



# Instrument of Delegation Application for RPA Operator's Certificate (ReOC)

Initial issue/variation

CASR Part 101



## 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 your CASA Instrument of Delegation holder.

## Purpose of this form

Use this form to apply to a CASA Instrument of Delegation holder for the initial issue or variation of a remotely piloted aircraft operator's certificate (ReOC).

## Who is this form for?

This form is for individuals and organisations to apply for:

- Initial issue of a ReOC to fly remotely piloted aircraft (RPA) commercially
- Variation to an existing ReOC

## Information needed to complete this form

All names except the nominated contact must have an ARN.

You are required to submit your RPAS Operations Manual and RPAS Operations Procedures (Library) (if applicable) as part of the ReOC application pack.

Contact your CASA Instrument of Delegation holder for a copy of the RPAS Sample Operations Manual and RPAS Sample Operations Library (if applicable)

After receiving a completed application form, you may receive requests for additional supporting documentation. If there are changes to your application, you may also need to provide an updated application form to your CASA Instrument of Delegation holder.

## Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

## 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 is the name of the **individual or the organisation** (i.e. the legal entity) that will be displayed on the ReOC?

This section is for the name of the individual or organisation that will be legally responsible for the ReOC. Do not enter a business or trading name here.

Legal entity/full name

ARN

ReOC number (leave blank for initial issue)

Phone number

Email address

## Contact person

- 2** Who will be the main **contact person** for this application?

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

Full name

Position (Agent, Secretary)

Phone number

Email address

- 3** What are you **applying** for (select one)?

Initial issue

Variation to existing

- 4** Do you want to add or remove a **registered business name** to/from your ReOC?

You can request a registered business name to be included on your ReOC. The name must meet the following criteria, otherwise the certificate will be issued with only the name provided in question 1:

- Its registration must be current at the time of issue of the ReOC; and
- It must be registered only under the name of the proposed ReOC holder (as proprietor) at the time of issue of the ReOC.

**Add**

**Remove**

Business name

**Add**

**Remove**

Business name

**Add**

**Remove**

Business name

## CEO/Responsible Manager details

- 5** What are the details of the nominated **CEO/Responsible Manager** for the purposes of a ReOC?

Full name of CEO/Responsible Manager

ARN

Contact number

Email address

Relevant management experience (if any)

 Provide additional pages if required

## Chief Remote Pilot details

### 6 What are the **Chief Remote Pilot** details?

Same as CEO/Responsible Manager

Full name of Chief Remote Pilot

ARN

Contact number

Email address

 Provide copy of Controller Certificate or RePL

### 7 How did the Chief Remote Pilot obtain their initial Remote Pilot Licence (RePL) / Controller Certificate (select one)?

PPL Theory

RePL Training

RePL Training organisation name

### 8 Provide details of the Chief Remote Pilot's RPA history and experience, including total RPA flying time, RPAs operated and relevant qualifications.

 Provide additional pages if required

### 9 Is the Chief Remote Pilot also a Chief Remote Pilot or Chief RePL Instructor for other ReOC holders?

No

➔ **Go to 10**

Yes

Provide clear details of the Chief Remote Pilot's process for fulfilling the duties of multiple roles, any relevant qualifications or experience and information about positions held within other ReOCs.

 Provide additional pages if required

## Maintenance Controller details

### 10 What are the **Maintenance Controller** details?

Same as CEO/Responsible Manager

Same as Chief Remote Pilot

Full name of Maintenance Controller

ARN

Contact number

Email address

 Provide additional pages if required

## Fit and proper person(s) information

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

No

Yes

**12** Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

**No**

**Yes**

**13** Do you or any of your nominated personnel 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**

**14** Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

**No**

**Yes**

**15** If you or any of your nominated personnel answered **yes** to **any** of questions **11** to **14** you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.  
Attach a National Police Check issued within the last 12 months if any details are included in this section.

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

 Provide additional pages if required

**16** Have you or any of your nominated personnel been subject to regulatory action by CASA or a foreign aviation regulatory authority in the last 10 years?

**No** ➔ **Go to 19**

**Yes**

**17** Have you or any of your nominated personnel had a ReOC (or equivalent) suspended or cancelled?

**No**

**Yes**

**18** What are the details of the regulatory action taken?

Type of action

Type of authorisation action taken against

Date the action was taken

/ /

 Provide additional pages if required


Proposed aerial work operations

19 What type and category of RPA are you applying for to conduct aerial work operations?

List each category (aeroplane, helicopter, multicopter, powered-lift, airship), manufacturer make and model and maximum gross weight/ capacity of RPA to be operated.

**Note:** RPA with a maximum gross weight under 250 g cannot be listed.

Add	Remove	RPA Category	RPA Manufacturer Make and Model	Maximum Gross Weight

 Attach additional pages if required

## Application checklist

### 20 Select/specify attachments for **Initial issue** and **variations only**:

- Operations Manual (required)
- RPAS Operational Procedures (Library) for operating less than 150kg (if applicable)
- Additional Registered Business name(s) with Australian Business Number (ABN) are attached
- Additional details of CEO/Responsible Manager are attached
- Additional details of Chief Remote Pilot are attached
- Additional details of Maintenance Controller including additional positions are attached
- Additional information about criminal charge and conviction is attached
- Additional information about the regulatory action are attached
- Copy of controller certificate or remote pilot licence for your nominated Chief Remote Pilot

If other please specify

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## 21 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 have used my best efforts to identify all Commonwealth, state and territory environmental protection legislation that governs the aviation-related activities I will be engaging in under the authorisation for which I am applying. I recognise and understand these obligations and will endeavour in good faith to comply with the applicable requirements specified in that legislation.
  - 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](#).

- 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

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

CEO/Responsible Manager

Agent under a Power of Attorney

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1

 Attach Power of Attorney

## Submitting this form to CASA



By email – attach this form and all supporting documents. Send them to your CASA Instrument of Delegation holder.