



# Application Private Balloon / Radio 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 of a Private Pilot (Balloon) Permit PP(B)P, Radio Operator (Balloon) Permit (RO(B)P) or an endorsement.

## Who is this form for?

This form is for those applying for the initial issue of a Private Pilot (Balloon) Permit, Radio Operator (Balloon) Permit and any endorsement.

For an overseas conversion submit Private Pilot (Balloon) Overseas Conversion (**BF-008**).

If applying for a Gas Balloon or Hot Air Airship Endorsement based on overseas qualifications, please submit Overseas Conversion (**BF-008**).

For a permit reprint submit Ballooning Permit/Licence reprint (**BF-009**).

## 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.
- For the issue of PP(B)P or any endorsements on a PP(B)P you must meet the aeronautical experience and theory exam requirements contained in the CASA Recreational Ballooning Procedures Manual (CRBPM) and comply with CAO 95.54.
- If only applying for an additional endorsement(s) and you do not require a permit reprint, only complete this form. There are no application fees for endorsements.
- If a permit reprint is required, please complete **BF-009** as well.

## 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](#).

## Application Type

### 1 What are you are applying for?

Select **only one** option below

PP(B)P Initial Issue

Night VFR Balloon Endorsement

Balloon over 120K Endorsement

## Applicant

### 2 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

## 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 permit 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**. For the endorsement marked with \* the testing Grade 1 instructor must complete sections 4, 5 and 6 of this form.

Use N/A for items which are not applicable.

Permit/ endorsement	Last theory exam completed date	Practical completed date
Private Pilot (Balloon) Permit - (PP(B)P) as per paragraph 2.3.1 of the CRBPM		
Radio Operator (Balloon) Permit - RO(B)P as per 2.4.1.1 of the CRBPM; OR		
Radio Operator (Balloon) Permit – RO(B)P as per 2.4.1.2 of the CRBPM (Recognition of Prior Learning)	Attach proof of other radio licence	
Non-controlled Aerodrome Endorsement as per paragraph 2.7.2 of the CRBPM*		
Night VFR balloon Endorsement as per 2.10.2 of the CRBPM*		
Balloon greater than 120K endorsement as per 2.11.2 of the CRBPM		
Balloon greater than 260K endorsement as per 2.12.2 of the CRBPM		
Carry and release a hang glider as per 2.13.2 of the CRBPM*		

## Examiner declaration

For the purposes of a Non-controlled Aerodrome Endorsement, Night VFR Endorsement and Carry and release a hang glider a Grade 1 permit holder is the Examiner for the purposes of this form.

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 completed.
- 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

Please attach the relevant flight test report form and tick the relevant form below to confirm you have done this.

Form BF-002-1 - Flight Test Report for PP(B)P Initial Issue

Form BF-002-2 - Flight Test Report for Night VFR Balloon Endorsement

Form BF-002-3 - Flight Test Report for Balloon over 120K Endorsement

The testing officer is to retain a copy of the report.



## 8 Application fees

Select **only one** option below

Issue of Private Pilot (Balloon) Permit

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

**Total:**

## 9 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**