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Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to regservices@casa.gov.au.

Purpose of this form

Use this form to notify CASA of non-significant changes, and seek approval for significant changes to a Subpart 42.G organisation.

Who is this form for?

This form is for an individual or organisation in relation to changes that **do not** require the reissue of the approval certificate.

Such changes include:

- Change of Nominated Personnel [Nominated Personnel Approval \(Form 004\)](#) required to be submitted
- Change of Organisational Structure
- Change of Postal address and/or contact details
- Other changes to the exposition or related manuals or procedures that do not maintain or improve aviation safety

Information needed to complete this form

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. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application can occur.

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

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?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Approval Certificate Number (variation only)

Phone number

Email address

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

No

Yes

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

4 What is the **main location** you are operating from?

Reference to the name of a facility (eg Smith Aero's Hangar) is not acceptable. You must provide address details such as those recorded on the property's rates notice.

Unit/Number

Street Name

Suburb

State/Province

Postcode

Country (if not Australia)

 Attach additional pages for other locations

Details of change

5 What are you notifying or applying for (select one)?

Significant changes will receive an estimate of costs
Non-significant changes notification is not chargeable

Significant change

Non-significant change

This area has been intentionally left blank

6 What are the details of the change?

Include a list of the Exposition/Operations Manual pages that have changed.

 Attach additional pages if required

7 Has the exposition been submitted in the Manual Authorising and Assessment Tool (MAAT)?

No

Yes

Application checklist

8 Select all that apply:

Nominated Personnel Approval (Form 004) is attached

Exposition and/or Exposition Amendments is attached

Supplementary pages outlining additional locations is attached

If other please specify

This area has been intentionally left blank

Declaration

9 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 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

10 In what capacity are you making this declaration?

Self

Accountable Manager

Agent

Executor

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 or 3.

 Provide authority

Submitting this form to CASA



By email – attach this form and all supporting documents. Send them to regservices@casa.gov.au