Australian Government
Civil Aviation Safety Authority

Application
Aircraft Weight Control Authority(AWCA)

Initial issue or Amendment

CAOs 100.23 and 100.28

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 ame.licensing@casa.gov.au.

Purpose of this form

Use this form to apply for an Initial Issue Aircraft Weight Control Authority or an Amendment to an Aircraft Weight Control Authority.

Who is this form for?

This form is for individuals seeking to be issued with an aircraft Weight Control Authority (WCA) in order to be able to certify for the correct weight and balance calculations.

Information needed to complete this form

Applicants should read and understand the requirements for the issuance of a WCA as documented within CAO100.28.

You will need to provide:

- Evidence of completion of weight and balance training acceptable to CASA.
- Evidence of recent practical experience in the performance of weighing of aircraft.

Please ensure your application and the checklist are completed correctly, and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment.

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 3**

Amendment to Scope ☐ ➡ **Go to 5**

Applicant details

3 What are the **training** details?

Provide the Training Details:

Refer to CAO 100.28, Schedule 1, para 1.1.a.

4 CASA **Examination Results**

Refer to CAO 100.28, Schedule 1, para 1.1.c.

Provide evidence

5 Provide the **recent practical experience** or additional practical to vary scope of WCA duties:

Refer to CAO 100.28, Schedule 1, para 1.1.b

Provide evidence

Application checklist

6 Select/specify attachments:

- ☐ Attached supporting documentation for Weight Control training
- ☐ Attached supporting documentation for Weight Control experience
- ☐ Attached evidence of exams

If other please specify

Declaration

7 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 de-identified form for aviation safety research/analysis.
- I have attached all required documentation specified in the application checklist.

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

Signature

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only

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

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

Continue to payment page

ARN

Payment authorisation

8 Application fees

☐ Issue of an airworthiness authority – processing and consideration of application.

Fee Code: 2.13.....**$300.30**

Total:

9 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