



This application form contains guidelines designed to help you complete the application process. It is in your interest to read the guidelines as the quality and accuracy of the information you provide has a direct impact on the assessment cost and completion times.

PART A - APPLICATION DETAILS

A1 TYPE OF APPLICATION - if the application is for a subsequent issue **and** a variation please tick both boxes

<input type="checkbox"/> Initial Issue	<input type="checkbox"/> Subsequent Issue (renewal)
<input type="checkbox"/> Variation - provide a description of the variation: (e.g. add/remove a port or add/remove an aircraft)	

A2 PROPOSED OPERATION(S) – attach a copy of the Air Operator’s Certificate (AOC) and Operations Specification (Ops Spec), or the equivalent documents, issued by your National Aviation Authority (NAA) and proposed schedule (if applicable)

A2.1 Type of Operations – tick **all** applicable boxes

<input type="checkbox"/> Scheduled Passengers	<input type="checkbox"/> Scheduled Cargo
<input type="checkbox"/> Non Scheduled Passengers	<input type="checkbox"/> Non Scheduled Cargo
<input type="checkbox"/> Other (provide details):	

A2.2 Proposed Start Date of Operations

A3 DETAILS OF APPLICANT – attach a copy of your business registration certificate and corporation registration (if applicable), or equivalent document

A3.1 Name

Name of Legal Entity	
Operating/trading name (if any)	

A3.2 Contact Details

Phone		Fax	
Email			

A3.3 Addresses

Business Address (this is the office address of the operator)	
Physical Address (if different to Business Address)	
Postal Address (if different)	

A4 USE OF AN AGENT - if you wish to use an agent, attach evidence that the agent is authorised to act on your behalf (e.g. Power of Attorney or Letter of Authorisation).

Are you using an Agent for this application?	<input type="checkbox"/> Yes. Complete A4.1.
	<input type="checkbox"/> No. Go to Part B.

A4.1 Agent Contact Information

Name of Agent			
Phone		Fax	
Email			
Postal Address			



PART B - PERSONNEL CONTACT DETAILS

B1 PRIMARY CONTACT PERSON – this is the person CASA will liaise with in relation to this application

Name of Contact Person		Position	
Phone		Fax	
Email			
Postal Address			

B2 KEY PERSONNEL - the positions listed in this section may be titled differently to those in your organisation.

B2.1 Chief Executive Officer

Name		Position	
Phone		Fax	
Email			

B2.2 Head of Flying Operations

Name		Position	
Phone		Fax	
Email			

B2.3 Head of Airworthiness

Name		Position	
Phone		Fax	
Email			

B2.4 Head of Training and Checking

Name		Position	
Phone		Fax	
Email			

B2.5 Safety Manager

Name		Position	
Phone		Fax	
Email			

B2.6 Alternative Contact for Operational Matters

Name		Position	
Phone		Fax	
Email			

B3 DRUG AND ALCOHOL MANAGEMENT - You must provide a contact for this position for compliance with the Australian Drug and Alcohol Management regulations.

Name		Position	
Phone		Fax	
Email			



B4 AUSTRALIAN CONTACTS			
B4.1 Australian Representative (if applicable)			
Name		Position	
Phone		Fax	
Email			
Australian Postal Address			
B4.2 Station Manager (if applicable) – If more than one station manager, attach a separate list to this application form.			
Name		Position	
Phone		Fax	
Email			
B4.3 Handling Agent (if applicable) – Airline or agency providing apron and turnaround services to Australian ports.			
Name		Position	
Phone		Fax	
Email			
B4.4 Engineering and Maintenance (if applicable) – Airline or agency providing maintenance support to services at Australian Ports. Attach a separate list if more than one.			
Name		Position	
Phone		Fax	
Email			

PART C - REGULATORY AUTHORITY			
C1 NATIONAL AVIATION AUTHORITY (NAA)			
Name of Authority			
Officer Responsible		Position	
Phone		Fax	
Email			
Address			
C2 SAFETY RECORD			
Has the Operator experienced any accident(s) or serious incident(s) in the last 12 months?	<input type="checkbox"/> Yes. Attach a separate sheet describing the accident(s)/serious incident(s), and the activities resulting from any investigation(s).		
	<input type="checkbox"/> No. Go to Part D.		



PART D - AIRCRAFT AND AIRPORTS (for each aircraft type)

D1 AIRCRAFT DETAILS – complete a separate copy of this page for each aircraft type you wish to operate.

D1.1 Aircraft Type

Manufacturer	
Type	
Model	
Registration(s) and Serial Numbers(s) Attach a list if insufficient space (e.g Ops spec)	

D1.2 Certificate of Registration (CofR)

Does each aircraft have a valid Certificate of Registration (CofR)?	<input type="checkbox"/> Yes. Attach one aircraft CofR for the type in D1.1.
	<input type="checkbox"/> No. All aircraft must have a valid registration.

D1.3 Certificate of Airworthiness (CofA)

Does each aircraft have a valid Certificate of Airworthiness (CofA)?	<input type="checkbox"/> Yes. Attach one aircraft CofA for the type in D1.1.
	<input type="checkbox"/> No. All aircraft must have a valid CofA.

D2 AIRPORTS – specify the applicable destinations that are intended to be used for the aircraft type in D1.1

<input type="checkbox"/> Adelaide	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Cairns	<input type="checkbox"/> Darwin
<input type="checkbox"/> Melbourne	<input type="checkbox"/> Perth	<input type="checkbox"/> Sydney	
<input type="checkbox"/> Other Airports (provide details):			

D3 AIRCRAFT NOISE CERTIFICATION – refer to page 10 of the guidelines

Does each aircraft have a noise certificate (or equivalent document) issued by the State of Registry?	<input type="checkbox"/> Yes. Attach one aircraft noise certificate (or equivalent document) for the type in D1.1.
	<input type="checkbox"/> No. All aircraft must have a noise certificate (or equivalent document).

D3.1 ICAO Annex 16, Part I Aircraft Noise Certification – tick applicable box or provide details

<input type="checkbox"/> Chapter 3	<input type="checkbox"/> Chapter 4	<input type="checkbox"/> Chapter 5	<input type="checkbox"/> Chapter 6
<input type="checkbox"/> Other (provide details):			

Are any of the aircraft engines hush-kitted?	<input type="checkbox"/> Yes. Attach details for each aircraft that is hush-kitted.
	<input type="checkbox"/> No. Go to D4.

D4 OPERATIONAL AUTHORISATIONS – specify any operational authorisations applicable to the aircraft type in D1.1

D4.1 Navigation Specifications for PBN Operations

<input type="checkbox"/> RNAV	<input type="checkbox"/> RNAV 1	<input type="checkbox"/> RNAV 2	<input type="checkbox"/> RVSM
<input type="checkbox"/> RNP1	<input type="checkbox"/> RNP2	<input type="checkbox"/> RNP4	<input type="checkbox"/> RNP10

D4.2 Extended Diversion Time Operations

Is the aircraft approved for EDTO/ETOPS/EROPS?	<input type="checkbox"/> Yes. Provide approved diversion time (in minutes):
	<input type="checkbox"/> No. Go to D5.

D5 EQUIPMENT – specify the equipment fitted to aircraft type in D1.1 (tick all applicable boxes)

*Note: There are requirements for ADS-B for operation in Australian Airspace. Refer to the CASA website.

<input type="checkbox"/> ADS-B*	<input type="checkbox"/> TAWS-A (EGPWS)	<input type="checkbox"/> ACAS II (TCAS II Version 7.1)
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PART E - OPERATIONAL INFORMATION

E1 AIRLINE IDENTIFICATION CODES

ICAO Airline Code		IATA Airline Code	
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E2 OPERATIONS INTO SYDNEY AIRPORT (YSSY)

Does the operator intend to conduct ILS/PRM approach at YSSY?	<input type="checkbox"/> Yes.
	<input type="checkbox"/> No. Go to E3.
Is the operator approved by its NAA to conduct ILS/PRM approach?	<input type="checkbox"/> Yes. Attach evidence of the approval.
	<input type="checkbox"/> No. A separate CASA approval is required. Please contact the CASA International Operations team .

E3 LOW VISIBILITY OPERATIONS

Does the operator intend to conduct Low Visibility operations?	<input type="checkbox"/> Yes. A separate CASA approval is required. Please contact the CASA International Operations team .
	<input type="checkbox"/> No. Go to E4.

E4 DANGEROUS GOODS

Is the operator approved by its NAA to carry and/or consign dangerous goods?	<input type="checkbox"/> Yes. Attach evidence of your approval.
	<input type="checkbox"/> No. Go to E5.

E5 EXEMPTIONS OR OTHER AUTHORISATIONS

Are you requesting any exemptions or other authorisations as part of this application?	<input type="checkbox"/> Yes. Describe the exemptions/authorisations below, providing details of relevant legislation references.
	<input type="checkbox"/> No. Go to E6.

E6 CARRIERS' LIABILITY INSURANCE – refer to page 8 of the guidelines

Does the Operator have Carriers' Liability insurance in the Australian format? (e.g AVN 57A (Australia) endorsement)	<input type="checkbox"/> Yes. Attach a copy of your Carriers' Liability Insurance Certificate in the Australian format.
	<input type="checkbox"/> No. If you intend to carry passengers you must have Carriers' Liability Insurance in the Australian format.

E7 WET OR DAMP LEASING

Is the proposed operation(s) under a wet/damp lease agreement?	<input type="checkbox"/> Yes. Attach a copy of the lease agreement.
	<input type="checkbox"/> No. Go to E8.

E7.1 Leasing Company information

Company Name			
Length of Lease Agreement			
Contact Person		Position	
Phone		Fax	
Email			



E8 FOREIGN AIR TRANSPORT AOC COMPLIANCE MATRIX - the compliance matrix is a separate document (Form 073-C) which lists the procedures a Foreign Air Transport Operator must have within its documentation.

Do you already hold a Foreign Air Transport AOC issued by CASA?	<input type="checkbox"/> Yes. You do not need to complete the compliance matrix. Go to Part F.
	<input type="checkbox"/> No. You must complete <i>Form 073-C</i> in full. Then go to Part F.

PART F - ESTIMATE OF COSTS

CASA is required by law to charge for the hours it spends assessing your application.
After receiving your application form, CASA will calculate and send you a cost estimate. A cost estimate is calculated in good faith, on the basis that the applicant will provide a reasonable standard of documentation necessary to support the application.
 The estimate of costs will outline the payment required before CASA can start the assessment of your application.

PART G - SUBMISSION CHECKLIST - All documentation applicable to your application **must be provided in English (or translated to English)**. CASA may request other documents, in addition to those below, at any time during the assessment process.

- Air Operator's Certificate (AOC) and Operations Specification (Ops Spec), or the equivalent documents issued by the National Aviation Authority, and including the aircraft type, areas/regions of operations and operational authorisations.
- A copy of the proposed schedule.
- Certificate of Business Registration and/or Certificate of Incorporation, or the equivalent document if conducting the initial operation into Australia.
- If using an agent, a letter of authorisation for the agent to act on your behalf.
- Details of any accidents/serious incidents, and the activities resulting from any investigations.
- Part D of this application form, completed for **EACH** aircraft type you are applying for approval to operate under a Foreign Air Transport AOC.
- A copy of the noise certificate (or equivalent evidence of compliance with Annex 16) for at least one of each aircraft type applied for.
- A copy of the CofA and CofR for at least one of each aircraft type applied for.
- Certificate of Insurance for Carriers' Liability Insurance (Declaration) in a format that will meet Australian requirements.
- A copy of the lease agreement for aircraft operated under a wet/damp lease arrangement.
- If applying for the initial issue of a Foreign Air Transport AOC, a copy of completed *Form 073-C: Foreign Air Transport AOC Compliance Matrix*, and all referenced manuals and documentation listed in that form.

PART H - DECLARATION

This declaration must be signed by an approved person who holds responsibility for the Foreign Air Transport AOC matters (e.g. Chief Executive Officer, Director or Director of Operations).

- I certify that I have read the guidelines accompanying this application form and that the information provided in this application is true, complete, and correct.
- I certify that all aircraft referenced in this application form have a valid CofA, CofR and noise certificate (or equivalent).
- I understand that the applicant must comply with the requirements of the *Civil Aviation Act 1988* and the related regulations, including Part 129 of the *Civil Aviation Safety Regulations 1998*, as they apply to this application.
- I authorise CASA to verify documentation and claims in this application with the relevant National Aviation Authority.

Note: the assessment process will not commence until all documents and applicable fees have been received.

Name			
Position			
Signature		Date	



Attach all supporting documentation to your application form and submit to CASA by email, fax or post. CASA cannot accept an application without a signature. Please ensure this application form is signed. If you are submitting by email: please print, **sign** and scan this form.

Postal Address: Civil Aviation Safety Authority
International Operations
GPO Box 2005
Canberra ACT 2601 AUSTRALIA

Phone: +61 7 3144 7400
Fax: +61 7 3144 7599
Email: <international_ops@casa.gov.au>

Privacy Statement

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 the *Civil Aviation Act 1988*, the *Civil Aviation (Carriers' Liability) Act 1959*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy.

About this application form and the application process

The completion of this application form is the first step in the application process. Applicants can complete this application form electronically; however, CASA cannot accept an application without a signature. The application form will need to be printed, signed and submitted to CASA by email (scanned), fax or post.

All foreign approvals, authorisations, certificates, licences and accompanying documents **must be current** at the time of application and **must be submitted in English or translated into English**.

After receiving a completed application, CASA will calculate and send you a cost estimate for the processing of your application.

PART A – APPLICATION DETAILS

The application form can be used to apply for the first issue of a CASA Foreign Air Transport AOC (initial issue), to vary the current approval (variation) or to apply for a subsequent issue when the expiry of the AOC is approaching (subsequent issue). Where the applicant is applying for a subsequent issue and a variation at the same time, both boxes should be ticked and a description of the variation provided (e.g. adding new aircraft type).

The name of the applicant given in this part will be the name that will appear on the certificate.

The telephone and fax numbers provided should include the appropriate international calling codes and the addresses provided should include the country.

You may by law appoint an agent to complete the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the application. If you wish to authorise an agent, CASA requires evidence of the agent's authorisation (i.e. Power of Attorney or a Letter of Authorisation). CASA may deal with the nominated agent in ALL matters relating to the AOC application. This means that you will be taken to have received any communications about your application sent to the agent as if they were sent to you personally.

PART B – PERSONNEL CONTACT DETAILS

CASA requires the name and contact information for the applicant's key personnel and the name and contact details for the applicant's Australian representatives. If the position titles of the applicant's personnel vary from those described in this part, the applicant should list the position titles used in its organisation.

A foreign operator is not required to provide CASA with a drug and alcohol management plan (DAMP). However, the applicant is required to notify CASA of the name, title and contact details, including emergency contact details, of a senior person in the applicant's organisation with whom CASA may liaise in relation to the applicant's personnel who may be drug or alcohol tested.



PART C – REGULATORY AUTHORITY

CASA will use the information provided in this application form to confirm that the regulatory systems of the National Aviation Authority (NAA) that issued your Air Operator Certificate and Ops Spec, and your aircraft's Certificates of Registration and Certificates of Airworthiness meets the minimum standards established by ICAO.

CASA may seek additional documents and information from the applicant's NAA, such as copies of certificates issued to the applicant, information on regulatory compliance by the applicant, and confirmation that appropriate ongoing surveillance is being conducted of the airworthiness, maintenance procedures and operations of the applicant.

CASA may seek additional documents and information from the applicant's NAA, such as copies of certificates issued to the applicant, information on regulatory compliance by the applicant, and confirmation that appropriate ongoing surveillance is being conducted of the airworthiness, maintenance procedures and operations of the applicant.

If the amount and type of ongoing aviation safety surveillance is considered inadequate, CASA may refuse to issue a Foreign Air Transport Air Operator's Certificate to the applicant.

PART D – AIRCRAFT AND AIRPORTS

CASA requires details of the aircraft and airports that the applicant intends to use in its operations.

Part D has been drafted to be specific to an aircraft type which means that if the applicant intends to operate more than one aircraft type, this page must be copied and completed for each aircraft type. Additional copies of this form can be found on the CASA website.

CASA requires the applicant to attach to the application specific documentation applicable to each aircraft type. Given the applicant may have several aircraft in its fleet, CASA does not expect the operator to include certificates of registration, certificates of airworthiness and noise certificates for each individual aircraft. A declaration made on this application form, accompanied by one certificate of registration, one certificate of airworthiness and one noise certificate for **each aircraft type** is considered sufficient.

If the applicant is intending to use an Australian registered aircraft to conduct foreign air transport operations, it may only do so for a maximum of 90 days in any 12 month period, unless the applicant is approved by CASA to operate the aircraft for more days in that period.

PART E – OPERATIONAL INFORMATION

CASA requires information about the types of operations the applicant will conduct in Australia. Some operations require a separate CASA approval, in which case the applicant should call or email the [International Operations team](#) for further information.

Carriers' Liability Insurance:

All operators authorised to carry passengers for hire or reward in Australian territory must hold passenger carriers' liability insurance, which ensures that compensation will be paid in respect of death or personal injury to passengers in the event of an air accident. CASA requires a copy of the applicant's certificate/declaration of insurance in a format that will meet Australian requirements.

For example: an insurance company will issue a certificate, which will indemnify the air carrier from personal injury liability, as required by the Australian *Civil Aviation (Carriers' Liability) Act 1959*. This certificate may include the endorsement AVN57A (Australia).

Note: Cargo only operators, carrying cargo which requires attendants (such as attendants for horses) who are not part of the operating crew will require Carriers' liability insurance.

Further information regarding Carriers' Liability Insurance can be found on the CASA website
<<https://www.casa.gov.au/operations/standard-page/carriers-liability-insurance> >



Leasing – Wet or Damp Lease:

If your operation is under a wet/damp lease agreement, CASA requires you to provide a copy of the wet or damp lease agreement. Information in the lease should contain at least: the name and details of the lessor and lessee; the period of lease; the aircraft details including type, registration and serial number; details of schedule/routes and where the aircraft is to be based; details of operational control, flight and cabin crew; maintenance arrangements and maintenance personnel; and ground handling and insurance arrangements.

CASA will seek information from the operator's NAA about any wet or damp lease arrangement.

Foreign Air Transport AOC Compliance Matrix (Form 073-C):

Foreign operators wishing to operate under a Foreign Air Transport AOC into and out of Australian Territory must operate in accordance with the provisions of Part 129 of the *Civil Aviation Safety Regulations 1998* and the requirements of ICAO Annex 6 and, for dangerous goods, the ICAO Technical Instructions. To demonstrate compliance with these provisions, CASA has developed a compliance matrix (Form 073-C) that lists all of the procedures that an applicant must have within its operating manuals and other documentation.

Applicants applying for an initial issue (the first issue) of a Foreign Air Transport AOC must complete and submit **all appendices** of the compliance matrix (Form 073-C) with the application form. Applicants who already hold a Foreign Air Transport AOC, are not required to complete the compliance matrix.

Instructions for completing the compliance matrix are contained within the compliance matrix (Form 073-C), available on the CASA website.

PART F – ESTIMATE OF COSTS

CASA charges a fee for the assessment of the application. Upon application an estimate of costs will be sent to the applicant. The estimate is required to be paid in full before CASA will commence the assessment. This estimate is based on the average time taken to assess and issue a Foreign Air Transport AOC using a standard hourly rate.

The final cost may vary according to the complexity of your application and the time taken to complete the assessment. If the assessment of your application exceeds the time estimated, a revised estimate will be sent and must be paid before further assessment can proceed. CASA will refund the difference if the actual cost is less than the payment made in advance.

PART G – SUBMISSION CHECKLIST

The submission checklist identifies the types of documents you need to submit with the application form. In addition to those documents, CASA may request other documents during the assessment process.

PART H – DECLARATION

By signing the declaration, you indicate to CASA that you have read these guidelines, completed the application in full and attached all necessary documentation. Giving false or misleading information is an offence under the *Criminal Code Act 1995*.

This application must be signed by the person who holds responsibility for the Foreign Air Transport AOC matters, usually one of the following:

- the individual applicant
- the Managing Director, a Director, Director of Operations or Chief Executive Officer.



Other Australian Contacts

To operate into Australia, other permissions and approvals may be required from other departments. The contact list below may be of assistance.

- 1 International Airline Licence (IAL).** Operators wishing to conduct scheduled international air services may be required to hold an International Airline Licence issued by the Australian Department of Infrastructure and Regional Development. The Department has a set of guidance notes outlining its requirements, including how to apply for an IAL, available at: <<http://www.infrastructure.gov.au/aviation/international/ial/index.aspx>>
Telephone: +61 2 6274 7403 | **Fax:** +61 2 6274 6749 | **Email:** <InternationalAirline@infrastructure.gov.au>
- 2 Transport Security Plan.** Operators wishing to conduct air services within Australia must comply with the Australian Government's *Aviation Transport Security Act 2004* and submit a Transport Security Program for approval by the Secretary of the Department of Infrastructure and Regional Development. Further information is available at: <https://www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/air-cargo-and-aviation/aviation#content-index-2> **Email:** national.coordinator@homeaffairs.gov.au
- 3 Economic Charter Approval.** Operators wishing to conduct international non-scheduled flights or flights that are not permitted by its Australian foreign air transport AOC may also require approval from the Department of Infrastructure and Regional Development. Certain standing approvals for these operations are promulgated in the Australian Aeronautical Information Publication, Entry, Transit and Departures section (AIP-GEN 1.2). Further information is available at:
Telephone: +61 2 6274 7403 | **Fax:** +61 2 6274 6749 | **Email:** <InternationalAirline@infrastructure.gov.au>
- 4 Noise Standards.** Aircraft that only meet the standard of Annex 16, Part I, Chapter 2 are not permitted to operate in Australia. Subsonic jet aircraft must be certified as ICAO Annex 16, Part I, 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 (Williamstown), Essendon and Avalon airports. Operators who wish to operate to these airports must apply to the Department of Infrastructure and Regional Development 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 Regional Development at:
Telephone: +61 2 6274 7009 | **Fax:** +61 2 6274 7804 | **Email:** <aircraftpermits@infrastructure.gov.au>
- 5 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 | **Fax:** +61 2 9313 4210 | **Email:** <aca@coordaus.com.au>
- 6 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 ten (10) working days written notice. For further information contact the National Passenger Processing Committee at:
Telephone: +61 2 6246 1210 | **Fax:** 61 2 6275 6989 | **Email:** <CFAPPLIC@customs.gov.au>
- 7 Airport Authority.** Although a Foreign Air Transport 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.