Australian Government
Civil Aviation Safety Authority

Application

Remotely Piloted Aircraft (RPA) Flight Authorisation

Initial issue/variation/renewal

CASR Part 101

This form is now available online

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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 rpas.pac@casa.gov.au

Purpose of this form

Use this form if you intend to apply for one of the following Remotely Piloted Aircraft (RPA) Flight Authorisations:

RPA Approvals (CASR 101.030)

- Above 400ft AGL in controlled airspace
- Above 400ft AGL in non-controlled airspace
- Operations within 3NM of a controlled aerodrome (excluding military controlled aerodromes)
- Operate above 400ft AGL within 3NM of a controlled aerodrome
- Operate over a movement area of a controlled aerodrome
- Operate over the approach or departure path of a runway of a controlled aerodrome (excluding military controlled aerodromes)
- Operate in the no-fly zone of a non-controlled aerodrome or HLS during a relevant event

RPA Permissions (CASR 101.065)

- Operate in restricted airspace R407AB

Who is this form for?

This form is for RPA Operator's Certificate (ReOC) holders who wish to apply for specific flight authorisations listed above. The Chief Remote Pilot should submit this form on behalf of the ReOC holder.

If you are intending to take part in the Automated Airspace Authorisations Trial (AAAT), **you are not required to apply for an authorisation on this form**.

The AAAT process allows for approval of certain operations within a 3 nautical mile radius of an Airservices Australia controlled aerodrome without a CASA assessment.

For more information, go to the AAAT page on the CASA website.

Information needed to complete this form

Applicants should review the relevant *Civil Aviation Safety Regulations 1998* (CASR) Part 101 Regulations Manual of Standards and AC101-01 before completing this application. Applicants must complete and submit the relevant parts of this form required for their proposed operations (ie. initial issue, variation or renewal).

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will review the application and may ask for additional information.

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.

Once a complete application is received, CASA will calculate and send you an estimate of the cost to process your application.

Should you wish to proceed, you will need to pay the estimate and send any requested documents to the RPAS Team.

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

ReOC number

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 (Chief Remote Pilot, Agent, Secretary)

Phone number

Email address

4 What are you **applying** for (select one)?

Initial issue ☐ ➡ **Go to 5**

Variation ☐ ➡ **Go to 20**

Renewal with no change ☐ ➡ **Go to 24**

Flight authorisation

5 What are you **applying** for (select all that apply)?

- ☐ Above 400ft AGL in controlled airspace
- ☐ Above 400ft AGL in non-controlled airspace
- ☐ Within 3NM of a controlled aerodrome (excluding military controlled aerodromes)
- ☐ Above 400ft AGL within 3NM of a controlled aerodrome
- ☐ Operate over a movement area of a controlled aerodrome
- ☐ Operate over the approach or departure path of a runway of a controlled aerodrome (excluding military controlled aerodromes)
- ☐ Operate in the no-fly zone of a non-controlled aerodrome or HLS during a relevant event
- ☐ Operate in Sydney Harbour Restricted Airspace (R407)

RPA Operational Details

6 Provide an outline of the purpose of your planned operation

Attach additional pages if required

7 What are the proposed dates and times of your operations?

Completion of the start date of your operations is **mandatory**. The end date of your operations must be prior to, or align with the expiry date on your ReOC. If your operations will be time limited, enter the daily proposed start and end times (in local time).

Start date (DD/MM/YYYY) / /

End date (DD/MM/YYYY) / /

Daily start time (HH/MM) (local)

Daily end time (HH/MM) (local)

Attach additional pages if required

8 What is the proposed maximum height (AGL) or altitude (AMSL) in feet (ft) required?

Feet AGL

Feet AMSL

9 Are you operating within 100 metres (m) and below a natural or built structure?

No ☐

Yes ☐

10 What equipment is used to measure altitude/height?

11 Provide a list of boundary coordinates for the area of operation or a centre point coordinate and the radius required in metres

Coordinate format must be listed in degrees, minutes, seconds rounded to the nearest whole number e.g. 303409S, 1395601E

Submission of KMZ/KML files containing the coordinates list is acceptable

Attach additional pages if required (KMZ/KML file)

12 Does the operation involve the carriage of Dangerous Goods?

No ☐ ➡ **Go to 14**

Yes ☐ ➡ **Go to 13**

13 What are the details of the Dangerous Goods to be carried?

Attach additional pages if required

14 Will your proposed operations include conducting operations over or near people (OONP)??

If you are applying for an approval to conduct operations over or near people, refer to the CASA website for more information.

No ☐ ➡ **Go to 17**

Yes ☐ ➡ **Go to 15**

15 Do you have a current approval under CASR 101.245 to conduct operations over or near people?

No ☐ ➡ **Go to 17**

Yes ☐ ➡ **Go to 16**

16 Provide the instrument number of your CASR 101.245 approval

Agencies and landowners

17 Will any agencies/landowners be impacted by the operation?

No ☐ ➡ **Go to 20**

Yes ☐ ➡ **Go to 18**

18 What are the agency/landowner details?

Full name

Phone number

Email address

Attach additional pages if required

19 Has agreement been obtained from the agencies/landowners?

No ☐ Further evidence may be required

Yes ☐ Attach evidence of agreement

Attach evidence if required

RPA types to be operated

20 What type and category of RPA are you applying for to conduct your operations?

If applying for a variation to add RPA(s), review your current instrument and only list RPA categories and type/s that are not already approved, or in a heavier weight class.

RPA category	RPA manufacturer, make and model	Maximum gross weight

Attach additional pages if required

Variation to authorisation

21 Are you requesting a variation to, or removal of scope from an existing flight authorisation?

No ☐ ➡ **Go to 24**

Yes ☐ ➡ **Go to 22**

22 What is the instrument number of the flight authorisation you are varying?

23 Provide a summary of the variation or removal requested

Add specific details of what is to be varied on, or removed from your approval (eg. list removal of RPA types, changes to areas or operations, proposed operating height)

Attach additional pages if required

Renewal of authorisation

24 Are you requesting renewal of an existing flight authorisation?

No ☐ ➡ **Go to 27**

Yes ☐ ➡ **Go to 25**

25 What is the instrument number of the flight authorisation you are renewing?

26 What are the proposed dates and times of your operations for your renewed instrument?

Completion of the start date of your operations is **mandatory**. The end date of your operations must be prior to, or align with the expiry date on your ReOC. If your operations will be time limited, enter the daily proposed start and end times (in local time).

Start date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

Daily start time (HH/MM) (local)

Daily end time (HH/MM) (local)

Attach additional pages if required

Application checklist

27 Select all that apply:

- ☐ Updated RPAS operations manual is attached
- ☐ Updated RPAS operational procedure (library) is attached
- ☐ Risk assessment is attached
- ☐ Job safety assessment (site hazards) is attached
- ☐ Aeronautical radio qualifications is attached
- ☐ Map(s) of the operational area is attached (KMZ/KML file)
- ☐ Flight plan is attached
- ☐ Other – additional supporting documentation submitted. If other, please specify documentation provided:

This area has been intentionally left blank

Declaration

28 **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.
- 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.
- 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 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)

/ /

Role authority

29 In what capacity are you making this declaration?

- ☐ Chief Remote Pilot
- ☐ CEO
- ☐ Responsible Manager
- ☐ 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 agent declaration or authority

Submitting this form to CASA

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