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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 [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

### Purpose of this form

Use this form to apply, vary or renew the Approval of a Maintenance Controller under 42ZW of the *Civil Aviation Regulations 1998 (CAR)*.

### Who is this form for?

This form is for AOC holders seeking approval for the appointment of a maintenance controller.

### Information needed to complete this form

All information required is in the form below.

### Aviation Reference Number (ARN)

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

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

### 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](#).

## Nomination of maintenance controller

### 1 What are the nominated maintenance controller details?

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

Full name

ARN

Phone number

Email address

## Aircraft Operator

### 2 For which operator is this maintenance controller being nominated?

Full name

ARN

ACR/ABN

## Contact person

### 3 What are the **contact person** details?

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Agent, Secretary)

Phone number

Email address

## Application type

### 4 What are you **applying** for (select one)?

Initial issue

Change to existing approval

Subsequent issue no Change

Provide existing instrument number:

CASA.MC

⌵

### 5 Does the nominee hold any other positions within the organisation or any other aviation organisations?

**No** → **Go to 6**

**Yes** If yes, provide specific details including each position (within each organisation), description of duties and responsibilities below:

## Applicable aircraft (the appointment applies to)

**6** Please state the aircraft to be added or removed only.

Aircraft manufacturer	Aircraft type	Serial number	Registration	Add/remove	
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove
				Add	Remove

## Maintenance Control Manual Details

**7** Provide the revision details of the Maintenance Control Manual you are submitting with this application

Title of manual/document	Version/revision number	Versions/Revision date

## Application checklist

- 8** Select/specify attachments:
- Latest MC Manual attached
  - Relevant experience of the applicant
  - Relevant qualifications (if applicable)
- If other please specify

**9 I declare:**

- All statements in this application are true and correct.
- I acknowledge by providing my details below and submitting 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

Signature

Date (DD/MM/YYYY)

/ /

**Role authority**


**10** In what capacity are you making this declaration?

- Self
- Director
- Agent
- Executor
- Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 Provide authority if required

**Submitting this form to CASA**

 By email – send this form with all supporting documents attached to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)