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Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to aerodromes@casa.gov.au.

Purpose of this form

Use this form to apply for an approval to conduct flight checks of aerodrome lighting systems as part of the commissioning process, as described in the Part 139 Manual of Standards (MOS).

Who is this form for?

This application form is for individuals who wish to apply for approval to conduct flight checks of lighting systems for aerodromes certified by CASA under CASR Part 139.

Information needed to complete this form

Additional evidence may be required when submitting this application.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required.

You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

After receiving payment, CASA may request a face-to-face interview to confirm competencies have been met. CASA will request that you complete an online knowledge assessment prior to the application being progressed.

You may also be required to complete a practical assessment in an aircraft or a suitable Flight Simulation Training Device (FSTD). CASA will confirm the suitability of the FSTD. Cost recovery arrangements for a suitable FSTD may apply.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

2 What are you **applying** for (select one)?

Initial issue → [Go to 5](#)

Renewal → [Go to 3](#)

3 Provide the details of your current approval to be renewed.

Instrument number

Expiry date

Date (DD/MM/YYYY)

/ /

4 Provide a list of aerodrome lighting flight checks you have undertaken since the current approval was issued.

 Provide additional pages if required

5 Provide details of the qualifications held / training courses completed / industry experience which are relevant to the application. Provide evidence.

 Provide additional pages if required

Application checklist

6 Select all that apply:

If applying for renewal of an existing approval, the instrument number and expiry date have been provided

Evidence of qualifications/training is attached

Applicant's current resume is attached

Other - additional supporting documentation attached

If other please specify

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7 I declare:

- All statements in this application are true and correct. I acknowledge by providing my details below and submitting this application:
- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

Fees

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

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Submitting this form to CASA



By email – send this form with all supporting documents attached to aerodromes@casa.gov.au

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