b>	
Instructor Name and Licence Number:	Date:	Aircraft Type and Registration:	
Instructor Name and Licence Number:	Date:	Aircraft Type and Registration:	

Log book evidence must be provided which clearly shows the instruction flights undertaken and these having been signed off by a valid instructor (the entry must include the instructor's name, licence number and signature).

### 4. COMMERCIAL NON-PASSENGER OPERATION RATING – FLYING EXPERIENCE

To be completed by the Applicant

Complete section 4 for the addition of Commercial Non-Passenger Operation rating.

I wish to add the Commercial Non-Passenger Operation rating for the following class:

Hot Air Balloon

Gas Balloon

Hot Air Airship

I confirm that I hold the privileges for the class of balloon in which the privileges of the Commercial Non-Passenger Operation rating will be exercised.

Experience as PIC on balloons		Qualifying Requirement	CAA use only
Total Flight Time (hours):		<b>50 hours</b>	
Total number of take-offs and landings:		<b>50</b>	

Log book evidence must be provided which clearly shows flights undertaken.

Note - Applicants are advised that the licence will not be issued until the corresponding Examiner's Report Form is received.

CAA Personal reference number (applicant):

**5. COMMERCIAL PASSENGER OPERATION RATING – FLYING EXPERIENCE**

**To be completed by the Applicant**

Complete section 5 for the addition of Commercial Passenger Operation rating.

I wish to add the Commercial Passenger Operation rating for the following class:

Hot Air Balloon

Gas Balloon

Hot Air Airship

I confirm that I hold the privileges for the class of balloon in which the privileges of the Commercial Passenger Operation rating will be exercised.

Experience as PIC on balloons		Qualifying Requirement	CAA use only
Total Flight Time (hours):		<b>100 hours</b>	
Total number of take-offs and landings:		<b>100</b>	

Log book evidence must be provided which clearly shows flights undertaken.

Note - Applicants are advised that the licence will not be issued until the corresponding Examiner's Report Form is received.

**6. NIGHT RATING – FLYING EXPERIENCE**

**To be completed by the Applicant**

Complete section 6 for the addition of Night rating.

<b>Instructional Flights:</b>			<b>Minimum 2 flights Minimum 1 hour each</b>	CAA use only
Instructor Name and Licence Number:	Date:	Aircraft Type and Registration:	Duration:	
Instructor Name and Licence Number:	Date:	Aircraft Type and Registration:	Duration:	

Log book evidence must be provided which clearly shows the instruction flights undertaken and these having been signed off by a valid instructor (the entry must include the instructor's name, licence number and signature).

CAA Personal reference number (applicant):

**7. TRAINING ORGANISATION / FI(B) DETAILS**

Details of the training organisation or Supervising FI(B) \* that conducted the training for the addition of a class.

Name of organisation / Supervising FI(B): .....

ATO Certificate or DTO Declaration reference number or Supervising FI(B) licence reference number: .....

\* Supervising FI(B) is the FI(B) responsible for the supervision of training when training is not undertaken at an ATO/DTO

**8. ADDITION OF HOT AIR BALLOON, GAS BALLOON OR HOT AIR AIRSHIP CLASS – FLYING EXPERIENCE**

**To be completed by the Applicant**

Complete section 8 for the addition of the Hot Air Balloon Class (group A), Gas Balloon Class, or Hot Air Airship Class.

<b>Flight instruction in either a Hot-Air Balloon or a Gas Balloon or a Hot Air Airship.</b>	<b>Flights / Hours Claimed</b>	<b>Minimum Qualifying Requirement</b>	<b>CAA use only</b>
Dual Instruction – Hot Air Balloon or Gas Balloon		<b>5 flights</b>	
Dual Instruction – Hot Air Airship (if Hot Air Balloon class already held)		<b>5 hours</b>	

Log book evidence must be provided which clearly shows the instruction flights undertaken and these having been signed off by a valid instructor (the entry must include the instructor’s name, licence number and signature).

**9. RECOMMENDATION FOR SKILL TEST**

**To be completed by the ATO/DTO/FI(B)**

Complete section 9 for the addition of the Hot Air Balloon Class (group A), Gas Balloon Class, or Hot Air Airship Class.

I certify that (name)..... has satisfactorily completed the ..... \*\* course of training for the following class privilege and is recommended by me to attempt the required Skill Test:

Hot Air Balloon

Gas Balloon

Hot Air Airship

Head of Training / Supervising FI(B) (name): ..... CAA personal reference no:

Signature (Head of Training / Supervising FI(B)): ..... Date: .....

**\*\* Please state the training programme used. The training programme must be one that is acceptable to the UK CAA PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

**10. HEAD OF TRAINING / FI(B) DECLARATION**

**To be completed by the ATO/DTO/FI(B)**

I certify that all applicable statements in this certificate have been entered correctly and are true. I further certify that I have examined the applicant’s flying log and the entries in them meet in full the flying experience requirements for the addition of the requested rating to a Balloon Pilot Licence in accordance with Part-BFCL and sections 8 and 9 of this application form.

Head of Training / Supervising FI(B) (name): ..... CAA personal reference no:

Signature (Head of Training / Supervising FI(B)): ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

CAA Personal reference number (applicant):

**11. ADDITION OF MIXED BALLOON CLASS - COURSE COMPLETION**

**To be completed by the individual responsible for the training**

Complete section 11 for the addition of the Mixed Balloon Class.

I certify that (name) ..... has satisfactorily completed the .....course of theoretical knowledge on mixed balloons in accordance with Part-BFCL.

Name of individual responsible for training: .....

CAA personal reference number of individual responsible for training: .....

Signature of individual responsible for training:

Date: .....

**\*\* Please state the course used. The course must be one that is acceptable to the UK CAA  
PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

## GUIDANCE NOTES

<b>Which sections of the application form to complete</b>	
<b>Application applied for</b>	<b>Sections to be fully completed</b>
Addition of Hot Air Balloon Group (B, C, D)	1, 2, 3
Addition of Commercial Non-Passenger Operation rating	1, 2, 4
Addition of Commercial Passenger Operation rating	1, 2, 5
Addition of Night rating	1, 2, 6
Addition of Hot Air Balloon Class, Gas Balloon Class or Hot Air Airship Class	1, 2, 7, 8, 9, 10
Addition of Mixed Balloon Class	1, 2, 11

Note: combinations of privileges and ratings can be applied for by completing one application form.