



Flight Crew Balloon Licence on basis of overseas civil qualifications

CAR 5.145, 5.138

Purpose of this form

Use this form to apply for a CASA Flight Crew Balloon Licence based on your overseas civil qualifications.

Who is this form for?

This form is for an individual who already has overseas Flight Crew Balloon Licence qualifications and wants to apply for an Australian Flight Crew Balloon Licence.

Information needed to complete this form

A Foreign Balloon Licence can only be recognised if the authorisation has been issued by a Contracting State. You must provide a certified copy of your authorisation.

Refer to CAR 5.01 for further details

You must hold or have applied for an Aviation Security Identification Card (ASIC) or Aviation Identification (AVID).

You are required to hold at least a current ICAO level 4 English Language Proficiency (ELP) assessment.

Certified/notarised copies of documents must be submitted with this application. Certification of documents can only be made by a Notary Public or a CASA DAME in your home country. Alternatively, an Australian official at any [Australian Embassy or High Commission](#) can certify your documents as certified copies of the original documents. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General Department as [authorised witnesses](#).

You are required to have passed the Flight Rules and Air Law (CLWB) aeronautical knowledge examination. You will need to contact CASA exam provider (ASPEQ) to organise to sit this exam.

You must contact the Civil Aviation Authority in the country of licence issue and give them the authority to release information to CASA. We will contact the relevant authority to verify your licence.

You must be at least 18 years of age.



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

Contact details

CASA will use the currently held contact and applicant details based on your ARN to process this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Contact 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

Yes Attach a certified copy



Attach 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

4 Have you completed an English Language Proficiency (ELP) assessment?

Refer to CAR 5.09

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

Yes I have previously completed an Australian ICAO ELP assessment and the assessment report was submitted to CASA

Yes I have completed an Australian ICAO ELP assessment



Attach 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 an 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



Attach additional pages if required

Licence

10 What **licences/ratings** are you applying for (select all that apply)?

You must have held a PPL equivalent foreign licence or certificate for 12 months.

Commercial Pilot Balloon Licence (CP(B)L)

Flight Radio Operator Licence (FROL)

Flight Instructor balloon

 **Attach certified copy**

11 What endorsements are you applying to be **added to your licence?**

Refer to CAR 5.01 and CAO 40.7 Amendment instrument 2019 (No.1)

Class 1 (R)

Class 1 (U)

Class 2 (R)

Class 2 (U)

Class 3 (U)

12 What endorsements are you applying to be **added to your Flight Instructor balloon rating** (if applicable)?

Refer to CAR 5.01 and CAO 40.7 Amendment instrument 2019 (No.1)

Class 1 (R)

Class 1 (U)

Class 2 (R)

Class 2 (U)

Class 3 (U)

13 What are the **Flight Radio Operator Licence (FROL)** details?

I hold a FROL (certified copy attached) or the qualification is listed on my foreign licence

Australian FROL will be issued (as indicated on Flight test form)

 **Attach certified copy**

Aeronautical experience

14 What is your **aeronautical experience?**

Conversion of CPL

For class 1 (R) and class 1 (U)

Refer to CAR 5.145

Type of experience required	Minimum hours required	Your actual hours
Pilot in Command (PIC)	75	
Free flight time PIC	60	
Tether time PIC	5	

Conversion of CPL

For class 2 (R) and class 2 (U), PIC 175, Free flight passenger charter (fare paying) PIC 80

Refer to CAO 40.7 Amendment instrument 2019 (No.1)

Type of experience required	Minimum hours required	Your actual hours
Pilot in Command (PIC)	175	
Free flight charter time PIC	80	
Tether time PIC	5	

Conversion of instructor rating

Refer to CAO 40.7 Amendment instrument 2019 (No.1)

Type of experience required	Minimum experience required	Your actual hours
Time CP(B)L has been in force	2 years	
Total flight time PIC	250 hours	
Free flight charter PIC	100 hours	
Tether time PIC	5 hours	

Applicant checklist

15 Select all that apply:

A certified copy of a valid and current overseas licence is attached

A certified copy of a valid and current overseas medical certificate of the required class level issued by the SAME overseas regulatory authority that issued the licence is attached

Certified copies of the last 3 months or last full 3-page openings (whichever is the lesser) of the current logbook are attached

A certified copy of my ASIC or AVID is attached

ELP assessment report or I have confirmed I hold at least a current ICAO level 4 ELP assessment is attached

Form 61-9PIC including a current photo, if not previously submitted or CASA has a photo that is more than 10 years old is attached

Evidence for Instructor Rating is attached

I have given the overseas issuing authority permission to verify details of my licence to CASA

15 Continued

If other please specify

Applicant declaration

16 I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this notice.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- I accept that failure to provide up to date details to CASA could result in additional processing fees being charged for this application under Civil Aviation (Fees) Regulations 1995.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist
- I acknowledge that to knowingly make a false or misleading statement is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

Approved Testing Officer (ATO) delegate

17 What **type of licence/rating** is the applicant applying for?

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

CP(B)L

Flight Instructor balloon

CP(B)L flight

18 What are the **CP(B)L flight** details?

Flight test number

Take off site

Landing site

Date of flight test (DD/MM/YYYY)

/ /

ATO declaration

19 I certify that I conducted a CP(B)L flight test in accordance with the regulations where:

Applicant held at least a CASA class 2 medical certificate at the time of the flight test

Knowledge Deficiency Report (KDR) is signed by the exam supervisor and either the Chief Flying Instructor (CFI) or Testing Officer

Applicant meets the requirement for the issue of a FROL

Applicant demonstrated a standard that met the standards specified in the CP(B)L syllabus of training

Application must be submitted regardless of flight test result.



Attach flight test report

Full name

ARN

Date (DD/MM/YYYY)

/ /

CP(B)L flight test report

20 The aim of this test is to prove the candidate competence to exercise the privileges of a CP(B)L.

The flight test will consist of two segments:

- the first will be a typical charter flight to an intermediate landing with an actual or simulated fuel cylinder changeover
- the second segment will be used to introduce flight procedures and emergencies. The Testing Officer is to be considered as a passenger having his/her first balloon flight

Where flight conditions indicate continued flight in Visual Flight Rules (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.

20 continued

An 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.

The Testing Officer should retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

Flight test report instructions

The Testing Officer is to complete the flight test report below in the following manner:

S Items completed **satisfactorily**

- Items not completed

U Items completed **unsatisfactorily**

Ground

- Satisfactory knowledge of all KDR items
- Knows requirements relating to drugs/alcohol
- Knows provisions of CARs 206 and 215, CAO 95 and CAO 48.1 appendix 4A.....
- Knows requirements for charter flights – CAR 259 permit....
- Knows VFR criteria
- Knows instrument requirements – CAO 20.18, 101.54, and CAR 259 permit
- Know privileges and limitations of CP(B)L – CAO 40.7 and Amendment instrument 2019 (No.1)
- Knows CP(B)L maintenance limitations – AC131-01
- 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 Air Traffic Service (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, maps in vehicle
- Appropriate balloon and pilot documents and required equipment carried; used and kept accessible during flight
- 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.....

20 continued

- 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.....
- Planned route achieved or revision passed to crew; crew kept informed of plan
- Sensitive areas, main roads and built-up areas cleared at appropriate altitude; such areas anticipated when low flying
- Weather conditions observed in flight; VFR observed/obeyed
- 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
- Landowner code followed throughout flight and retrieve
- Emergency procedures carried out confidently and correctly .
- Comments

Pass

Fail

Ground time

Flight time

Aircraft type

Aircraft registration (VH-)

Flight instructor balloon flight

21 What are the **flight instructor balloon flight** details?

Flight test number

Date of flight test (DD/MM/YYYY)

/ /

Flight Instructor balloon declaration

22 I certify that I conducted a Flight Instructor (balloons) rating flight test, in accordance with regulations, as described on the following page and in the Approved Testing Officer Manual (ATOM).

Refer to CAO 40.7, CASA FOI – Flight Instructor Rating Flight Test

The applicant:

Held at least a CASA class 2 Medical Certificate at the time of the flight test CAR 5.07; and

Demonstrated a standard, and met the requirements of CAO 40.7, for the Flight Instructor (Balloons) Rating

Application must be submitted regardless of flight test result.



Attach flight test report

Full name

ARN

Date (DD/MM/YYYY)

/ /

Flight Instructor balloon flight test report

23 The aim of the test is to ensure that the candidate has or continues to have the ability to:

- apply suitable instructional techniques to ground and flight training situations
- analyse student responses and determine corrective measures when necessary
- satisfactorily demonstrate air manoeuvres
- conduct pre-flight briefing and post-flight briefings

To achieve these aims the test is divided into:

- a test of the aeronautical knowledge required by the candidate to exercise the privileges of the rating
- a test of ground instructional ability (optional at the examiner discretion for renewals)

23 continued

- a period of simulated in-flight instruction
- a period of in-flight demonstrations
- post-flight debrief
- lessons, briefings and air exercises may be based on any privileges of the instructor rating

The flight test should include:

- patterned sequences (actual or simulated student)
- fault analysis of simulated student flying
- demonstrations of pure flying ability (may be observed on a commercial flight)
- simulated emergency (not to be conducted with fare-paying passengers aboard)

An instructor must be a good pilot and although his/her flying must be smooth and polished it must also be spirited. The instructor must possess and outwardly demonstrate a high standard of leadership, discipline, common sense and initiative.

The standard of instruction given by applicants for a rating is expected to reflect a high level of confidence and maturity.

An unsatisfactory performance of any test item or procedure must result in an overall fail assessment for the test. The test must be discontinued when a fail assessment is made. Credits for individual items are not available. The whole component (flight or ground) must be re-tested. The ground component may be credited to the applicant for a period not exceeding 28 days.

Approved Testing Officers must observe the applicable Delegate Instructions and have regard for the procedures and guidance material contained in the CASA ATOM when conducting the flight test for a Flight Instructor rating.

The Testing Officer should retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

Flight test report instructions

The Testing Officer is to complete the flight test report below in the following manner:

- S** Items completed **satisfactorily**
- Items not completed
- U** Items completed **unsatisfactorily**

Ground

1. Training Records (not required for renewal).....
2. Logbook, licence, medical
3. General Aeronautical Knowledge
4. Privileges and limitations of rating.....

23 continued

Long briefing – topic (approx. 40 mins)

5. Lesson introduction
6. Clear lesson objective
7. Student participation
8. Speech clear and deliberate
9. Training aids used correctly
10. Instruction to the point
11. Sound subject knowledge
12. Achievement of lesson objectives checked
13. Appropriate instructional technique used

Flight component

Pre-flight briefing – topic (approx. 10 mins)

14. Linked to previous experience/exercise
15. Clear aim
16. Student made aware of what he/she will see and do during flight
17. Significant airmanship points stressed
18. Essential knowledge checked
19. Threat and error management
20. Aircraft knowledge and pre-flight inspection

Air exercise 1 – same as pre-flight briefing

21. Revision included
22. Patter coordinated with good demonstration
23. Hand over/takeover drill observed
24. Accurate fault analysis
25. Appropriate remedial teaching
26. Smooth accurate flying
27. "Student" debriefed appropriately
28. Appropriate instructional technique used

Air exercise 2 – instructional technique and aircraft handling

29. Patter coordinated with good demonstration
30. Hand over/takeover drill observed
31. Accurate fault analysis
32. Appropriate remedial teaching
33. Smooth accurate flying
34. Appropriate instructional technique used
35. Simulated emergency/abnormal situations correctly managed

23 continued

Human factors/airmanship

36. Situation awareness maintained
 37. Lookout and traffic separation maintained
 38. Visual Meteorological Conditions (VMC) maintained
 39. Operational decisions made promptly and correctly
 40. Prioritises and manages tasks
 41. Any potentially unsafe situations recognised and recovered
 42. Aircraft engine handling during normal and emergency procedures
- Comments

Ground time

Flight time

Aircraft type

Aircraft registration (VH-)

Delegate declaration

24 Complete and attach original Form 214 - Certification of Aircraft Endorsement, approval and rating

Full name

ARN

Issue/renew from date (DD/MM/YYYY)

/ /

Issue/renew to date (DD/MM/YYYY)

/ /

 **Attach assessment**

Application fees

Please select the required fees in this application, the total will be automatically tallied below.

Fee code: 24.6.009..... **Total: \$ 160**

Description: Issue of commercial pilot licence (overseas civil trained) – processing and consideration.

Fee code: 24.6.011..... **Total: \$ 130**

Description: Issue of operational rating on the basis of overseas qualifications (without licence issue) – processing and consideration.

Total
\$

Payment options

Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



By email – attach this form and all supporting documents. Send them 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

Option 2

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

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

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

Contact number