Australian Government
Civil Aviation Safety Authority

Application

Certificate of Validation (CoV) on the basis of overseas balloon licence qualifications

CAR 5.27 – 5.33

This form is now available online

Use myCASA for reliable and secure form submissions and payments.

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 applications@casa.gov.au.

Purpose of this form

Use this form to apply for a CoV for a balloon licence on the basis of overseas civil qualifications.

Who is this form for?

This form is for overseas balloon licence holders who require a short term authorisation.

Information needed to complete this form

Authorisations resulting from this application are valid for a period of up to 3 months. It is tailored to the specific operation(s) undertaken. You must provide detailed information about why the CoV is required.

An application for a CoV may take up to 28 days to process. Please submit the application well in advance of when you require the CoV but no longer than 3 months ahead of when you require the CoV.

You must hold or have applied for an Aviation Security Identification Card (ASIC) or Aviation Identification (AVID).

You must possess a knowledge of the English language that is sufficient to enable you to safely exercise the authority given by this CoV. CASA will be satisfied you possess satisfactory knowledge if you hold a minimum of a Level 4 ICAO English Language Proficiency (ELP) standard.

Certified true copies of logbook pages of the last 3 months or last 3 full page openings (whichever is the lesser) of your current logbook must be attached to this application.

Evidence of balloon class/size endorsements should also be included, if applicable. If further evidence is required by CASA, you will be notified.

You are not required to satisfy the Australian aeronautical experience requirements if you hold the equivalent or higher class of foreign licence.

If CASA does not have a photo of the licence holder that is less than 10 years old, they must submit Lodgement of current photo with CASA Form 61-9PIC Lodgement of current photo 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?

Contact details must be current. Update contact details via changing your details.

Full name

ARN

Phone number

Email address

Qualification details

2 What are the qualification details?

Country of issue

Licence type

Number

Date of expiry of licence (if applicable) (DD/MM/YYYY)

/ /

Date of expiry of medical (minimum Class 2) (DD/MM/YYYY)

/ /

3 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

No ☐ ➡ **Go to 4**

Yes ☐ Attach a certified copy ➡ **Go to 5**

Provide certified copy

4 Have you applied for an ASIC/AVID application form?

No ☐ You cannot submit this application until you have applied for an ASIC/AVID

Yes ☐ Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC ➡ **Go to 5**

5 What are the current ratings details?

☐ Instructor

☐ Examiner

☐ Night

☐ Class/size endorsement

Refer CAR 5.01 Table 5.01

6 What are the Flight Radio Operator Licence (FROL) details?

You cannot be issued a CoV without a FROL.

Separate FROL ☐ ➡ **Go to 7**

Endorsed on foreign licence ☐ ➡ **Go to 7**

No FROL ☐

7 What are the licence details?

Number

Date of expiry (if applicable) (DD/MM/YYYY)

/ /

8 Do you have any restrictions (medical or operational) on your licenses?

No ☐ ➡ **Go to 10**

Yes ☐ ➡ **Go to 9**

9 Provide details of any restrictions (medical or operational) on your licenses

Commercial operation - employer in Australia

10 What are the **commercial operation** details?

Contact details must be current. Update contact details via changing your details.

Legal entity/full name

ARN

10 continued

Phone number

Email address

Reasons for requiring CoV

11 What is type of operation?

This is a short term authorisation, valid for a period of up to three months. It is tailored to the specific operation(s) undertaken. Please provide reasons why the CoV is required.

- ☐ Balloon transport
- ☐ Flight instruction
- ☐ Specialised balloon operation

12 What are the operation details?

Start date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

Class/size of balloons to be flown

Details of operation

13 Have you completed an ELP assessment?
Refer to CAR 5.27 (2)(b)

- **Yes** ☐ I have completed an ICAO level 4, or higher, ELP assessment and the record is on my foreign licence
- **Yes** ☐ I have previously completed an Australian ICAO ELP assessment and the assessment report was submitted to CASA (Flight Crew Licensing)
- **Yes** ☐ I have completed an Australian ICAO ELP assessment

Provide assessment

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

- ☐ **No**
- ☐ **Yes**

15 Have you ever been refused the issue of a transport related licence or certificate (e.g.. pilot licence, pilot certificate, drivers licence, boating licence)?

- ☐ **No**
- ☐ **Yes**

16 Do you 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**

17 Is suspension or cancellation action pending in relation to any aviation licence you hold?

- ☐ **No**
- ☐ **Yes**

18 If you answered **yes** to any of **questions 14 to 17** above, you must provide details.

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

This area has been intentionally left blank

Declaration

19 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.
- 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 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)

/ /

Submitting this form to CASA

Choose one option only

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

By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601

Continue to payment page

ARN

Payment authorisation

20 Application fees

☐ Issue of a Certificate of Validation (Commercial Operations) – processing and consideration

Fee Code: 5.10.....**$200**

Total:

21 Payment options

OPTION 1 Online payment

Make a secure payment online

Online payments are more secure and also enable CASA to process your request faster.
To make a payment go to Secure payment gateway.
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

☐ Mastercard ☐ Visa Total $

Card number

Expiry (MM/YY) /

Cardholder name

Signature

Date (DD/MM/YYYY) / /

Receipt options ☐ Applicant **or** ☐ Third party (provide details below)

Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number