Australian Government
Civil Aviation Safety Authority

Application
Commercial pilot (balloon) licence (CP(B)L)

CAR 5.09

This form is now available online

Use myCASA for reliable and secure form submissions and payments.

Go to **myCASA**

OR

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 applications@casa.gov.au.

Purpose of this form

Use this form to apply for a CP(B)L.

Who is this form for?

This form is for individuals who wish to apply for an Australian CP(B)L.

Information needed to complete this form

To apply for a CP(B)L you must:

- be at least **18 years old**.
- Hold a current:
  - Private pilot certificate (balloons)(PPC(B)); or
  - CASA private pilot (balloon) permit (PP(B)P); or
  - Part 131 ASAO pilot authorisation.
  (CAR 5.138 and CASA EX76/24)
- Have held for at least one year a:
  - PPC(B); or
  - CASA PP(B)P; or
  - Part 131 ASAO pilot authorisation; or a certificate or licence issued by the competent authority of a foreign country that is at least equivalent to one of the above.
  (CAR 5.138 and CASA EX76/24)
- Have the required aeronautical experience (CAR 5.145)
- have completed a course of balloon flying training (CAR 5.146)
- have passed a CP(B)L flight test (CAR 5.147(1))

If you are applying for a flight crew balloon licence on the basis of overseas qualifications use Form 1558.

If CASA does not have a photo of you that is less than 10 years old, you can check your photo and update in myCASA.

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.

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 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?
Refer to Aviation Transport Security Regulations 2005

No ☐ ➡ **Go to 3**

Yes ☐ Attach a certified copy ➡ **Go to 4**

Provide certified copy

3 Have you applied for an ASIC/AVID application form?

No ☐ You cannot submit this application until you have applied for an ASIC/AVID

Yes ☐ Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC ➡ **Go to 4**

4 Have you completed an aviation english language proficiency (AELP)?
Refer to CAR 5.09

Yes ☐ I have completed an ICAO level 4, or higher, AELP assessment and the record is on my foreign licence

Yes ☐ I have completed an Australian ICAO AELP assessment

Provide assessment

5 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by any aviation authority or organisation?

☐ **No**

☐ **Yes**

6 Have you ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

☐ **No**

☐ **Yes**

7 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

☐ **No**

☐ **Yes**

8 Is suspension or cancellation action pending in relation to any aviation licence you hold?

☐ **No**

☐ **Yes**

9 If you answered **yes** to **any** of questions **5** to **8**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

Provide additional pages if required

Aeronautical experience

10 What is your **aeronautical experience and training**?

Type of experience required	Minimum hours required	Your actual hours
Pilot in command (PIC)	75	
Dual CPL training, in the year before the flight test	8	
Free flight time	60	
Tether time	5	

Provide certified copy of your logbook

11 Do you authorise CASA to send a copy of all communications regarding **this** application **to your training provider?**

No ☐ ➡ **Go to 13**

Yes ☐ ➡ **Go to 12**

12 What are your **training provider contact details?**

Full name

ARN

Phone number

Email address

Applicant checklist

13 Select all that apply:

- ☐ A certified copy of my current pilot authorisation is attached.
- ☐ A certified copy of my ASIC/AVID is attached.
- ☐ An AELP assessment report is attached or I have confirmed I hold at least a current ICAO level 4 AELP assessment.
- ☐ Photo has been updated on myCASA.

If other please specify

Declaration

14 **I declare:**

- All statements in this notice 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 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)

/ /

This form and **all supporting documents** must be submitted to the **Chief Flying Instructor (CFI)** or **person responsible** for flight training at your flight school.

Once completed, they will submit your application to the **Testing Officer/CASA Officer** for assessment and further action.

15 What is the **training organisation**?

The following questions in this section should be completed prior to the flight test by **CFI** or **person responsible** for flight training.

Refer CAR 5.147 (2)

Certification of CFI

16 I declare that

- The applicant has complied with the following (select all that apply below):
  - ☐ Will be at least 18 at the time of the flight test – CAR 5.138 (1)(a)
  - ☐ Has passed the relevant theory examinations – CAR 5.138 (1)(d)
  - ☐ Has completed a course of flying training – CAR 5.146
  - ☐ Has the minimum aeronautical experience for the CP(B)L – CAR 5.145
  - ☐ Has a current level 4, or higher AELP assessment or assessment report
- I recommend this applicant for a CPL balloon flight test.
- I acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995*.

Full name

ARN

Date (DD/MM/YYYY)

/ /

Flight test

17 What are the **flight test** details?

This form and **all supporting documents** must be submitted to the **Testing Officer/CASA Officer** for assessment and further action.

Number

Take-off and landing location

17 continued

Date (DD/MM/YYYY)

/ /

Declaration of Testing Officer/CASA Officer

18 I declare that

- I conducted a CP(B)L flight test in accordance with the regulations where the applicant has complied with the following (select all that apply below):
  - ☐ Held at least a CASA class 2 medical certificate at the time of the flight test
  - ☐ KDR is signed by the exam supervisor and either the CFI or Testing Officer
  - ☐ Meets the requirement for the issue of a FROL
  - ☐ Demonstrated a standard that met the standards specified in the CP(B)L syllabus of training
- I acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995*.

Full name

ARN

Date (DD/MM/YYYY)

/ /

The flight test report for a failed flight test must be completed

Flight test report

19 The aim of this test is to establish the candidate competence to exercise the privileges of a Commercial pilot (balloon) licence.

The flight test will consist of two segments:

- the first will be a typical balloon transport flight from take-off to final landing and may include an intermediate landing
- the second segment will be used to assess flight procedures and emergencies. The testing officer should be briefed as a passenger

Where flight conditions indicate continued flight in VFR may not be possible, or any other condition changes which would indicate that it would be prudent to terminate the flight, the candidate must exercise sound judgement in deciding whether to continue.

A consistent unsatisfactory final performance of any test item or procedure will result in an overall fail assessment for the flight test. The test may be discontinued at any point where a fail assessment is made. At the discretion of the testing officer, the candidate may be credited with a pass assessment in those test items successfully completed. The remaining items must be passed on re-test within 28 days.

19 continued

Flight Test Report instructions

The testing officer is to complete the flight test report and retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

The flight test report must be completed in the following manner:

- ✓ Satisfactory
- N Not tested
- X Unsatisfactory
- TR Training record

Ground component

Satisfactory knowledge of all KDR items

Knows rules relating to drugs/alcohol

Knows relevant provisions of CASR Parts 91 ,131 and MOS, and CAO 48.1 Appendix 4A

Knows VFR criteria

Know privileges and limitations of CP(B)L – CAO 40.7 as amended 1 September 2019

Knows CP(B)L holder maintenance permitted by Schedule 8 of CAR

Flight component

Load chart understood and used correctly

Pre-flight inspection of balloon, fuel checks completed on system and fan; balloon log book reviewed and understood

Met forecast and ATS briefing obtained and understood; all other meteorological information considered

Flight notification correctly made to ATS, or flight note left with crew

Take-off point selected considering terrain, tracking and pinpoint features, sensitive areas and airspace boundaries

Crew briefings clear concise and complete

Flight plan discussed with ground crew

Appropriate documents and required navigation and other equipment carried

Inflation carried out safely and in a controlled manner

Passenger briefing clear, concise and complete

Pre-take off checks completed; conscious go/no-go decision made

Correct radio procedures used with ATS, other traffic and ground crew

Controlled airspace (actual or simulated) clearances and procedures observed

No sustained errors in map reading; major features and sensitive areas accurately located

Fuel management appropriate to system and number of tanks carried out and explained

19 continued

Planned route achieved or revision passed to crew; crew kept informed of plan

Sensitive areas and built-up areas overflown at appropriate altitude; such areas anticipated when low flying

Weather conditions observed in flight; VFR complied with

Cruise and descents made at nominated rate

Rapid descent made with safe and smooth recovery

Intermediate landing(s) made in good choice of site, approach path; power line/obstruction check; crew advised of intentions and passengers briefed

Final landing as above, landing briefing to passengers carried out positively, completely and with confidence

Crew and passengers kept informed during flight

Command judgement demonstrated throughout preparation, flight and retrieve

Respect for landowners maintained throughout flight and retrieve

Emergency procedures carried out confidently and correctly

Other - mark TR if completed in training record

Tether flight

Fast landing, minimum speed 8 knots (passenger briefing must be completed to pass this item)

Flight tolerances

Altitude Below 500 ft + / - 50 ft

Above 500 ft + / - 100 ft

Vertical Speed+ / - 20% of nominated rate

Comments

Endorsement to be granted

- Pass
- Fail

Ground time

Flight time

Aircraft type

Aircraft registration (VH-)

ARN

Payment authorisation

20 Application fees

☐ Issue of Commercial Pilot Licence (Australian Trained)
– processing and consideration

Fee Code: 24.6 004.....**$80**

Total:

21 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.
To make a payment go to Secure payment gateway.
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

☐ Mastercard ☐ Visa Total $

Card number

Expiry (MM/YY) /

Cardholder name

Signature

Date (DD/MM/YYYY) / /

Receipt options ☐ Applicant **or** ☐ Third party (provide details below)

Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

Submitting this form to CASA

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

By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601