



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 an initial issue, renewal of, or changes to general approvals issued under CASR Part 91.

Who is this form for?

This application form is for individuals or organisations who wish to apply for initial issue approvals, renew, remove or make changes to their existing approvals under CASR Part 91.

For applications related to Low Visibility and PBN Operations, please refer to Part 91 Approvals - Low Visibility and PBN Operations (Form CASA-04-5691).

Information needed to complete this form

Persons **that do not hold or are not applying for an Air Operator's Certificate (AOC) or Part 138 certificate** who wish to apply for general approvals should review CASR Part 91 before completing this form.

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

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.

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

2 What are you **applying** for (select one)?

Initial issue, addition, or removal of existing approvals → **Go to 3**

Renewal → **Go to 5**

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 (eg. Agent, Secretary)



Contact number

Email address








Part 91 Approvals

4 Please specify the approvals in the table below that you are applying for or seeking revocation of:




If applying for **changes to add approvals**, don't select activities already approved on your Part 91 approval instrument

Part 91 Approval type		
Add	Remove	<p>91.195 (2)(a) – Picking up or setting down people or things during flight</p> <p> Attach supporting information including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p> <p>Note: Please review CASR 138.410 to ascertain if this regulation applies to your operations, if so, a CASR 91.195 approval is not required for this activity.</p>
Add	Remove	<p>91.200 (1)(b) – Persons not to be carried in certain parts of aircraft</p> <p> Attach supporting information including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p> <p>Note: Please review CASR 138.410 to ascertain if this regulation applies to your operations, if so, a CASR 91.200 approval is not required for this activity</p>

4 Continued

Part 131 Approval type		
Add	Remove	<p>91.205 (2)(b) - Flying in formation at night</p> <p> Attach supporting information including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p> <p>Note: For the activity to be conducted at night please note the requirements in CASR 91.205 need to be met</p>
Add	Remove	<p>91.205 (3)(b) – Flying in formation in Instrument Meteorological Conditions (IMC)</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p> <p>Note: For the activity to be conducted in IMC please note the requirements in CASR 91.205 need to be met.</p>
Add	Remove	<p>91.210 (2)(a) – Towing of things by aircraft</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p>
Add	Remove	<p>91.267 (3)(h)(i) – Minimum height rules – other areas – other than over a populous area or public gathering</p> <p>Specify height < 500ft required (in increments of 50ft)</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed and procedures for the conduct of a risk assessment for the proposed area to be flown over.</p>
Add	Remove	<p>91.285 (1)(b) – VFR flights - flights in Class A airspace</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p>
Add	Remove	<p>91.320 (1)(b)(i) – Specified aircraft performance categories</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p>
Add	Remove	<p>91.510 (2)(c) – Fuelling aircraft – persons on aircraft, boarding or disembarking</p> <p> Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed</p> <p>Note: This regulation does not apply if any of CASR 121.240, 133.195, 135.220 or 138.302 applies to the operation of the aircraft.</p>

4 Continued

Part 131 Approval type		
Add	Remove	91.600 (2)(d)(ii) - Carriage of cargo - general  Attach supporting information including a standard risk management plan describing how you propose to manage the risk of the activity proposed
Add	Remove	91.745 (2)(b)(ii) - Multi - engine aeroplane - simulating engine failure - certificated to carry more than 9 but not more than 19 passengers - No flight simulator in Australia  Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed
Add	Remove	91.745 (2)(c)(iii) - Multi - engine aeroplane - simulating engine failure - certificated to carry more than 19 passengers - No flight simulator in Australia or approved by a recognised national aviation authority in a foreign country for the type of aeroplane  Attach supporting information, including a standard risk management plan describing how you propose to manage the risk of the activity proposed

Applicant Declaration

5 I declare that:

- 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 Safety Regulations 1998 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 contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are 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 acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Applicant Declaration continued

Full name

Signature

Date (DD/MM/YYYY)

/ /

Returning your form



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