



# Private Pilot (Balloon) Permit and Radio Operator (Balloon) Permit on the basis of overseas civil qualifications

CAO 95.54



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

## Purpose of this form

Use this form to apply for an assessment to **convert** your overseas civil flight crew qualifications to an Australian ballooning permit.

## Who is this form for?

CASA may issue a Private Pilot (Balloon) Permit (PP(B)P) or a Radio Operator (Balloon) Permit (RO(B)P) to an applicant who holds balloon pilot qualifications by an ICAO contracting state as per *Civil Aviation Order (CAO) 95.54* and paragraph 3.1.1 of the *CASA Recreational Ballooning Procedures Manual*.

This form is for holders of an overseas civil recreational balloon and radio qualifications wanting to apply for a conversion to an Australian Private Pilot (Balloon) Permit (PP(B)P) and Radio Operator (Balloon) Permit (RO(B)P).

## Information needed to complete this form

**Before completing this form** you must have completed theory exam Balloon Flight Rules and Aerostatics (BFRA).

**Certified/notarised copies of documents must be submitted with this application.** Certification of documents can only be made by a Notary Public or a CASA Designated Aviation Medical Examiner (DAME) in your home country.

Alternatively, an Australian official at any **Australian Embassy or High Commission** can certify your documents as certified copies of the original documents. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General Department as authorised witnesses.

You are also required to submit form [BF-003 \(Private Pilot \(Balloon\) Permit English Language Proficiency and Medical Declarations\)](#).

You must provide the Civil Aviation Authority, in the country of licence issue, with the **authority they require to release** your information to CASA. We will contact the relevant authority to verify your licence. Verification reports received from a national aviation authority are valid for 6 months from the date the report was issued.

CASA cannot recognise qualifications where the pilot only holds an Federal Aviation Administration (FAA) Temporary Airman Certificate. The applicant must hold the flight crew licence issued by the FAA before we can process the conversion application.

## Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and you do not have an ARN, [apply now](#).

## 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 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.

## For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

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

Full name

ARN

Phone number

Email address

### 2 Have you submitted a Private Pilot (Balloon) English Language Proficiency and Medical (BF-003) form?

**No** You cannot submit this application until you have submitted a Private Pilot (Balloon) English Language Proficiency and Medical (BF-003) form.

**Yes** I have submitted a Private Pilot (Balloon) English Language Proficiency and Medical (BF-003) form.

### 3 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

**No**

**Yes**

### 4 Have you ever been refused the issue of a transport related licence or certificate (e.g.. pilot licence, pilot certificate, drivers licence, boating licence)?

**No**

**Yes**

### 5 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

**No**

**Yes**

### 6 Is suspension or cancellation action pending in relation to any aviation licence you hold?

**No**

**Yes**

### 7 If you answered **yes** to **any** of questions **3** to **6**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

 **Attach additional pages if required**

## Permit application

### 8 What are you applying for?

Private Pilot (Balloon) Permit

Radio Operator (Balloon) Permit (RO(B)P)

## Endorsements

### 9 What **endorsements** based on your overseas authorisations are you applying for?

Refer to CAO 95.54

Non-controlled aerodrome

Night VFR balloon

Balloon greater than 120K

Carry and release of hang glider

Gas balloon (AA)

Mixed balloon (AM)

Hot air airship (BX)

Balloon greater than 260K

## Applicant checklist

**10** Select all that apply:

Notarised or certified copy of my overseas licence is attached

Notarised or certified copy of my logbook, evidence of training and subsequent flying is attached

Given the Civil Aviation Authority in the country of licence issue the authority to release information to CASA

Completed theory examination in *Balloon Flight Rules and Aerostatics* is attached

Submitted form Private Pilot (Balloon) English Language Proficiency and Medical (BF-003)

If other please specify

Note: When issued, the PP(B)P holder must first successfully complete a Recreational Balloon Flight Review as described in paragraph 2.3.3 of the *Recreational Ballooning Procedures Manual* before conducting a flight as pilot-in-command.

*This area has been intentionally left blank*

## Applicant declaration

### 11 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

#### 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 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

Date (DD/MM/YYYY)

/ /

## Submitting this form to CASA

### Choose one option only



By email – send this form with all supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

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

↓ [Continue to payment page](#)

## Payment authorisation

### 12 Application fees

Issue of Private Pilot (Balloon) Permit (Overseas Civil Trained) -  
processing and consideration -

**Fee Code: 24.6B.....\$30**

**Total:**

### 13 Payment options

#### OPTION 1 Online payment

#### **Make a secure payment online >**

Online payments are more secure and also enable CASA to process your request faster.  
To make a payment go to [Secure payment gateway](#).  
After making a payment, enter the online receipt number below.

Provide the online receipt number below:

#### OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard	Visa	Total \$	
Card number			Expiry (MM/YY) /
Cardholder name			
Signature			Date (DD/MM/YYYY) / /

**Receipt options**   Applicant   **or**   Third party (provide details below)

#### Details of third party

ARN (If applicable)	Email
Legal Entity/ Full name	Phone number

### Submitting this form to CASA

#### Choose one option only



By email – send this form with all supporting documents  
attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

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