



These guidelines are designed to assist you to complete the form and the application process for the Significant and Non-Significant changes to a **Part 147 Certificate** approval of the Civil Aviation Safety Regulations 1998 ([CASR Part 147.010](#)).

Such changes will include:

#### Significant

- A change to the organisation's name
- A change to the location of the organisation's maintenance training facility, including the addition of a new maintenance training facility
- A change in the personnel holding the position of accountable manager in the organisation ([Form 4](#) required to be submitted)
- A change in the personnel holding any of the positions of responsible manager in the organisation ([Form 4](#) required to be submitted)
- A change to a course or a course plan provided by the organisation, other than a change resulting from a change to Appendix I, II, III or IV to the Part 66 Manual of Standards
- A change to the organisation's quality management system, other than a change involving the taking of any necessary corrective action under the feedback system
- A change to the organisation's facilities, personnel, record management system, instructional equipment, maintenance training material or procedures that could adversely affect the organisation's ability to provide the maintenance training that it is approved to provide

It is important that you carefully read this document and the supporting information provided in relevant Acceptable Means of Compliance, Manual of Standards, Guidance Material or Advisory Circulars issued by CASA, as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times.

### About this application form and the application process

The completion of this application form is the first step in the application process.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. **Applicants can complete the PDF version of this application form electronically, however, the application form will need to be printed, signed and submitted to CASA by email (scanned) or post.**

Should you wish to formally proceed with your application, you will need to pay the cost estimate and send additional supporting documentation with your payment.



**Note:** CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with (CASR 11.055(1B)).

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**Form 547**

Form 547 is the form approved by CASA for all applications related to **Part 147 Certificate approvals**.

This Application Form, once filled out correctly, along with all satisfactory documentation and evidence required to support the application, addresses the requirements of the legislative provision/s.

The form is made up of four (4) parts:

<b>Part A</b> – Details of Applicant	Completion of all parts is required.
<b>Part B</b> – Application Type	
<b>Part C</b> – Submission Checklist	
<b>Part D</b> – Applicant's Declaration	

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**Estimate of Costs**

CASA is required by law to charge for the hours it has spent assessing your application.

A CASA estimate is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and Manual of Standards (MOS) applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The estimate of costs will outline the payment we require before we can start the assessment of your application.

Before your application can be processed, you must:

- pay the initial payment in accordance with the estimate
  - If the estimate is less than \$8,000, then the full payment in advance is required.
  - If the estimate exceeds \$8,000, the minimum initial payment required is \$8,000, or 50% of the total estimated cost, whichever is greater.
  - Foreign operators are required to pay in full in advance
- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you.

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**Estimate valid for 30 days**

The estimate is valid for 30 days from the date the estimate is sent. If we have not received your payment and any supporting documents required within 30 days, your job may be closed and your application returned to you.

Where payment of the estimate is made outside the 30-day limit, CASA will review the estimate to ensure its continued validity.

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**Payment methods**

CASA's preferred methods of payment are credit card (Visa or Master card) or Electronic Fund Transfer (EFT)

For EFT payments,

- CASA bank details are provided in your Estimate letter; or
- Contact CSC on 131 757

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## Assessment completion timeframes

The assessment timeframes and the proposed certificate issue date are dependent, as applicable, on the following:

- Payment of the estimate or deposit
- Quality of your documentation
- Availability of your personnel during the assessment
- Availability of CASA resources.

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## Our commitment to you

We will advise on:

- Specific requirements and explain the application process to you
- Proposed completion date
- Changes to agreed timings or costs

We will also keep track of your application from the day it is lodged to the day of the certificate issue.

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## Withdrawal of Application

You can withdraw your application in writing at any time however you will be charged for time spent on the assessment of your application up to the date of withdrawal. We will send you an invoice or a refund as applicable.

## Part A – Details of Applicant and Declarations

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### A1 -Details of Applicant

**Please note** that in the guidelines and application form the certificate holder is referred to as the applicant. The name of the applicant given at A1 is the name that appears on the certificate.

In this section, you are required to provide the details of the applicant.

The law requires that the Approval holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- An individual
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory able to own property in their own right;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

If the applicant does not meet the above criteria, the application will not be accepted.

If the applicant is an individual:

- provide the complete name, date of birth, address and contact details and ARN (if you have one).

If the applicant is a company provide:

- the company's name as registered with the Australian Securities and Investments Commission (ASIC), the ACN and ABN and the company's ARN (if your company has one) or
- its' Certificate of Incorporation or registration.

If the company is NOT Australian registered, provide:

- details of where the company was formed or incorporated, its Australian Registered Body Number (ARBN) or a certified copy of its' Certificate of Incorporation or registration , and the company's ARN (if the company has been issued with one).



**Note:** Once the Approval has been issued, changes to any entity listed on the Certificate are required to be submitted to the Maintenance Personnel Licencing Services Team (MPLST). Contact MPLST for further information.

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### **Australian Company Number (ACN)**

Under the Corporations Act 2001, every company in Australia has been issued with a unique, nine-digit number, an Australian Company Number (ACN), which must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business. New companies are issued with numbers by ASIC upon registration. (Source: [www.asic.gov.au](http://www.asic.gov.au)- 16 March 2003)

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### **Australian Registered Body Number (ARBN)**

Australian Registered Body Number (ARBNs) is the number issued to eligible Australian bodies and foreign companies. The ARBN is a unique identifier and no two bodies can have the same ARBN. (Source: [www.asic.gov.au](http://www.asic.gov.au)- 16 March 2003)

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### **Aviation Reference Number (ARN), if previously allocated**

An ARN or Aviation Reference Number is a CASA issued number. It is a reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

## **Part B – Application Type**

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### **B4 – Proposed Course Details**

Clearly identify whether the application is for a Category and aircraft type.

### **B6 – Details of Change**

Clearly identify the changes required. Include a list of the Exposition pages that have changed and provide a revised Exposition for assessment.

## **Part C – Submission Checklist**

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The submission checklist identifies the evidence you are required to complete and submit with this form.

## Part D – Applicant’s Declaration

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By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification and accept the terms and conditions for processing your application and agree to the publication of your approval details on the CASA website.

This application must be signed by the applicant/s or an agent appointed by a Power of Attorney (refer A2 – *Use of an Agent*).

## Submitting your application form

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Submit your application to CASA's Maintenance Personnel Licencing Services Team by email, or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email: [Part147.MTO@casa.gov.au](mailto:Part147.MTO@casa.gov.au) [mailto:](#)

By post: Maintenance Personnel Licencing Services Team  
Civil Aviation Safety Authority  
GPO Box 2005  
Canberra ACT 2601

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