

Application for Recognised Assessment Entity for Remote Pilot Competence (PC) Approval (Unmanned Aircraft Systems)



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 Fraud Act 2006 to dishonestly make a false representation and intend, by making the representation, to make a gain for yourself or another or to cause loss to another or to expose another to a risk of loss. This offence is punishable on summary conviction by a fine or imprisonment not exceeding the general limit in a magistrates' court or both, and on conviction on indictment with an unlimited fine or imprisonment not exceeding 10 years or both.

1. TYPE OF APPLICATION: (Tick the applicable box)

Initial Reapplication Variation

Note: Initial should be chosen to expand the scope of current RAE A2CofC/GVC Approval to include L1 or L1/L2/L3

Previous Approval (if applicable) Reference: Expiry date:

1.1 SCOPE OF APPLICATION

| | | | | | |
|----|------------------------------|--------------------|----------------|----------------|----|
| a) | Initial | | | | |
| | Scope of approval requested: | A2 CofC/GVC | L1 | L2 | L3 |
| b) | Reapplication | | | | |
| | Scope of approval requested: | A2 CofC/GVC | L1 | L2 | L3 |
| c) | Variation | | | | |
| | Scope of Variation: | Significant Change | Addition of L2 | Addition of L3 | |

2. APPLICANT TYPES (Complete one only)

| | | | |
|-------------------------------|-----------------------|--|-----------------------|
| Individual | Complete Section 3(a) | Limited Company | Complete Section 3(b) |
| Limited Liability Partnership | Complete Section 3(a) | Public Educational Establishment | Complete Section 3(c) |
| Other Government Organisation | Complete Section 3(c) | Charity | Complete Section 3(c) |
| Trust | Complete Section 3(c) | <i>(use section 3(b) if a registered charity number is provided)</i> | |

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

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

a) Individual (including sole traders and first party of partnerships)

Title: Forename: Surname:

Trading Name (if applicable):

Address 1:

Town/City: County:

Postcode: Country:

Telephone: Mobile Telephone:

E-mail:

a) Individual (second party of partnerships (if applicable))

Title: Forename: Surname:

Trading Name (if applicable):

Address 1:

Town/City: County:

Postcode: Country:

Telephone: Mobile Telephone:

E-mail:

| |
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| 3. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges) |
| <p>This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.</p> |
| b) A Company |
| <p>Registered Company Name (in full):</p> <p>Registered Company Number:</p> <p>County of Company Registration:</p> <p>Registered Office Address 1:</p> <p>Town/City: County:</p> <p>Postcode: Country:</p> <p>Telephone: E-mail:</p> <p>Trading Name (if applicable):</p> <p>Trading Address 1:</p> <p>Town/City: County:</p> <p>Postcode: Country:</p> |
| Authorised Representative of Company |
| <p>This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.</p> |
| <p>Title: Forename: Surname:</p> <p>Position in company:</p> <p>Telephone: Email:</p> |
| <p>If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.</p> |
| c) Another body |
| <p>This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.</p> |
| <p>Name of body:</p> <p>Address 1:</p> <p>Town/City: County:</p> <p>Postcode: Country:</p> <p>Telephone: Mobile telephone:</p> <p>E-mail: Website address:</p> <p>This application is to be signed by a person or persons authorised by the body named above to act on its behalf. This should normally be a member or members of the body's managing committee. Evidence of that authorisation should be provided with the application.</p> |
| 4. ADDRESS FOR CORRESPONDENCE (if different from above) |
| <p>Postal Address (if different from above):</p> <p>..... Postcode:</p> |
| 5. SPECIFIC REQUIREMENTS FOR THE GRANT OF APPROVAL |
| <p>Please refer to CAP722B for details of the documentation needed in support of your application</p> |

6. ADDITIONAL INFORMATION

7. 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:

Information about the applicable charges: see the CAA Scheme of Charges: RPAS dated 12 March 2025 (paragraph 3.3).

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant must pay additional charges to recover those excess costs incurred by the CAA in accordance with the CAA 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: RPAS, in and the section entitled 'Additional charge where functions are performed outside of the United Kingdom'. 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: Please see the CAA Charge Waivers & Refunds Policy at <https://www.caa.co.uk/publication/download/13974> for more information.

8. DECLARATION (Applicant must be over 18 years of age)

I am applying for Recognised Assessment Entity (PC) Approval (Unmanned Aircraft Systems).

I hereby declare that to the best of my knowledge the particulars entered on and the information submitted with this application are accurate. I agree to pay the charges for this this application in accordance with the CAA 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 CAA Scheme of Charges (www.caa.co.uk/ors5).

Name of Applicant:
(as shown in 2 (a) or (b))

Signature of Applicant (named in 2 (a) or (b)) or Signature of Authorised Representative (named in 2 (a) or (b)):

..... Date:

9. PRIVACY NOTICE

The UK CAA collects and stores an organisation or individual's name, address, email, telephone number, company name, company registration number and company address for the purpose of processing an application for the UK Recognised Assessment Entity (PC) Approval.

Why we process your personal information

The processing of your personal information is necessary for the performance of a task we carry out in the public interest or official authority vested in us in accordance with UK law.

Who sees your personal information and why

An organisation or individual's data will be shared with internal CAA staff who act as joint controllers/processors for information sharing and the purpose of processing the application for the UK Recognised Assessment Entity (PC) Approval.

How long we keep your personal information and why

All personal information will be automatically deleted: (a) in relation to an unsuccessful applicant, 5 years after the application for approval is made; (b) in relation to a successful applicant, 10 years after the Approval expires. The information is held for enforcement, compliance and intelligence purposes.

Your individual rights

You may submit an information enquiry or make a complaint about how we have processed your personal information by emailing FOI.requests@caa.co.uk.

Please be aware that the CAA is subject to statutory duties of disclosure, including in the Freedom of Information Act 2000 and the UK Air Accident Investigation Regulation (UK Reg (EU) 996/2010), which means we may be required to release information you have supplied to us. We will never disclose your personal information except in accordance with the law.

Additional Information

The CAA General Privacy Notice (<https://www.caa.co.uk/Our-work/About-us/General-privacy-notice/>)

This privacy notice is subject to change

10. 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, supporting documentation (if applicable) and to make payment by credit/debit card. 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 paid the relevant fee.

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.