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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

This form is used to apply to CASA for a Special Flight Permit (SFP) to allow the operation of an aircraft that does not meet its airworthiness requirements but under certain circumstances, and for a particular intended purpose, the aircraft may still be capable of safe flight.

### Who is this form for?

This form is for any person wishing to apply for a special flight permit for the special purposes identified in CASR 21.197 and detailed in section 5 of this form.

### Information needed to complete this form

Information regarding the status of aircraft configuration and maintenance history will be required by the applicant. In addition, specific information regarding the purpose will also be required for the application to be considered.

### 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](#).

Legal entity/full name

ARN

Phone number

Email address

### 2 Are you the **primary contact person** for this application?

**No** → [Go to 3](#)

**Yes** → [Go to 4](#)

## 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

## Aircraft details

### 4 What are the **aircraft registration** details?

Registration mark (VH-)

Date of registration (DD/MM/YYYY)

/ /

Manufacturer

Model

Serial number

Year of manufacture (YYYY)

Type Certificate or Type Acceptance Certificate number

## Purpose for Special Flight Permit

### 5 What are you **applying** for?

Refer to CASR 21.197(1)

Flying the aircraft to a base where repairs, alterations or maintenance are to be performed, or to a point of storage  
CASR 21.197(1)(a)

Delivering or exporting the aircraft CASR 21.197(1)(b)

Production flight testing new production aircraft  
CASR 21.197(1)(c)

Evacuating aircraft from areas of impending danger  
CASR 21.197(1)(d)

Conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests  
CASR 21.197(1)(e)

Assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion  
CASR 21.197(1)(f)

Assisting in dealing with a state of emergency  
CASR 21.197(1)(g)

## Proposed itinerary for purpose

### 6 What is the proposed itinerary?

Refer to CASR 21.199(b)

Number of flights

Duration

Proposed departure date (DD/MM/YYYY)

/ /

Period/dates for which Special Flight Permit requested

Date from (DD/MM/YYYY)

/ /

Date to (DD/MM/YYYY)

/ /

### 7 What are the proposed flight details?

Location details (include as much information as possible)

 Provide additional pages if required

## Required crew and equipment

### 8 What crew are required to operate the aircraft?

Refer to CASR 21.199(1)(c)

**For example:** pilot, co-pilot, navigator etc

What equipment is required for the proposed flight(s)?

 Provide additional pages if required

Is the aircraft fitted with a ferry tank?

**No**

**Yes**

Has any change affected aircraft weight and balance?

**No**

**Yes**

 Provide approvals

## Applicable airworthiness requirements

### 9 In what ways, if any, does the aircraft not comply with the applicable airworthiness requirements?

Refer to CASR 21.199(d)

**For example:** major defects, damage, unapproved modifications, outstanding airworthiness directive (AD's) etc

 Provide additional pages if required

## Restrictions necessary for safe operation of the aircraft

**10** Are there any restrictions considered necessary by the applicant for the safe operation of aircraft?

Refer to CASR 21.199(1)(e)

 Provide additional pages if required

## Any other information required to prescribe operating limitations or other conditions

**11** Is there any other information that CASA or an authorised person reasonably needs to be able to prescribe operating limitations or other conditions in the interests of aviation safety?

Refer to CASR 21.199(1)(f)

 Provide additional pages if required

## Other information

**12** Has the aircraft been in storage?

If yes, what was the date (DD/MM/YYYY)

/ /

**13** Will the aircraft be going into storage?

**No** → **Go to 16**

**Yes** → **Go to 14**

**14** How will it be stored?

**15** Has it been prepared for storage?

**No**

**Yes**

**16** For aircraft maintained under CAR 1988, has the maintenance release expired?

**No** → **Go to 18**

**Yes** → **Go to 17**

**N/A**

**17** How long has the maintenance release been expired?

Hours

Date expired (DD/MM/YYYY)

/ /

For what reason did the maintenance release expire?

 Provide additional pages if required

 Provide copy of MR

**18** For aircraft maintained under CASR Part 42, what reason(s) prevent the CRS being issued?

 Provide additional pages if required

**19** When was the aircraft last flown?

Date (DD/MM/YYYY)

/ /

**20** When was the last time fresh fuel was added?

Date (DD/MM/YYYY)

/ /

**21** Are there any MEL's or Permissible Unserviceabilities's applied to the aircraft?

**No**

**Yes**

 Provide details if required

**22** When was the engine last run?

Date (DD/MM/YYYY)

/ /

**23** Has the engine been maintained in accordance with the engine manufacturer's storage instructions during any periods of inactivity?

If evidence of inactive engine protection maintenance is not submitted with the application then the engine(s) should be treated as if not protected.

**No**

**Yes**

 Provide evidence

**24** Is there damage to the aircraft?

**No**

**Yes**

 Provide photographs and/or engineering assessment

## Delivering or exporting the aircraft

**25** Are you delivering or exporting the aircraft?

**No** ➔ [Go to 30](#)

**Yes** ➔ [Go to 26](#)

**26** Has the aircraft been issued with an export airworthiness approval?

**No** ➔ [Go to 28](#)

**Yes** ➔ [Go to 27](#)

**27** What are the details of the export airworthiness approval?

 Provide additional pages if required

**28** Are passengers and/or private cargo (e.g. aircraft spares) being carried on the flight?

**No** ➔ [Go to 30](#)

**Yes** ➔ [Go to 29](#)

**29** What are the details?

 Provide additional pages if required

## Production flight testing new production aircraft

**30** Are you carrying out production flight testing of new production aircraft?

**No** ➔ [Go to 33](#)

**Yes** ➔ [Go to 31](#)

**31** For aircraft manufactured in Australia, what has the aircraft been manufactured under?

An Australian production certificate

A type certificate (TC)

**32** For purpose CASR 21.197(1)(c) has the manufacturer certified the aircraft meets the applicable airworthiness standards (with the exception of the requirement to perform a production test flight)?

**No**

**Yes**

## Evacuating the aircraft from areas of impending danger

**33** Are you evacuating the aircraft from areas of impending danger?

**No** → **Go to 37**

**Yes** → **Go to 34**

**34** What is the location of the nearest suitable point from danger?

**35** Is maintenance required to be performed at the destination?

**No** → **Go to 37**

**Yes** → **Go to 36**

**36** What maintenance required to be performed?

 Provide additional pages if required

## Conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests

**37** Are you conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests?

**No** → **Go to 41**

**Yes** → **Go to 38**

**38** Are all proposed persons on board legitimate customers?

**No**

**Yes**

**39** Has the manufacturer certified the aircraft meets the applicable airworthiness standards?

**No**

**Yes**

**40** Has the test flight program been submitted with the application?

**No**

**Yes**

 Provide test flight program pages if required

## Assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion

**41** Are you assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion?

**No** → **Go to 43**

**Yes** → **Go to 42**

**42** Has the applicant confirmed with the person coordinating the activity that this particular aircraft is required?

**No**

**Yes**

## Assisting in dealing with a state of emergency

**43** Are you assisting in dealing with a state of emergency?

**No** → **Go to 46**

**Yes** → **Go to 44**

**44** Has a state of emergency been officially declared?

**No**

**Yes**

**45** Has the applicant confirmed with the person coordinating the activity that this particular aircraft is required?

**No**

**Yes**

## Operations in excess of its certificated maximum take-off weight (MTOW)

**46** Are operations for the purpose(s) selected in question 5 in excess of the aircraft certificated MTOW?

**No** → **Go to 49**

**Yes** → **Go to 47**

**47** Does the aircraft exceed 110% of its MTOW?

**No**

**Yes**

**48** Are the certificated Centre of Gravity (CG) limits exceeded?

**No**

**Yes**

**49** Does the aircraft have a current Maintenance Release (MR)?

**No** → **Go to 51**

**Yes** → **Go to 50**

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**50** Are there any conditions or endorsements on the MR that may necessitate an evaluation of the structural integrity?

**No**

**Yes**

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**51** Are there any modifications to the certificated design that already approve an increase to the MTOW?

**No**

**Yes**

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**52** Have fuel carrying facilities or additional fuel systems been installed for the purposes of a ferry flight?

**No**

**Yes**

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**53** Has additional navigational equipment been installed for the purposes of a ferry flight?

**No**

**Yes**

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## **Application checklist**

**54** If you are attaching requested or additional information to this form, please describe what you are attaching.

*This area has been intentionally left blank*

**55 I declare:**

- All statements in this notice 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.
- I have used my best efforts to identify all Commonwealth, state and territory environmental protection legislation that governs the aviation-related activities I will be engaging in under the authorisation for which I am applying. I recognise and understand these obligations and will endeavour in good faith to comply with the applicable requirements specified in that legislation.

**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)

/ /

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**Role authority**

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

Self

Director

Agent

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.

 **Attach authority**

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**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)