

**Application for Exemption under Article 71 of UK Reg (EU) No. 2018/1139 against Parts 66 or 147 of the UK Continuing Airworthiness Regulation, UK Aircrew Regulation, UK Air Traffic Controllers Regulation or under Article 266 of the Air Navigation Order**



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Unique No. (to be completed by CAA)

Please read 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**

(The Applicant is responsible for payment of CAA charges)  
To be completed by the Applicant

CAA Personal reference number (if known):

Title: ..... Forename(s): ..... Surname: .....

Date of birth (dd/mm/yyyy): ..... Nationality: .....

Town of birth: ..... Country of birth: .....

Permanent Address: .....

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

Telephone: ..... Alternative telephone Number: .....

E-mail: .....

**2. ORGANISATION/OPERATING COMPANY (tick as appropriate)**

To be completed by the Applicant

Organisation                      Operating Company

Name (in full): .....

Registered Office Address: .....

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

Telephone: .....

E-mail: .....

Website address: .....

**3. EXEMPTION REQUIREMENTS (see Guidance Notes)**

**Please note that applications without adequate justification and/or safety case may be rejected.  
Please complete all sections as appropriate.  
All additional documents to be supplied as PDF**

Select the reason and details for the request:

The unforeseeable urgent operational circumstances are: .....  
.....  
.....  
.....

*or*

The urgent operational need is: .....  
.....  
.....  
.....

Which regulation is the exemption against? (e.g. FCL.025(b) of Annex I to UK Regulation (EU) No.1178/2011)

.....  
.....

Justification: .....  
.....  
.....  
.....

Safety case: (What are the safety considerations associated with the exemption? Why the level of safety will not be adversely affected, including compensatory measures)

.....  
.....  
.....  
.....  
.....

Please state which other options have been considered, including why it is not possible to adequately address those circumstances or needs in compliance with the applicable requirements

.....  
.....  
.....  
.....

**4. PERIOD OF EXEMPTION (see Guidance Notes) (tick as appropriate)**

Duration of exemption - Start Date: ..... End date: .....

Up to 2 months (£72)-                      More than 2 months (£202)-

Is this a repeat of a previous exemption (£202)?    Yes                      No

If yes, please quote the previous reference number here:                      Exemption number: .....

***You must also attach a copy of the previous exemption with this application.***

I have paid the fee according to the Personnel Licensing Scheme of Charges :

**5. CHARGES**

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 virtue of 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/ors5](http://www.caa.co.uk/ors5) 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.
- Read more about [CAA's Payment Policy](#).

**6. DECLARATION**

I am applying for an Exemption under Article 71 of UK Reg (EU) No. 2018/1139 against Parts 66 or 147 of the UK Continuing Airworthiness Regulation, UK Aircrew Regulation, UK Air Traffic Controllers Regulation, or under Article 266 of the Air Navigation Order.

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

I enclose the charges payable on application in accordance with the [Scheme of Charges](#).

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: .....

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

## GUIDANCE NOTES

### 1. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

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')

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.

### 2 What to submit

Please ensure you provide us with the relevant information in pdf format. Examples of the minimum documentation required:

- Examination requests need to be supported by copies of examination results.
- Ratings validity requests need to be supported by a copy of the front and reverse of the licence and medical certificate.
- Examiners or instructor requests need to be supported by a copy of the examiner or instructor certificate, along with a copy of the licence and medical, if applicable.
- FSTD requests need to be supported by a copy of the FSTD approval.

### 3. How to contact us if you have a query

Before contacting the CAA with your query, you should visit <https://www.caa.co.uk/>

If you are unable to find the information you require, you can contact our licensing support team on 0330 022 1972 (Monday to Friday 08:30-16:30) or at [FCLweb@caa.co.uk](mailto:FCLweb@caa.co.uk)