



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

## Purpose of this form

Use this form to apply for approvals under Part 91 for a Minimum Equipment List (MEL) for a particular type and model of aircraft or to request extensions of rectification intervals for existing MEL items.

## Who is this form for?

This application form is for an operator of an aircraft who wishes to apply for an initial issue or variation of a Minimum Equipment List for an aircraft type and model under CASR Part 91.

You can also use this form to apply for extension of rectification intervals for one or more individual aircraft.

## Information needed to complete this form

An operator of an aircraft who wishes to apply for initial issue or variation of an MEL or extension of rectification intervals for an item specified in their MEL should review CASR Part 91 before completing this form.

Information regarding the status of aircraft configuration and maintenance history will be required by the applicant. In addition, specific information surrounding the reasons for extension of rectification intervals for MEL items will need to be submitted and assessed prior to any approval.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

## 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

CASA will use the currently held contact, ABN and ACN details linked to your ARN profile.

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.

## Privacy

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 civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

## For more information

Go to the [CASA website](#) or call us on 131 757.

## Applicant

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

You must be the operator of the aircraft. If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

ABN/ACN (if applicable)

Contact number

Email address

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## Contact person

### 2 What are the **contact person** details?

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

Full name

Position (Agent, Secretary)

Contact number

Email address

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

Initial issue of an MEL ➔ [Go to 4](#)

Variation to an MEL ➔ [Go to 6](#)

Extension of a rectification interval ➔ [Go to 9](#)

## Initial issue of a Minimum Equipment List

**4** List the aircraft details and the MEL details that you intend to include in the MEL:

Contents for a MEL for an aircraft must include all requirements as listed in section 28.03 of the Part 91 Manual of Standards.

 **Attach additional pages if required**

Aircraft Type and Model	Minimum Equipment List Name	Minimum Equipment List Version and Date

**5** Are you requesting a variation to an existing MEL with this application?

**No** → [Go to 9](#)

**Yes** → [Go to 6](#)

## Variation to a Minimum Equipment List

**6** List the aircraft details you are intending to add to an existing Minimum Equipment List:

 **Attach additional pages if required**


Aircraft Type and Model	MEL Name	MEL Version and Date	MEL approval instrument number

**7** Are you making other variations to an existing MEL not covered in question 6?

**No** → [Go to 9](#)

**Yes** → [Go to 8](#)

**8** Please provide a summary of the relevant MEL approval instrument number, the changes made and the associated sections/pages of the MEL where the updates have been entered.

 **Attach additional pages if required**

## Extensions of rectification intervals

If applying for an extension of rectification interval for more than one aircraft, please provide details on a separate page of the additional aircraft, the MEL item to be extended and other MEL information as detailed in Question 10.

### 9 What are the **aircraft** details?

Registration mark (VH-)

Aircraft type

Aircraft model

Serial number

### 10 Please provide details of the inoperative MEL item to be extended:

Description of the inoperative MEL item

MEL approval instrument number

MEL reference of the inoperative item

Repair category of the item:

Category B

Category C

The original rectification interval of the MEL item

Expiry date and time of the existing MEL

## 10 Coninued

Start date of extended rectification interval

End date of extended rectification interval

Justification as to why the inoperable item was unable to be rectified in the original rectification interval

 **Attach documented evidence for justification**

### 11 Does the aircraft mentioned in Question 9 have any other inoperative MEL items?

**No** → [Go to 13](#)

**Yes** → [Go to 12](#)

### 12 Please provide details of any other inoperative MEL items that apply to the aircraft

 **Attach additional pages if required**

## Applicant checklist

### 13 Select all that apply:

If an initial issue MEL application, I have attached the proposed MEL for the aircraft type/s and model/s applied for

If my application is for variation of an MEL, I have attached the proposed variation of the MEL

If my application is for an extension to the rectification interval for an MEL item, I have attached supporting information to justify the extension

I have attached further supporting documentation with my application as listed below:

## Applicant Declaration

### 14 I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Agent under a Power of Attorney

A copy of a Power of Attorney or other 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 or other authority**

## Returning your form



By email – attach this form and all supporting documents.  
Send them to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)