



# Application Private Pilot (Balloon) Permit and Endorsements

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 for the initial issue, overseas conversion or a reprint of a Private Pilot (Balloon) Permit PP(B)P or an endorsement.

## Who is this form for?

This form is for those applying for the initial issue, overseas conversion or a reprint of a Private Pilot (Balloon) Permit and any endorsements.

## Information needed to complete this form

- You must hold a Student Private Pilot (Balloon) Permit for the issue of an initial Private Pilot (Balloon) Permit
- Or you must hold a Private Pilot (Balloon) Permit if applying for the following endorsements
  - Non-controlled Aerodrome
- To be issued with a Private Pilot (Balloon) Permit or an endorsement on the Permit, you must meet the requirements in accordance with the CAO 95.54 and the CASA Recreation Balloon Procedures Manual
- You must have the required aeronautical experience and completed the theory requirements contained in the CASA Recreation Balloon Procedures Manual for the PP(B)P or the endorsement being applied for
- For overseas conversions you will need to supply evidence of overseas ballooning qualifications and provide certified logbook evidence of training and subsequent flying
- If you are requesting a reprint of your Private Pilot (Balloon) Permit you only need to complete question 1 and 3 and pay the permit reprint fee.

## Aviation Reference Number (ARN)

An ARN is required to complete this form. If 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 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 **applicant** details?

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

Full name

ARN

Phone number

Email address

## Additional information required for overseas conversion only

### 2 Please ensure you have completed the following:

Completed theory exams Flight Rules and Procedures and Aerostatics and Airmanship

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

Attached evidence of overseas ballooning qualifications

Attached certified copy of logbook showing evidence of training and subsequent flying

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**

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

**No**

**Yes**

## Applicant Declaration

### 3 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)

/ /

## Examiner

### 4 What are the **examiner** details?

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

Full name

ARN

Phone number

Email address

## Permit/Endorsement initial issue

### 5 This section is to be completed by the **examiner**. Use N/A for items which are not applicable.

Permit/ Endorsement	Last theory exam completed date	Practical completed date
Radio Operator (Balloon) Permit - RO(B)P		
Private Pilot (Balloon) Permit (PP(B)P)		
Non-controlled Aerodrome Endorsement		

## Examiner declaration

Flight test reports for failed flight tests must be attached if not already submitted.

### 6 I declare:

- I conducted a Private Pilot (Balloon) Permit flight test, in accordance with CAO 95.54 and the CASA Recreational Ballooning Procedures Manual.
- Relevant theory exams have been successfully undertaken and results supplied to CASA.

## Examiner declaration continued

- The applicant has satisfied the requirements of the CAO 95.54 and the CASA Recreational Ballooning Procedures Manual for the issue of the permit or endorsements listed above.
- All statements in this application are true and correct and I have read and understood all provisions of the CAO 95.54 and the CASA Recreational Ballooning Procedures Manual which are relevant to this application.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Date of flight test (DD/MM/YYYY)

/ /

Full name of the Examiner

## Flight Test

### 7 Select below

Competent

Not yet competent

Examiners comments

## Flight Test Instructions

### 8 For an application for a Private Pilot (Balloon) Permit, the applicant has met and provided all of the requirements for items 1 to 18 as detailed under **Private Pilot Flight Test** contained in the Student Pilot training records.

(See following page for flight test report checklist for these items)

Complete

Incomplete

## Flight Test Report instructions

### 9

The testing officer is to complete the flight test report (contained on the following page) and retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

The flight test report must be completed in the following manner:

Tick each item of the test when carried out to the required standard.

# Flight Test Report for Private Pilot (Balloon) Permit – initial issue

## 10

1. Documentation
  - 1.1 signed recommendation from an instructor
  - 1.2 completed Training Record
  - 1.3 logbook showing the minimum number of hours under instruction as set out in the CRBPM
  - 1.4 balloon logbook.
2. Equipment
  - 2.1 airworthy balloon
  - 2.2 retrieve vehicle
  - 2.3 maps with any SZs marked, VTC and ERC as appropriate
  - 2.4 balloon load chart
  - 2.5 personal equipment, compass, strikers, tools, timepiece.
3. Personnel
  - 3.1 sufficient crew for launch and retrieve
4. Preparation for Flight
  - 4.1 explain met forecast/prevaling weather conditions
  - 4.2 select a launch site (obtain permission)
  - 4.3 load calculation
  - 4.4 carry out flight planning, noting navigational and airspace features on the probable path
  - 4.5 passenger briefing
  - 4.6 crew briefing.
5. Familiarisation
  - 5.1 unload balloon
  - 5.2 rig the burner, basket and fuel system
  - 5.3 carry out leak and burner test
  - 5.4 rig the envelope from the unrigged state
  - 5.5 check all other required equipment.

**Only if stages 1 to 5 are completed satisfactorily will the test continue.**

6. Inflation
  - 6.1 inflate safely and in a controlled manner
  - 6.2 operate the burner safely and competently
  - 6.3 give correct, audible and precise instructions to crew.
7. Take off
  - 7.1 carry out pre-take off checks
  - 7.2 assess wind and distance to downwind obstacles, make a go/no go decision.
8. Straight and level flight
  - 8.1 climb to a requested height (1000 - 2000 ft AGL)
  - 8.2 maintain controlled level flight for a minimum of 5 minutes.
9. Climbing/descending
  - 9.1 know the maximum climb/descent rate for balloon
  - 9.2 know maximum envelope temperature for balloon
  - 9.3 demonstrate climb/descent at rates requested by examiner.

10. Navigation
  - 10.1 keep track of position on map
  - 10.2 identify features
  - 10.3 assess wind speed and direction.
11. Emergencies
  - 11.1 make a fast ascent/descent for a simulated emergency
  - 11.2 carry out pilot light failure drill (actually or verbally or on the ground)
  - 11.3 describe actions to be taken in the event of a fire in the air/on the ground
  - 11.4 describe actions to be taken in the event of a propane leak in the air/on the ground.
12. Fuel Management
  - 12.1 explain burner system and cylinder arrangement
  - 12.2 during flight indicate fuel state, usage, requirements and carry out hose transfer as required
  - 12.3 explain/demonstrate refuelling of flight cylinders and the necessary safety measures.
13. Approach & overshoot (4 or more times demonstrating good control)
  - 13.1 explain choice of field for approach
  - 13.2 perform pre-landing checks (must mention power lines)
  - 13.3 perform descent from high/low level for a landing approach without undue delay
  - 13.4 show positive control in low level flight (50 ft or less)
  - 13.5 carry out an overshoot and climb out safely
14. Landing
  - 14.1 explain choice of field
  - 14.2 carry out pre-landing checks (must mention power lines)
  - 14.3 make a controlled descent for the landing approach
  - 14.4 control the balloon during final approach to give low vertical speed on touchdown.
15. Action after flight
  - 15.1 ensure burner and fuel system is made safe and all the instruments are turned off
  - 15.2 pack envelope and de-rig burner/basket.
16. Landowner relations
  - 16.1 conduct the launch and retrieve in accordance with maintaining good landowner relations.
17. Airmanship
  - 17.1 show proper care for well-being of passengers during the flight
  - 17.2 demonstrate regard for animals, crop, property and people on the ground during the entire flight
  - 17.3 position the balloon at appropriate heights/altitudes in relation to hazards, persons, major roads, towns, SZs and airspace
  - 17.4 maintain an adequate lookout and awareness of changing weather conditions
18. Solo Flight
  - 18.1 pre-take off checks
  - 18.2 carrying out of set tasks
  - 18.3 choice of final landing site.



## 11 Application fees

Select **only one** option below

Issue of Private Pilot (Balloon) Permit

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

Permit Reprint

**Fee Code: 24.6C**.....\$25

**Total:**

## 12 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



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**