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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 [cns.atm@casa.gov.au](mailto:cns.atm@casa.gov.au).

## Purpose of this form

Use this form to apply to CASA for an initial issue, renewal or change to an approval to provide services under Part 171 of the *Civil Aviation Safety Regulations 1998* (CASR). Applications for renewal and renewal with change must be submitted **at least 90 days prior** to the existing expiry date.

For this form, the terminology variation and change are interchangeable.

## Who is this form for?

This form is for eligible persons as described in Subpart 171B of CASR – Approval of service providers, when applying to provide or change services.

## Information needed to complete this form

Information required to complete this form can be found in CASR 171.020 (2) and (3).

Applicants for initial or to renew a CASA approval need to include:

- a copy of their (proposed) Operations Manual
- organisation chart
- differences to ICAO Annexes 10, 11 and 14
- non-compliances with Part 171 of the CASR.

Applicants for a variation to an approval (change) need to include:

- additional Part 171 Operations Manual, and/or
- additional Part 171 service changes.

Applicants for a renewal with variation (change) need to include all relevant documents stated above.

Upon submission of this application, CASA will provide the applicant with a fee estimate for the regulatory service prior to the processing of this application.

The estimate of costs will outline the payment required before CASA can start the assessment of the application (unless the applicant holds an account with CASA).

## 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

## Contact person

### 2 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 (e.g. CEO, Agent, Secretary)

Phone number

Email address

## Key personnel

### 3 Who are your **key personnel**?

Full name	Position	Postal address	Phone number

 Attach additional key personnel details if required.

## Part 171 certificate

- 4** What are you **applying** for (select one)?
- Initial issue → **Go to 5**
  - Renew only/with change → **Go to 6**
  - Change only → **Go to 7**

- 5** What is your preferred commencement date of effect?
- Date (DD/MM/YYYY)
- / /

- 6** Does your application include a request for change?
- No** → **Go to 10**
  - Yes** → **Go to 7**

- 7** Does your application include changes to authorised Part 171 services?
- No** → **Go to 10**
  - Yes** → **Go to 8**

## Part 171 service changes

- 8** What is your preferred date of effect for your Part 171 service changes?
- Date (DD/MM/YYYY)
- / /

- 9** What are your proposed Part 171 service changes? Provide details below, a change will require removal of current service change and insertion with proposed service change details.

Action	System	Location	Service delivery description	Daily hours of service
Insert Remove				

 Attach additional proposed Part 171 service changes, if required

 Attach the safety work that supports your proposed service changes

## Non-compliance details

**10** What are your **current non-compliances** with Part 171 of CASR? Provide details below

CASR reference	Details of non-compliance	Reason for non-compliance

 Attach additional current non-compliances with Part 171 of CASR, if required

**11** What are your **current differences** with ICAO Annexes 10, 11 and 14? Provide details below

ICAO Annex reference	Details of difference	Reason for difference

 Attach additional current differences with ICAO Annexes 10, 11 and 14, if required

## Other changes

**12** Do other details on the approval require change?

**No** → [Go to 13](#)

**Yes** Provide details below

For example: Authorisation Holder, Principle contact

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## Application checklist

**13** Select/specify attachments:

Declaration authority, if applicable

Operations manual

Organisation chart

Current non-compliances with Part 171 of CASR

Differences to ICAO Annexes 10, 11 and 14

Additional Part 171 service changes, if required

Safety work that supports your service changes, if applicable

Additional documents, listed below:

*This area has been intentionally left blank*

**14 I declare:**

- All statements in this notice are true and correct.
- I acknowledge by providing my details below and submitting this application:
- This satisfies the requirement for me to sign 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

Date (DD/MM/YYYY)

/ /

**Role authority**

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

- Self
- CEO
- 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

**Submitting this form to CASA**

 By email – send this form with all supporting documents attached to [cns.atm@casa.gov.au](mailto:cns.atm@casa.gov.au)