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Purpose of this form

Use this form to apply for an exemption from, or variation of, requirements of a prescribed regulation or in a related document for an aircraft or aeronautical product maintained under the Civil Aviation Regulations 1988 (CAR).

Refer to CAR 42ZQ for prescribed regulations and related documentation.

Application form CASA-04-6209 should be used for Time Between Overhaul (TBO) extension of an Aircraft Piston Engine or a Piston Engine Propeller.

Application for an aircraft where the Continuing Airworthiness is managed under CASR Part 42 should be made on form 42-02.

Who is this form for?

This form is for the registered operator of the aircraft or nominated agent. If the person making the application is not the registered operator, the application must be accompanied by a letter demonstrating the applicant has the authority of the registered operator.

Information needed to complete this form

You will need to support this application with technical information and associated supporting documentation to demonstrate why an exemption from, or variation of, requirement should be considered. A No Technical Objection (NTO) letter from the aircraft manufacturer/ State of design National Airworthiness Authority (NAA) may assist with any application. Ref AWB 00-024 for CASA NTO policy.

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 **Registered Operator** details?

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

Legal entity/full name

ARN

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 (Agent, Secretary)

Phone number

Email address

4 What are you applying for (select one)?

Exemption from a prescribed regulation or related document

Variation from a prescribed regulation or related document

5 With reference to CAR 42ZQ:

Which **prescribed regulation(s)** does this application relate to?

Which **related document(s)** does this application relate to?

Provide details of the exemption/variation being requested?

6 Does the aircraft/aeronautical product have any conflicting components or accessory supplemental type certificate (STC) or modification?

No

Yes If yes, provide details

Aircraft details

7 What are the **aircraft registration** details?

Registration mark (VH-)

Manufacturer

Model

Serial number

 Provide additional pages if required

Aeronautical product details

8 What are the Aeronautical Product details?

Name

Manufacturer

Part number

Serial number

Aircraft position (e.g. left/right)

9 What is the reason for this application?

Provide justification and attach supporting documents requested in the applicant checklist.

10 Has the type certificate holder provided a technical justification for this exemption/ variation?

No

Yes Provide a copy

 Provide copy if required

Application checklist

11 Please provide the following documentation where relevant:

Detail of the requested exemption/variation and how it applies to **what** maintenance is required.

Detail of the requested/variation and how it applies to **when** maintenance is required.

Detail of the requested exemption/variation and how it applies to **how** maintenance is performed.

Detail of when maintenance is to be carried out.

Documentation that demonstrates the aircraft manufactures AND aeronautical product published requirement, that this exemption/variation request relates.

Aircraft/Engine/Propeller Logbook and aircraft maintenance release documentation for related maintenance history.

Detail of any penalty/preventative/additional maintenance performed or planned to be performed as a consequence of this application.

Bulk strip inspection results and release documentation.

Detail of any significant defects, accidents or events for the particular aircraft/aeronautical product.

Details of aircraft/aeronautical product operational history and utilisation.

Aircraft forecasted utilisation during the exemption/variation period

Primary aircraft location.

12 I declare:

- All statements in this application 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](#).

- 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


13 In what capacity are you making this declaration?

- Self
- Director
- 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.

 Provide authority if required

Submitting this form to CASA

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