Australian Government
Civil Aviation Safety Authority

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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 rpas.pac@casa.gov.au.

Purpose of this form

Use this form to apply to CASA for the initial issue, renewal, or variation (significant change) of a remotely piloted aircraft operator's certificate (ReOC) under the *Civil Aviation Safety Regulations 1998* (CASR).

Who is this form for?

This form is for individuals and organisations to apply for:

- Initial issue of a ReOC to fly remotely piloted aircraft (RPA) commercially,
- renewal or,
- the following significant changes:
  - variation to an existing ReOC or,
  - change to nominated personnel (Chief Remote Pilot, Maintenance Controller, Chief Executive Officer or Chief RePL Instructor).

If you are **only** applying for significant or non-significant changes to your documented practices and procedures, use the RPA Operator's Certificate (ReOC) - Significant Change approval and/or Notification of Non-Significant Changes application form.

Information needed to complete this form

Applicants should review the relevant CASR Part 101 Regulations and Manual of Standards before completing this application.

After receiving a completed application form, CASA may contact you if any additional supporting documentation is required. If the changes requested are contrary to your declaration of changes, CASA will provide feedback and you may be required to submit an amended application form.

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

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 **legal entity** details to be displayed on the ReOC?

> Your contact details must be current. Update contact details via <u>changing your details</u>.

Legal entity/full name

ARN

ReOC number (if applicable)

Phone number

Email address

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

No ➡ **Go to 3**

Yes ➡ **Go to 4**

Contact person

3 Who will be the main **contact person** for this application?

> 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

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

Initial issue ➡ **Go to 5**

Variation ➡ **Go to 5**

Renewal with change ➡ **Go to 5**

Renewal with no change ➡ **Go to 31**

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5 Do you want to add or remove a **registered business name** to/from your ReOC?

> You can request a registered business name to be included on your ReOC. The name must meet the following criteria, otherwise the certificate will be issued with only the name provided in question 1:
> - Its registration must be current at the time of issue of the ReOC; and
> - It must be registered only under the name of the proposed ReOC holder (as proprietor) at the time of issue of the ReOC.

No ➡ **Go to 7**

Add new ➡ **Go to 6**

Remove existing ➡ **Go to 6**

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6 What is the **registered business name** to be added or removed?

Business name

📎 Provide additional pages if required

Nominated personnel details

> If applying for a variation to your ReOC that **does not require** changes to your nominated personnel, **Go to question 27**.

7 What are the details of the nominated **CEO/Responsible Manager** for the purposes of a ReOC?

Full name

ARN

Phone number

Email address

Relevant management experience (if any)

📎 Provide additional pages if required

8 What are the details of the nominated **Chief Remote Pilot**?

Full name

ARN

Phone number

Email address

9 How did the Chief Remote Pilot obtain their initial Remote Pilot Licence (RePL) / Controller Certificate (select one)?

PPL Theory

RePL Training

RePL Training organisation name

10 Provide details of the Chief Remote Pilot's RPA history and experience, including total RPA flying time, RPAs operated and relevant qualifications

⬩ Provide additional pages if required

11 Is the Chief Remote Pilot also a Chief Remote Pilot or Chief RePL Instructor for other ReOC holders?

No ➡ **Go to 12**

Yes Provide details that support the Chief RePL Instructor's ability to fulfil the duties and responsibilities for positions held within other ReOCs. Detail any relevant qualification or experience

⬩ Provide additional pages if required

12 What are the details of the nominated **Maintenance Controller**?

Full name

ARN

Phone number

Email address

13 What are the details of the nominated **Chief RePL Instructor**?

If you are not applying for RePL training, **Go to question 19**

Full name

ARN

Phone number

Email address

14 Does the Chief RePL instructor have or hold a RePL for each type of RPA for which the organisation conducts training?

No

Yes

15 Does the Chief RePL Instructor have or hold a pilot instructor rating, Certificate IV in Training & Assessment or tertiary level qualification in teaching or similar?

No

Yes

Provide details of qualifications

⬩ Provide additional pages if required

16 Does the Chief RePL instructor have 20 hours of non-training operational experience in RPA operations, for an ReOC holder, for each category of RPA for which practical competencies are to be delivered?

Only required if the Chief RePL Instructor also provides practical instruction as an instructor. Select **Not Applicable** if this does not apply to your operations.

No

Yes

Not applicable

17 If you have answered **No** to **any** of questions **14 to 16**, provide details of the Chief RePL Instructor's intent and timeframes to obtain the qualifications/requirements.

⊘ Provide additional pages if required

18 Is the Chief RePL Instructor also a Chief Remote Pilot or Chief RePL Instructor for other ReOC holders?

No ➡ **Go to 19**

Yes Provide clear details of the Chief RePL Instructor's process for fulfilling the duties of multiple roles, any relevant qualifications or experience and information about positions held within other ReOCs

⊘ Provide additional pages if required

Nominated Personnel History

19 Has any action been taken against you or any of your nominated personnel; or is any action in the process of being taken against you or any of your nominated personnel; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

No

Yes

20 Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (e.g.. pilot licence, pilot certificate, driver's licence, boating licence)?

No

Yes

21 Do you or any of your nominated personnel 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

22 Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

No

Yes

23 If you or any of your nominated personnel answered **Yes** to **any** of questions **19** to **22** 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

⊘ Provide additional pages if required

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24 Have you or any of your nominated personnel been subject to regulatory action by CASA or a foreign regulatory authority in the last 10 years?

No ➡ **Go to 27**

Yes

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25 Have you or any of your nominated personnel had a ReOC (or equivalent) suspended or cancelled?

No

Yes

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26 What are the details of the regulatory action taken against you?

Type of action

Type of authorisation action taken against you

Date the action was taken (DD/MM/YYYY)

/   /

📎   Provide additional pages if required

This area has been intentionally left blank

Proposed aerial work operations

27 What type and category of RPA are you applying for to conduct aerial work operations?

List each category (aeroplane, helicopter, multirotor, powered-lift, airship), manufacturer make and model and maximum gross weight/capacity of RPA to be operated.

NOTE: Micro RPA (<250 g) cannot be listed. For more information on micro RPA visit: Plain English guide for Micro and Excluded RPA operations | Civil Aviation Safety Authority (casa.gov.au)

Add	Remove	RPA Category	RPA Manufacturer make and model	Maximum Gross Weight

Provide additional pages if required

28 Are you applying for RePL training?

No ➡ **Go to 30**

Yes ➡ **Go to 29**

Proposed RePL training

29 What type of RePL training are you applying for?

Review the Part 101 MOS and AC101-01 Annex A prior to applying.

If you are applying to add RePL training for the first time or adding medium (between 25kg and 150kg) or large (more than 150kg) RPA to your RePL training activities and you have not consulted with CASA, complete this webform and do not submit this application.

Guidance on 'types of courses'

- **Initial** – this course is provided to students who do not hold a RePL.
- **Upgrade (same category)** – this course is provided to existing RePL holders applying to upgrade their RePL RPA category to a higher weight class e.g. from multirotor up to 7kg to multirotor up to 25kg.
- **Upgrade (different category)** – this course is provided to existing RePL holders applying to add a new RPA category to their RePL e.g. RePL holder currently has multirotor up to 25kg and is applying to add aeroplane (up to 7kg, up to 25kg, between 25-150kg, or greater than 150kg).

Add	Remove	Type of course (select one for each row)	RPA category (select only one for each row)	RPA weight class (select all that apply for each row)	RPA manufacturer make and model (list all training RPAs within the RPA category and weight class)	Complexity (select all that apply for each row)
		Initial Upgrade (same category) Upgrade (different category)	Multirotor Helicopter Powered-lift Aeroplane	up to 7kg up to 25kg between 25kg-150kg more than150kg		Automated and manual Automated only Liquid fuel
		Initial Upgrade (same category) Upgrade (different category)	Multirotor Helicopter Powered-lift Aeroplane	up to 7kg up to 25kg between 25kg-150kg more than150kg		Automated and manual Automated only Liquid fuel
		Initial Upgrade (same category) Upgrade (different category)	Multirotor Helicopter Powered-lift Aeroplane	up to 7kg up to 25kg between 25kg-150kg more than150kg		Automated and manual Automated only Liquid fuel

Add	Remove	Type of course (select one for each row)	RPA category (select only one for each row)	RPA weight class (select all that apply for each row)	RPA manufacturer make and model (list all training RPAs within the RPA category and weight class)	Complexity (select all that apply for each row)
		Initial Upgrade (same category) Upgrade (different category)	Multirotor Helicopter Powered-lift Aeroplane	up to 7kg up to 25kg between 25kg-150kg more than150kg		Automated and manual Automated only Liquid fuel
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Provide additional pages if required

Application checklist

30 Select all that apply:

> Contact CASA at rpas.pac@casa.gov.au for a sharefile to upload multiple or large documents.
>
> For more information on the RePL training documents required, refer to AC101-01 Annex A for guidance prior to submission.

Operations manual (including or excluding RePL training documented practices and procedures, syllabus and curriculum for each course)

RPAS Operational Procedures (Library) for operating less than 150kg (if applicable)

Theoretical lesson content

Theoretical lesson plans

Theoretical lesson instructor notes

Theory examinations including knowledge deficiency mapping

Practical lesson plans

Practical lesson instructor notes

Practical worksheets (formative)

Flight test sheets (summative)

Instructor handbook

Student handbook

Safety case (medium and large RePL training only)

Other – additional supporting documentation submitted.

If other, please specify documentation provided:

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✎ Declaration

31 **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

32 In what capacity are you making this declaration?

CEO

Responsible Manager

Agent appointed by a Power of Attorney

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.

🔗 Provide 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