

OFFICIAL



Australian Government
Civil Aviation Safety Authority

ADVISORY CIRCULAR AC 65-01 v2.0

Air traffic controller licensing

File ref: D26/134882

September 2026

OFFICIAL



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Artwork: James Baban.

Advisory circulars are intended to provide advice and guidance to illustrate a means, but not necessarily the only means, of complying with the Regulations, or to explain certain regulatory requirements by providing informative, interpretative and explanatory material.

Advisory circulars should always be read in conjunction with the relevant regulations.

Audience

This advisory circular (AC) applies to:

- Australian air traffic controller(s) (ATC)
- holders of New Zealand-issued air traffic controller licences who wish to exchange their licence for an Australian equivalent.

Purpose

This AC has been developed to provide guidance to persons making an initial application for an ATC licence and for those existing holders of an ATC licence seeking to exchange their licence, amend or apply for additional ratings.

For further information

For further information or to provide feedback on this AC, visit CASA's [contact us](#) page.

Status

This version of the AC is approved by the National Manager, Flight Standards Branch.

Note: Changes made in the current version are not annotated. The document should be read in full.

Table 1: Status

Version	Date	Details
v2.0	September 2026	Complete re-write of the AC.
v1.1	November 2022	Administrative review only.
(0)	August 2005	Initial AC.

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this AC are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

Contents

1	Reference material	6
1.1	Acronyms	6
1.2	Definitions	6
1.3	References	7
1.4	Forms	7
2	Basis for the ATS licensing system	8
3	Old ATC licences issued under CAR	9
4	Applying for an initial ATC licence	10
4.2	Who can apply?	10
4.3	Class 3 medical certificates	10
4.4	Relevant training	10
4.5	How to apply for an ATC licence	10
5	Exchanging an ATC licence	12
5.2	Who can apply?	12
5.3	How to apply – old licences	12
5.4	How to apply – exchanges under TTMRA	12
6	Applying for an additional rating	14
6.2	Who can apply?	14
6.3	How to apply	14
7	Renewing an existing rating	15
7.2	Who can apply?	15
7.3	How to apply	15
8	Endorsements and qualifications	16
8.2	Who can apply for an endorsement?	16
8.3	How to apply for an endorsement?	16
8.4	How to apply for a qualification?	16
8.5	Renewals of endorsements and qualifications.	16
9	Components of an ATC licence	17
9.3	Licences issued under CAR	17
9.4	Licences issued under Part 65 of CASR	17
9.5	Medical Certificate	17
10	Workplace assessors	18
11	Delegates	19
12	Other administrative matters	20
12.1	Aviation reference number	20
12.2	Changes of personal details	20

Appendix A	Contact details for ATC Licensing	21
Appendix B	Sample ATC licence	22

1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Table 2: Acronyms

Acronym	Description
AC	advisory circular
ATC	air traffic controller
CAR	<i>Civil Aviation Regulations 1988</i>
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
MOS	Manual of Standards
TTMRA	<i>Trans-Tasman Mutual Recognition Act 1997</i>

1.2 Definitions

Terms that have specific meaning within this AC are defined in the table below. Where definitions from the civil aviation legislation have been reproduced for ease of reference, these are identified by 'grey shading'. Should there be a discrepancy between a definition given in this AC and the civil aviation legislation, the definition in the legislation prevails.

Table 3: Definitions

Term	Definition
endorsement	A certification that an ATC licence holder is competent to perform a particular air traffic control function at a particular aerodrome, or in relation to particular airspace.
qualification	A certification that the holder is competent to perform a particular ancillary function, such as classroom instructor, on-the-job instructor or workplace assessor.
qualified workplace assessor	A workplace assessor whose workplace assessor qualification is current in accordance with the applicable Airservices Australia criteria and who: a. for an application for an initial licence or initial rating, holds a valid and current rating and endorsement for the rating and control position under assessment; or b. for any other application (including renewals), holds the same rating and a similar endorsement to that applicable to the rating and control position under assessment.
rating	An authorisation entered on or associated with a licence and forming part thereof, stating special conditions, privileges or limitations pertaining to such licence

Term	Definition
Old licence	An air traffic controller licence issued or granted under the <i>Civil Aviation Regulations 1988</i> .

1.3 References

Legislation

Legislation is available on the Federal Register of Legislation website <https://www.legislation.gov.au/>

Table 4: Legislation references

Document	Title
Part 65 of CASR	Air traffic services licensing
MOS	<i>MOS Part 65—Standards Applicable to Air Traffic Services Licensing and Training Requirements</i>
TTMRA	<i>Trans-Tasman Mutual Recognition Act 1997</i>

International Civil Aviation Organization documents

International Civil Aviation Organization (ICAO) documents are available for purchase from <http://store1.icao.int/>

Many ICAO documents are also available for reading, but not purchase or downloading, from the ICAO eLibrary (<https://elibrary.icao.int/home>).

Table 5: ICAO references

Document	Title
ICAO Annex 1	

1.4 Forms

CASA's forms are available at <http://www.casa.gov.au/forms>

Table 6: Forms

Form number	Title
760	Trans-Tasman Mutual Recognition Agreement Licence Registration
906	Application – Air Traffic Controller (ATC) – Initial Licence / Additional Rating / Licence exchange

2 Basis for the ATS licensing system

- 2.1 Part 65 (ATS Licensing) of the *Civil Aviation Safety Regulations 1998* (CASR) and the associated MOS *Part 65—Standards Applicable to Air Traffic Services Licensing and Training Requirements* (the MOS) commenced on 1 May 2003. This ruleset establishes the legislative requirements and standards for air traffic service (ATS) personnel licensing in Australia. Relevant to this advisory circular, the ruleset sets the eligibility requirements for grant of ATC licences, ratings, and endorsements, as well as requirements relating to validity, renewal and cancellation. The ruleset also provides a system of qualifications for persons conducting on-the-job training, workplace assessment and classroom instruction. While the ruleset has provision for flight service licensing, there are no current procedures for grant of flight service licences or ratings.
- 2.2 Responsibility for the management and administration is divided between CASA and the ATS provider (Airservices Australia (AA)). CASA is responsible for initial licence and initial issue of a rating and has delegated power to certain persons within AA for rating renewals and revalidations, and for all matters relating to endorsements (see Section 11 for further details). Specific administrative requirements relating to the different responsibilities are described in other parts of this AC.
- 2.3 Regulation 202.321 of CASR provides a transitional arrangement that allowed a current licence, rating, endorsement or qualification issued under the *Civil Aviation Regulations 1988* (CAR) to remain in force despite the introduction of the CASR.
- 2.4 Accordingly, CASA did not re-issue ATC licences issued under CAR. Instead, existing licences, ratings etc have remained in force until the time where the original holder chooses to exchange their original licence with one issued under Part 65 of CASR.

3 Old ATC licences issued under CAR

- 3.1 Under the transitional arrangement in regulation 202.321 of CASRs, an ATC licence issued under CAR (an *old licence*) remains valid unless formally suspended or cancelled. Therefore, the holder does not need to take any action to keep it in force or in use, apart from ensuring that the privileges of the licence are only exercised if the holder fulfils any condition specified on the licence, including possessing a valid Class 3 medical certificate.
- 3.2 However, if a person's mailing address changes, the ATS provider is unable to re-issue new pages for an old licence. Consequently, if the holder's mailing address details change, the holder must apply to exchange their old licence for a CASA-issued licence. See Chapter 5 of this AC for the procedure for exchanging a licence.

4 Applying for an initial ATC licence

4.1 This section provides information for persons who have never held an ATC licence.

4.2 Who can apply?

4.2.1 According to regulation 65.070 of CASR and subsection 4.1.8 of the MOS, a person may apply for an Australian ATC licence if, the person:

- has turned 18
- holds a Class 3 medical certificate
- has successfully completed the training (including any examination or assessment) for:
 - the licence
 - at least one rating
 - at least one endorsement appropriate to the rating
- holds a current aviation English language proficiency (Part 65) assessment.

Note: Chapter 13 of the MOS specifies that a person passes an aviation English language proficiency (Part 65) assessment if an appropriate assessor is satisfied that the applicant meets the ICAO level 4, 5 or 6 aviation English language proficiency standards mentioned in the Part 61 Manual of Standards). That chapter also specifies conditions for, and the duration of, an assessment.

4.3 Class 3 medical certificates

4.3.1 Information on CASA requirements for Class 3 Medical Certificates may be found on the [CASA's website](#).

4.4 Relevant training

4.4.1 The training requirement in respect of ATC licence and rating award includes:

- Successful completion of an approved training course relevant to both the ATC licence and ratings. For example, an applicant for an Aerodrome rating must have passed an Aerodrome rating training course as well as a general ATC licence course.
- Completion of the relevant on-the-job training, including minimum time in training, required by the MOS.

4.4.2 The workplace assessor assessing the application will need to sight evidence of successful completion of a training course relevant to the ATC licence and each of the ratings.

4.5 How to apply for an ATC licence

4.5.1 The following steps should be taken to obtain an ATC licence:

1. Ensure that you meet all the Part 65 of CASR requirements for the award of an ATC licence, including qualifying for the licence and:
 - a rating

- an endorsement relevant to that rating.
2. Confirm that you have a CASA Aviation Reference Number (ARN) (see Section 12.1 of this AC).
 3. Complete a CASA Application – Air Traffic Controller (ATC) – Initial Licence / Additional Rating & Exchange (Form 906) [or equivalent], ensuring that:
 - all personal particulars are correct
 - you check the box(es) relevant to the Rating(s) applied for
 - you sign and date the application form in the relevant place
 - the application form is signed by a qualified workplace assessor.
 4. Send the completed Form to the CASA Client Services Centre (The address is in the form and is also shown at Appendix A to this AC).

5 Exchanging an ATC licence

5.1 This section provides information for persons who wish to exchange their old licence or their New Zealand-issued ATC licence for one issued under Part 65 of CASR

5.2 Who can apply?

5.2.1 The holder of an old licence is not necessarily compelled to exchange their licence. Transitional arrangements in Subregulation 202.321 of CASR allow old licences to remain in force. However, the holder of an old licence will need to apply to exchange or replace that licence if:

- they hold an old licence and subsequently qualify for an additional rating;
- or
- the licence holder's personal details change in a manner that would require Page 1 of the old licence to be reissued (i.e., name, mailing address).

5.2.2 The *Trans-Tasman Mutual Recognition Act 1997* (TTMRA) entitles a person holding a current ATC licence issued in the New Zealand Civil Aviation Authority (CAA) to lodge a written application with CASA for grant of the equivalent ATC licence in Australia.

5.3 How to apply – old licences

5.3.1 The following steps should be taken to exchange an old licence:

1. If applicable, fulfil the requirements for applying for an additional rating as detailed in Chapter 4 of this AC.
2. [Log into myCASA](#) or [create a myCASA account](#).
3. Find and complete a CASA Application – Air Traffic Controller (ATC) – Initial Licence / Additional Rating & Exchange ([Form 906](#)) [or equivalent], ensuring that your personal particulars are correct.
4. Ensure that you attach or enclose an image or images of the four pages of your ATC licence issued by AA under CAR.
5. Submit your application.

Note: You can also download and complete the PDF using our [forms catalogue](#). In this case, complete the form, attached copies of the required evidence, and send or mail the completed documents, together with application forms for the additional ratings, to the address shown at Appendix A of this AC.

5.3.2 The details on an exchange licence will match exactly the details on the superseded licence.

5.4 How to apply – exchanges under TTMRA

5.4.1 The following steps should be taken to exchange their ATC licence issued by the New Zealand CAA:

1. Ensure you can provide evidence showing that you hold:
 - a current ATC licence with at least one rating - both issued by the New Zealand CAA
 - a current Class 3 medical certificate - either issued in New Zealand or Australia.

2. Complete and submit a CASA Trans-Tasman Mutual Recognition Agreement Licence Registration ([Form 760](#)) [or equivalent], ensuring that:

- your personal particulars are correct
- you obtain and submit all the documentary evidence required by the form
- you sign and date the application form in the relevant place
- you pay the relevant fee.

3. Send or mail the completed Form and supporting documents to the address shown at Appendix A of this AC.

5.4.2 The details on an exchange licence will match exactly the details on the person's New Zealand licence.

6 Applying for an additional rating

6.1 This section provides information for holders of an ATC licence (either an old licence or one issued under Part 65 of CASR), and who wish to add another rating to that licence.

6.2 Who can apply?

- 6.2.1 According to Part 65 of CASR, a person may apply for an additional rating if, the person:
1. is eligible to hold an ATC licence
 2. has successfully completed the training (including any examination or assessment for:
 - the rating
 - at least one endorsement appropriate to the rating.

6.3 How to apply

- 6.3.1 The following steps should be taken to obtain an additional rating:
1. Ensure that you meet all the requirements under Part 65 of CASR for the award of an rating, including qualifying for an endorsement relevant to that rating.
 2. Complete a CASA Application – Air Traffic Controller (ATC) – Initial Licence / Additional Rating & Exchange ([Form 906](#)), ensuring that:
 - your personal particulars are correct
 - you check the box(es) relevant to the Rating(s) applied for
 - you sign and date the application form in the relevant place
 - the application form is signed by a qualified workplace assessor.
 3. Send or mail the completed documents to the CASA Client Services Centre (The address is in the form and is also shown at Appendix A to this AC).

7 Renewing an existing rating

7.1 Ratings are valid for a maximum of 12 months. Therefore, this section applies to holders of all ratings.

7.2 Who can apply?

7.2.1 The holder of a rating on an ATC licence may renew that rating if they have passed the appropriate examination in the subjects relevant to the particular rating. Only AA administers such examinations.

7.2.2 According to paragraph 6.1.4.8 of the MOS, this examination must be undertaken within 12 months of the previous rating examination, to ensure continuity of the privileges under the rating.

7.3 How to apply

7.3.1 The following steps should be followed to renew an existing rating:

1. Ensure that you successfully passed the examination in accordance with the Part 65 of CASR.
2. Complete an application for rating(s) renewal (currently Airservices Australia Form ATS-FORM-0011, or equivalent).
- 3. Do not send the application to CASA.**
4. Submit the application to an ATS Licensing Delegate for authorisation.
5. Ensure that you obtain a relevant rating renewal page from the ATS Provider, in accordance with the Provider's licensing administration procedures.

8 Endorsements and qualifications

8.1 This Chapter applies to holders of and applicants for endorsements and qualifications.

8.2 Who can apply for an endorsement?

8.2.1 According to Part 65 of CASR, a person may apply for an endorsement if, the person:

- is eligible to hold an ATC licence
- is eligible to hold the associated rating
- has successfully completed the training (including any examination or assessment) for the endorsement.

8.3 How to apply for an endorsement?

8.3.1 CASA has delegated power to certain persons within AA for all matters relating to endorsements (see Section 11 for further details). All enquiries about the relevant administrative processes should be directed to AA's licensing section.

8.4 How to apply for a qualification?

8.4.1 In accordance with regulation 65.095 of CASR, AA is responsible for managing qualifications. All enquiries about the administrative processes should be directed to AA's licensing section.

8.5 Renewals of endorsements and qualifications.

8.5.1 All enquiries about the relevant administrative processes for renewals should be directed to AA's licensing section.

9 Components of an ATC licence

- 9.1 All ATC personnel licences conform to the ICAO Annex 1 specifications.
- 9.2 Under Part 65 of CASR, 2 variations of an ATC licence, as detailed below, are acceptable as evidence that a person is appropriately authorised to provide an ATC service.

9.3 Licences issued under CAR

- 9.3.1 AA was the delegated authority for issuing ATC licences under CAR. Accordingly, and under the transitional arrangements in Regulation 202.321 of CASR, an old licence originally issued by AA using AA's licensing system remains valid, if it is complete and appropriately authorised. An old licence consisted of four printed pages.

9.4 Licences issued under Part 65 of CASR

- 9.4.1 A valid ATC licence issued under Part 65 of CASR requires components supplied by both CASA and AA.
- 9.4.2 The CASA component of a Part 65 of CASR licence consists of the following pages:
- Page One: the holder's personal details, the licence type, and signature and stamp of authority.

Note: The licence provides for a photograph of the licence holder, however this component is optional pending CASA establishing a system for providing and verifying photographic images.

- Page Two: rating type(s), issue date, licence conditions etc.
- 9.4.3 AA's component of a Part 65 of CASR licence must show:
- the dates of renewal of holder's ratings held
 - details of the holder's endorsements and, if applicable qualifications.
- 9.4.4 Pages 2 and 3 of a licence printed under AA's licensing system provides information to the standard required in the above paragraph.
- 9.4.5 An example of a typical ATC licence may be found at Appendix B of this AC.

9.5 Medical Certificate

- 9.5.1 While not a direct component of an ATC licence, Regulation 65.035 of CASR requires an ATC licence holder to hold a valid Class 3 medical certificate whenever they carry out air traffic control function.
- 9.5.2 The [CASA website](#) has details about medical certificates generally and [how to obtain](#) a Class 3 medical certificate.

10 Workplace assessors

- 10.1 Workplace assessors are essential to the licensing process because decisions to issue licences and ratings are dependent on their certification and assessment.
- 10.2 All workplace assessors are appointed by the ATS Provider in accordance with regulation 65.095 of CASR and approved ATS Provider training criteria.
- 10.3 Only qualified workplace assessors are authorised to sign an application for an ATC licence or new rating.

11 Delegates

- 11.1 The ATS licensing system under Part 65 of CASR is based on a division of licensing responsibilities between CASA and AA. However, apart from specific powers relating to qualifications, the CASR does not generally confer authority to ATS providers to perform any licensing functions.
- 11.2 Therefore, CASA delegates certain licensing powers to nominated persons within AA. The arrangement, in accordance with Subpart 11.H of CASR and enabled by an instrument, involves AA submitting written requests to CASA to endorse nominated delegates. The request must include supporting evidence, including the date of the last successful completion of all relevant training and assessment for the power to be granted. CASA will then consider the presented evidence and, if satisfied, endorse the nominated delegate.
- 11.3 Typically, endorsed delegates can authorise the:
- annual renewal of existing ratings
 - issue, renewal, suspension and cancellation of endorsements and qualifications.

12 Other administrative matters

12.1 Aviation reference number

- 12.1.1 Applicants for CASA services or authorisations, including CASA licences or medical certificates will require an individual aviation reference number (ARN). The ARN is a means of identifying a person within the CASA system.
- 12.1.2 If you don't already have one, [CASA's website](#) details the procedures for obtaining an individual ARN.

12.2 Changes of personal details

- 12.2.1 Holders of ATC licences issued under Part 65 of CASR must notify CASA of any changes to their personal details, including name, home address and contact address. This should be done through the [myCASA](#) portal or, for changes requiring physical documentation (e.g. for name changes), by post to the address shown in Appendix A. Email notifications are not acceptable.
- 12.2.2 Holders of old licences whose personal details change to the extent of invalidating personal details shown on their old licence must apply for a licence exchange as described in this AC.
- 12.2.3 The CASA Client Services Centre (contact details in Appendix A) is the central point of contact for communications about ATS personnel licensing. It is not necessary to further notify personal detail changes to CASA Aviation Medical.

Appendix A

Contact details for ATC Licensing

Address:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601

Telephone Number: 131 757

Email: applications@casa.gov.au

CASA website: [Civil Aviation Safety Authority \(casa.gov.au\)](https://www.casa.gov.au)

APN: 1234 CITIZEN J. 20 Aug 2020 Page: 1 of 4

APN: 1234 CITIZEN J. 20 Aug 2020 Page: 2 of 4

I COMMONWEALTH OF AUSTRALIA
CIVIL AVIATION SAFETY AUTHORITY

II AIR TRAFFIC CONTROLLER LICENCE

III Licence No: 1234

IV Name: John
CITIZEN

IVa Date of Birth: 01 Apr 1998

V Address: 100 Stately Rd
CAPITAL ACT 2000

VI Nationality: Australian

VII Signature of holder: _____

VIII Granted in accordance with Part 65 of the Civil Aviation Safety Regulations 1998 and subject to any conditions and limitations expressed therein and to conditions at item XIII.

IX This licence was first issued on 26 Feb 2019

X Jane DELEGATE
Delegate of the Civil Aviation Safety Authority 20 Aug 2020

XI Stamp: 

XII Ratings held
APP (R) _____
Issue Date
26 Feb 2019

XIII Conditions/Licence Remarks
English Language Proficiency Status:
Level 6 issued 11 March 2020

XIV Validity
Subject to Civil Aviation Safety Regulations and any conditions and limitations at item XIII, the holder is entitled to exercise privileges appropriate to the Ratings, Endorsements and Qualifications shown on this licence.

XV List of Abbreviations

AEROD	Aerodrome Control Rating
APP	Approach Control Rating
APP (R)	Approach Radar Control Rating
AREA	Area Control Rating
AREA (R)	Area Radar Control Rating
ARN	Aviation Reference Number
ELP	English Language Proficiency

No further entries on this page

Issued without erasure or correction. Any removal of printed background may indicate alterations.

[illegible]