



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 apply for a standard exemption in accordance with Division 11.F.1 of CASR. A standard exemption is an exemption not issued in exceptional circumstances.

Who is this form for?

This application form is for individuals or organisations who wish to apply for the initial issue of a standard exemption or the renewal of a standard exemption.

An application for renewal of an exemption is only considered by CASA to be a renewal where the legislative provision from which the applicant is requesting to be exempted is the same.

Information needed to complete this form

Exemptions are a kind of authorisation under CASR Part 11.

The applicant should review Division 11.F.1 of CASR to understand the requirements placed on exemption applicants and CASA.

The applicant should review the [Advisory Circular](#) on exemptions.

In addition, applicants should review the legislative provisions and guidance material that relates to the rules for which they are seeking an exemption, including any provisions relevant in a Manual of Standards (MOS), a Civil Aviation Order (CAO). They should also read any Acceptable Means of Compliance / Guidance Material (AMC/GM) document for the CASR Part within which the rule is located and any other relevant Advisory Circulars or Civil Aviation Advisory Publications.

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 occurs.

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

CASA will use the currently held contact, ABN and ACN details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

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.

Privacy

CASA is required by CASR 11.225 to publish on the internet, details of any exemption. Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

All exemptions are published by CASA on the [CASA website](#) and will appear on the public Federal Register of Legislative instruments (www.legislation.gov.au)

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

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

ABN/ACN (if applicable)

Contact number

Email address

Contact person

2 What are the **contact person** details?

If you are applying as an individual and not a corporate entity, please complete this question only if you wish to nominate an alternative contact person.

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Agent, Secretary)

Contact number

Email address

3 What are you applying for (select one)?

Initial issue → [Go to 6](#)

Renewal → [Go to 4](#)


Variation → [Go to 16](#)

4 Provide the details of your current exemption to be renewed.

Exemption Instrument No

Exemption instrument title/purpose

5 Provide details of the reasons why the continuation of the exemption is necessary

 **Attach additional pages if required**

6 Are you applying for an exemption in relation to a facility?

No → [Go to 7](#)

Yes Enter the facility address below

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

 **Attach additional pages if adding or removing multiple facility locations**

7 What are the details of the authorisation/s held which is relevant to the application?

Include details of the authorisation which makes the applicant subject to the provision where the exemption is required (e.g. flight crew licence if the provision applies to a pilot in command, or AOC, Aerial Work certificate, or Part 141 certificate if the provision applies to an operator).

Authorisation number

Authorisation type

Other details of the authorisation

8 What are the relevant provisions of CAR, CASR, CAO or MOS from which the exemption is being sought?

CASA may only provide an exemption from compliance with a provision of the CASR, CAR, CAO or MOS. That is, the provision must require you to do something or not do something.

CAR / CASR provision number/s

CAO or MOS provision number/s (if applicable)

9 Are you applying for an exemption relating to aircraft, aeronautical products, materials or services?


No → [Go to 11](#)

Yes → [Go to 10](#)

10 List details of the aircraft, aeronautical product/s, material/s or service/s which will be affected by the exemption.

Details are required of all aircraft, aeronautical products, materials or services including type, model, kind of materials or services, serial number, registration number and any other matter which will be affected by the exemption.

Provide summary of details below

 **Attach additional pages if required**

11 Are you applying for an exemption that will affect a particular kind of operation?

No → [Go to 12](#)

Yes Summarise the kind of operation that will be affected

 **Attach additional pages if required**


12 Provide details of the reasons why the exemption is necessary.

Failure to provide adequate information will result in delays in the processing of this application while CASA seeks further information necessary to consider the application.

 **Attach additional pages if required**

13 Provide details of how an acceptable level of safety will be maintained when operating in accordance with the exemption.

Under most circumstances, the acceptable level of safety is a level equivalent to that established by the regulation and/or subordinate instrument provision.

 **Attach additional pages if required**

14 What is the proposed start date of the exemption?

An application should be made at least 3 months before the requested start date/current expiry date. CASA will only consider an application submitted less than 3 months before the proposed start date/current expiry date under exceptional circumstances.

15 What is the proposed duration of the exemption?

Subregulation 11.230(1) of CASR states that the maximum period of an exemption is 3 years after the exemption commences.

Specify duration in months and/or years

16 Are you applying for a variation to an exemption that is currently in force?

No → [Go to 19](#)

Yes Provide details of exemption to be varied

Exemption Instrument No


Exemption instrument title/purpose

17 Why is continuation of the exemption necessary?

 **Attach additional pages if required**

18 Provide details of how an acceptable level of safety will be maintained when operating in accordance with the exemption or the proposed variation to the exemption.

Under most circumstances, the acceptable level of safety is a level equivalent to that established by the regulation and/or subordinate instrument provision.

 **Attach additional pages if required**

19 What is the proposed expiry date of the exemption?

Subregulation 11.230(1) of CASR states that the maximum period of an exemption is 3 years after the exemption commences.

Applicant Checklist

20 Select all that apply:

If your application requires supporting materials, these materials are attached with my application.

If an initial issue or variation to an exemption, the relevant pages (or extract) of the appropriate manual/s are attached with my application.

If the exemption application requires submission of an Exposition or Operations Manual (or extracts of these documents), the manual has been submitted via MAAT

Other – additional supporting documentation submitted

If other, please specify documentation provided

Declaration

21 I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the civil aviation legislation which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the applicant or contact (as appropriate) for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA is unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name (Applicant or Company Representative)

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, CEO, Head of Flying Operations, Agent under a Power of Attorney

If signing as agent for the CEO, a copy of a Power of Attorney must be provided.

 **Attach Power of Attorney**

Returning your form



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