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Please download and complete with Adobe Acrobat. If you are 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 B and C first time 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 apply for both on the one form if the aircraft are listed in the same MEL document.

If you are removing an aircraft from the MEL, this is a variation. If the operator is changing, the MEL requires initial approval and is not a variation. A change of VH-registration in most cases is a variation, provided the aircraft has an approved MEL.

You can also use this form to apply for extension of rectification interval for one B or C MEL item for an individual aircraft, provided the procedure to extend is in the MEL.

If you are applying for an extension under 91.945 as well as MEL under 91.935/940, use a separate form.

## 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 subpart 91.Y 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, a copy of the MEL must be supplied with the application.

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 required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## 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?

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)

Phone 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)

Phone number

Email address

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

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

Variation to an MEL ➔ [Go to 6](#)

Initial and variation ➔ [Go to 4](#)

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

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## 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.

 Provide additional pages if required

Aircraft Type and Model	Registration mark/s	Aircraft serial number

**5** What is the MEL name, revision and date applicable to the aircraft?

MEL name

MEL revision

Date (DD/MM/YYYY)

/ /

What is the MMEL name, the NAA that approved the MMEL, revision and date?

## Variation to a Minimum Equipment List

**6** List the aircraft details that are in the Minimum Equipment List that are NOT in item 4:

 Provide additional pages if required

Aircraft Type and Model	Registration mark/s	Aircraft serial number

**7** Are you removing aircraft from the MEL? This will be a variation. If so, list the aircraft.

 Provide additional pages if required

Aircraft Type and Model	Registration mark/s	Aircraft serial number

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

 Provide additional pages if required

## Extensions of rectification intervals

If applying for an extension of rectification interval, please provide details and other MEL information as detailed in Question 9.

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

Registration mark (VH-)

Aircraft type

Aircraft model

Serial number

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

Description of the inoperative MEL item

MEL section that satisfies 91 MOS 28.03(2)

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

## 9 Continued

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

Note: refer to CASA guidance (GM) for reasons for justification.

 Attach documented evidence for justification

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

**No** → [Go to 12](#)

**Yes** → [Go to 11](#)

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

 Provide additional pages if required

## Applicant checklist

### 12 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 and a copy of the MEL.

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

*This area has been intentionally left blank*

**13 I declare:**

- All statements in this application are true and correct.
- I am authorised to make this application and hold the role indicated below.

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.
- 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 acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

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

Signature

Date (DD/MM/YYYY)

/ /

**Role authority**

**14** In what capacity are you making this declaration?

Self

Agent

Other, please specify:

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**

**Submitting this form to CASA**



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