



# Application

## Application for a Part 147 Maintenance Training Organisation

### Initial Approval or Change



#### 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 [Part147.MTO@casa.gov.au](mailto:Part147.MTO@casa.gov.au).

### Purpose of this form

Use this form to apply for an initial Part 147 certificate of approval or changes that are defined as significant and non-significant to an existing Part 147 certificate of approval.

### Who is this form for?

This form is for Part 147 Maintenance Training Organisations (MTO's) or re-issue of a Part 147 approval certificate or make changes to a Part 147 Certificate of Approval.

### Information needed to complete this form

You should review CASR Part 147 and CASR Part 66 before completing this form.

For guidance and structure of a Part 147 exposition refer to the following link:

(<https://www.casa.gov.au/sample-maintenance-training-organisation-exposition-part-147-casr>)

Documents required to be submitted have been identified throughout this application form relevant to the application type.

After receiving a completed application form, CASA will calculate and send you a cost estimate (if applicable) 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 applications occurs.

Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment.

### 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 **organisation's** details?

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

ARN

Approval Certificate Number (variation only)

ACN/ABN/ARBN or Foreign Company Registration

## Contact person

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

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

Full name

Phone number

Email address

### 3 Indicate which of the following applies to you:

Initial

MTOE Change ➡ [Go to 4](#)

Course Approvals

Surrender of Approval

Course removal

Renewal of Certificate

## Application type

### 4 Indicate which of the following applies to you:

For definition of Part 147 significant or non-significant change see CASR 147.010(2)

Significant change (you will receive an Estimate of Costs)

Non-significant Change Notification (this notification is not chargeable)

### 5

Address of the proposed main location/location change, or addition of location (initial or change of location)

Each address of other proposed location(s) are to be detailed within the Maintenance Training Organisations Exposition.

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

### 6

Proposed Course Details (if applicable)

Category: ➡ [Go to 7](#)

Aircraft type:

### 7

Proposed Training Details (if applicable)

A1	B1.1	B2
A2	B1.2	RPL
A3	B1.3	Modular
A4	B1.4	

**8** Provide details of the proposed changes to the exposition/  
addition or removal of courses and attach all documents:

6.

7.

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**9** List of supporting documentation  
CASA requires details of the organisation's exposition, course  
plans (including durations) and data access.  
The exposition would cover the subjects of facilities, student  
numbers, personnel, staff records, instructional equipment,  
samples of maintenance training material, student records and  
quality management system.

8.

9.

1.

10.

2.

11.

3.

12.

4.

5.

## Application checklist

**10** CASA requires the following supporting documentation to assist your application:

Form 004 – Application for Nominated Personnel Approval  
(applicable to accountable and responsible positions)

Form 1162 – Application for an ARN  
(applicable to accountable and responsible positions)

Exposition and/or Exposition Amendments

Supporting documentation

If other please specify

*This area has been intentionally left blank*

## 11 I declare:

- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting 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 undertake to comply with the requirements of Part 147 of CASR 1998 and the Part 147 MOS if approved as a Maintenance Training Organisation.

### 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 acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

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

Signature

Date (DD/MM/YYYY)

/ /

## Role authority

### 12 In what capacity are you making this declaration?

Accountable Manager

Responsible Manager

Other, please specify:

## Submitting this form to CASA

### Choose one option only

#### OPTION 1 By email



Send this form with all supporting documents attached to [Part147.MTO@casa.gov.au](mailto:Part147.MTO@casa.gov.au).

#### OPTION 2 By post



Return this form and all supporting documents to:

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**