



## Supporting Documentation

Foreign air operators are required to submit the documents listed below to CASA:

**Assessment of your application will not commence until receipt of All documentation**

1. A current English language copy of the Air Operator's Certificate and Operations Specifications or the equivalent documents issued by the Regulatory Authority of the State of the Operator.
2. Copies of the Certificate of Airworthiness and the Certificate of Registration for the aircraft.
3. A copy of the aircraft noise certificate issued by the State of Registry or manufacture for the aircraft.
4. ETOPS/EROPS approval certificate issued by regulatory authority (if applicable).
5. A copy of the proposed schedule of operations into/over Australia.
6. A certified copy of the company's current Certificate of Incorporation or Registration, or the equivalent document issued by the Registrar of Companies in the country of your principle place of business.
7. Recent medical and licence details of all flight crew.
8. A copy of the Certificate of Insurance for Carriers Liability Insurance in a format that is acceptable to CASA (see sample overleaf).
9. If operating an MCC3 aircraft, a copy of the noise permission issued by Aviation Environment Branch, Department of Infrastructure and Transport. Refer to Noise Standards below

## Additional Requirements

1. **Transport Security Plan.** Operators wishing to conduct international air services must submit a copy of their Transport Security Plan to the Aviation Security Operations Branch, Office of Transport Security, Department of Infrastructure and Transport by email: [national.coordinator@homeaffairs.gov.au](mailto:national.coordinator@homeaffairs.gov.au). Further information is available at: <http://www.infrastructure.gov.au>
2. **Economic Charter Approval.** Operators wishing to conduct international non-scheduled flights or flights that are not permitted by their Australian foreign aircraft AOC may also require approval from the Department of Infrastructure and Transport. Certain standing approvals for these operations are promulgated in the Australian Aeronautical Information Publication, Entry, transit and Departures section (AIP-GEN 1.2). An application form to request approval of a non-scheduled flight is available from the General Manager Aviation Markets, Aviation and Airports Business Division, Department of Infrastructure and Transport. Further information is available at: **Telephone: +61 2 6274 7403 | Email: [internationalairline@infrastructure.gov.au](mailto:internationalairline@infrastructure.gov.au)**
3. **Carriers Liability Insurance.** It is an Australian Government requirement that all operators authorised to carry passengers for hire or reward in Australian territory to hold insurance to cover passenger liability. Contact the International Operations Team at: **Telephone: +61 7 3144 7400 | Email: [international\\_ops@casa.gov.au](mailto:international_ops@casa.gov.au)**
4. **Noise Standards.** Subsonic jet aircraft must be certified as Chapter 3 or Chapter 4. Large marginally noise compliant (MCC3) jet aircraft are prohibited from operating at Sydney, Melbourne, Brisbane, Perth, Adelaide, Hobart, Canberra, Darwin, Cairns, Gold Coast, Newcastle (Williamtown), Essendon and Avalon airports. Operators who wish to operate to these airports must apply to the Department of Infrastructure and Transport for a noise permission. For a full list of potentially affected aircraft types, and application information contact the General Manager, Aviation Environment Branch, Department of Infrastructure and Transport at: **Telephone: +61 2 6274 7009 | Email: [aircraftpermits@infrastructure.gov.au](mailto:aircraftpermits@infrastructure.gov.au)**
5. **Customs and Immigration.** Operators intending to operate a charter service to an airport other than Adelaide, Brisbane, Cairns, Darwin, Melbourne, Perth or Sydney, may need approval from Customs, Immigration, Health and Quarantine authorities. Please note that in most instances, applicants / operators are required to provide 10 working days written notice. For further information contact the National Passenger Processing Committee at: **Telephone: +61 2 6246 1210 | Email: [nppc@abf.gov.au](mailto:nppc@abf.gov.au)**
6. **Slots.** Time slot clearances may also be required. This is particularly important for operations into Sydney (Kingsford Smith) Airport, where a legislated slot scheme is in place. Time slot clearances can be obtained from Airport Coordination Australia at: **Telephone: +61 2 9313 5469 | Email: [slots@airportcoordination.org](mailto:slots@airportcoordination.org)**
7. **Airport Authority.** Although an AOC may approve an operator to enter Australian territory and to land at specified airports, all operators are required to obtain permission from the relevant airport authority (the aerodrome operator) for the use of movement areas, aprons and terminals of both destination and alternate aerodromes. Details of the airport authorities are contained in the Australian Aeronautical Information Publication.



CERTIFICATE OF INSURANCE

CIVIL AVIATION (CARRIERS LIABILITY) ACT 1959 - AUSTRALIA  
(Applicable to Passenger Liability only)

This is to certify that

..... as Insurer via ..... as Insurance Broker

has issued the Policy (ies) covering the risks of liability to passengers to

..... as Air Carrier

effective from (day) (month) (year)  
until (day) (month) (year)

or until (3) days after written notice is received by the Department of Transport.

1. The insurer has issued insurance in compliance with the prescribed requirements referred to in Part IVA subsection 41C(2) of the Commonwealth Civil Aviation (Carriers Liability) Act 1959 (or similar State legislation).
2. The Policy(ies) insure all aircraft operated by the Air Carrier in commercial air service.
3. The Insurer is licensed or approved by a foreign government to issue aircraft insurance policies. To the extent the insurance is not arranged with insurers in the aviation international insurance market, reinsurance is arranged in the aviation international insurance market.
4. Such coverage shall be within the limits of liability in the Policy(ies) and not in addition to or in excess thereof.
5. Such coverage shall continue until cancelled by Insurers or their authorised representative giving the appropriate notice.
6. Unless the Policy(ies) otherwise provides the following exclusions not prohibited by the provision of the said Act shall apply :-
  - 6.1 War Exclusion Clause AVN48B paragraphs (a) and (b) or equivalent clause(s).
  - 6.2 Noise and Pollution and other Perils Clause AVN46B or equivalent clause(s).
  - 6.3 Aviation Radioactive Contamination Exclusion Clause AVN38A or equivalent clause(s).
  - 6.4 Bodily injury to or sickness, disease or death of any employee arising out of and in the course of his/her employment.
7. The coverage for personal injury as required by the said Act to be provided by the Policy(ies) shall be understood to mean bodily injury, sickness, disease, fright, shock or mental anguish including death resulting therefrom.
8. If Insurers are called upon to provide coverage to the insured in compliance with the said Act including the defence and legal costs associated therewith and if by reason of the terms, conditions, limitations and exclusions of the Policy(ies) such coverage would not otherwise have been provided then the insured will reimburse Insurers for such payments made in providing coverage under the said Act.
9. The terms, conditions, limitations and exclusions of the Policy(ies) shall apply to claims made under the Policy(ies) which (a) are in excess of the limits specified in the said Act or (b) are not governed by the provisions of the said Act.
10. Personal injury liability coverage extended by the Policy(ies) is not subject to, or limited by, an AVN 2000 exclusion clause nor any other form of exclusion which may limit the insurer's indemnification of the Air Carrier in respect of liabilities arising from date recognition based, computer errors or failures.

[OR]

The Policy(ies) indemnify the Air Carrier for 'personal injury liability', as required by the *Civil Aviation (Carriers' Liability) Act 1959* (including that Act as it has effect in a State of Australia), under the AVN57A (Australia) endorsement.

Except as specifically varied hereby, the above is subject to the Policy terms, conditions, limitations, exclusions and cancellation provisions of Policy(ies) Numbered.....

On behalf of the Insurers:

Figure 1: Sample Certificate of Insurance for Carriers Liability Insurance



## Company Details

<b>Registered Company Name</b>			
<b>Trading Name</b> (if different)			
<b>ICAO Airline Code</b>			
<b>Registered Business Address</b>			
<b>Postcode/Zipcode</b>		<b>Country</b>	
<b>Postal Address:</b> (If different to the registered Business Address)			
<b>Postcode/Zipcode</b>		<b>Country</b>	
<b>Physical Address of your Principle Place of Business</b>			
<b>Postcode/Zipcode</b>		<b>Country</b>	

## Contact Person

<b>Name</b>		<b>Position</b>	
<b>Telephone</b>		<b>Email address</b>	

## Authorised agent/s acting on behalf of carrier

<b>Company</b>		<b>Contact</b>	
<b>Telephone</b>		<b>Email address</b>	

## Handling Agent

(Airline or agency providing apron and turnaround services at Australian ports)

<b>Name</b>		<b>Position</b>	
<b>Telephone</b>		<b>Email address</b>	



## Regulatory Authority Details

### Regulatory Authority for Airline Verification (or Equivalent)

Name of the Authority			
Address			
Postcode/Zipcode		Country	
Officer Responsible for Operation			
Name		Position	
Telephone		Email Address	

### Regulatory Authority of the State of Registry of your aircraft

(if different from Authority for Airline Certification)

Name of the Authority			
Address			
Postcode/Zipcode		Country	
Officer Responsible for Operation			
Name		Position	
Telephone		Email Address	

### Regulatory Authority of the State of Licensing

(if different from Authority for Airline Certification)

Name of the Authority			
Address			
Postcode/Zipcode		Country	
Officer Responsible for Operation			
Name		Position	
Telephone		Email Address	

## Proposed Operations

<input type="checkbox"/> Private Flight	<input type="checkbox"/> Overflight	<input type="checkbox"/> Overflight with a technical landing
<input type="checkbox"/> Transport of passenger only	<input type="checkbox"/> Transport of cargo only*	<input type="checkbox"/> Passenger and cargo transport*
<input type="checkbox"/> Other (please specify)		
Purpose of the proposed flight(s) (e.g. Tourism, Medical Aid etc.)		
*Description of Cargo		
Does the Cargo include Dangerous goods?		Yes      No
UN Number		Quantity
Proper shipping name		
<p><b>Note:</b> For explosives the NEQ (Net Explosive Quantity) as well as the Gross must be provided  **If yes, additional information and a permission from CASA to carry dangerous goods may be required.</p>		



## Full Itinerary for the Flight(s)

(Attach a separate sheet if required)

Departure Airport	Date/Time of Departure (UTC)	Destination Airport	Date/Time of Arrival (UTC)
<i>Example Singapore (WSSS)</i>	<i>24AUG/0001</i>	<i>Sydney (YSSY)</i>	<i>24AUG/0700</i>

## Details of Persons to be Carried on Board the Aircraft

Number of passengers to be carries on proposed flight (s)					
Number of persons, other than passengers to be carried on proposed flight(s)					
Provide details of duties and responsibilities for each person who is NOT a passenger (e.g. Pilot, Flight Navigator) and indicate whether they are an employee of the carrier					
Duties	Yes	No	Duties	Yes	No



## Aircraft Data

<b>Manufacturer</b>			
<b>Type/Model</b>		<b>Registration</b>	
<b>Engine(s)</b>	<b>Manufacturer</b>	<b>Model</b>	
<b>Noise Certification:</b> ICAO Annex 16, Volume 1, Chapter 3			
If chapter 3, is this aircraft hushkitted? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
<b>Operational Approvals</b>			
<b>RNAV</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>RNAV 1</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>RNAV 2</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>RNP4</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>RNP10</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>RVSM</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
<b>EDTO</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	
* If "Yes" what is the approved EDTO time interval? _____ minutes.			
<b>Mandatory Aircraft Equipment for Operations in Australian Territory</b>			
Is this aircraft fitted with a TAWS-A equipment? (e.g. EGPWS) <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
Is this aircraft fitted with ACAS II (TCAS II Version 7.1)? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
Is this aircraft fitted with ADS-B*? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
<b>*Note:</b> There are requirements for ADS-B for operation in Australian Airspace. Refer to the CASA Website			



## General Comments

Are there any other details, not otherwise specified in this application which may affect the safety of your operation(s) into/out of Australia? (e.g. accident/incident)	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
*If yes, please provide details and a copy of the report for any incidents/accidents reported in the last 12months.				

## Declaration

The undersigned applies for the issue of a Non-Scheduled Flight Permission pursuant to Section 25 of the Civil Aviation Act 1988 and Civil Aviation Regulations on behalf of the organisation identified below. Further, the undersigned certifies that the facts in this application are complete and correct and that any attached documents are true copies.	
Name	Position*
Signature	Date
*To be completed by the approved person who holds responsibility for Non-Scheduled Flight Permission matters for the company-eg Company Director or Director of Operations.	
Payment attached	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Comment:	

## Address for Correspondence

Operations Officer (International) CASA Operations Civil Aviation Safety Authority GPO Box 2005 CANBERRA ACT 2601 AUSTRALIA	Telephone: +61 7 3144 7400 E-mail: <a href="mailto:international_ops@casa.gov.au">international_ops@casa.gov.au</a> Internet: <a href="http://www.casa.gov.au">www.casa.gov.au</a>
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