Australian Government
Civil Aviation Safety Authority

Notification
Non-significant changes

CASR Parts 119, 131 and 138

Notify your non-significant changes online

You can now notify your non-significant changes in myCASA.

Go to **myCASA**

OR

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.

Purpose of this form

Use this form to notify CASA of non-significant change/s under Parts 119, 131 and 138 of CASR.

Who is this form for?

This form is for individuals or organisations who wish to notify CASA of non-significant changes made to their operations manual/exposition for Parts 119, 131 and 138.

If you're notifying of non-significant changes that requires a re-issue of the certificate (for example change of trading name) you are required to complete and submit the full length application form/s for Part 119, Part 131 and/or Part 138 as applicable to your operations.

If notifying of non-significant changes in relation to your Part 145 or Part 42 certificates, you are required to complete and submit Form 395.

Information needed to complete this form

The operator should review CASR Parts 119, 131 and/or 138 (as applicable) before completing this form.

After receiving a completed form, CASA may contact you if any additional supporting documentation is required. If the changes requested are considered a **significant change** to your operations, you are required to complete and submit the correct application form.

Non-significant changes are not chargeable items under the Civil Aviation (Fees) Regulations 1995 and you will not receive an estimate for these changes.

Requests for items such as the re-issue of a certificate or other document cannot be applied for using this form. For such a matter the operator will need to separately request this.

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

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.

For more information

Go to the CASA website or contact us.

Operator

1 What are the **operator** details?

Your contact details must be current. Update contact details via changing your details.

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

2 Which approval type does the non-significant change/s apply to?

- ☐ Part 119 Air Transport
- ☐ Part 131 Balloons, Hot Airships
- ☐ Part 138 Aerial Work

Contact person

3 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

4 Are you providing notification of non-significant change/s relating to RVSM or navigational matters?

No ☐ ➡ **Go to 5**

Yes ☐ Ensure the changes are summarised in question 11 including aircraft serial number and registration.

5 Are you providing notification of non-significant change/s relating to Prescribed Single Engine Aircraft?

No ☐ ➡ **Go to 6**

Yes ☐ Ensure the changes are summarised in question 11

6 Are you providing notification of non-significant change/s relating to Training and Checking matters?

No ☐ ➡ **Go to 8**

Yes ☐ Attach the applicable document containing the changes

Attach additional pages if required

7 Does your non-significant change notification for Training and Checking matters relate to Training and Checking personnel?

No ☐ ➡ **Go to 8**

Yes ☐ Ensure the changes are summarised in question 11

8 Are you providing notification of non-significant change/s relating to Safety Management System matters?

No ☐ ➡ **Go to 9**

Yes ☐ Ensure the changes are summarised in question 11

9 Are you providing notification of undertaking task specialist operations under Section 14A of CASA EX72/24 - Part 138 and Part 91 of CASR - Supplementary Exemptions and Directions Instrument 2024 (lights-out surveillance for law enforcement operations)?

Relevant government authority confirmation letter **required**

No ☐ ➡ **Go to 10**

Yes ☐ Attach relevant government authority confirmation letter which confirms lights-out needed for surveillance on authority letterhead

Attach authority

10 Please provide the revision details of the exposition/operations manual you are submitting with this notification that contains your non-significant changes.

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

11 What non-significant changes were made to the exposition/operations manual and on which pages? If you have a change register or summary, please submit instead of completing below.

Attach additional pages if required

Notification checklist

12 Select all that apply:

- ☐ My complete exposition/operations manual is attached or has been submitted via MAAT.
- ☐ The relevant section/s of my exposition/operations manual that contain the change/s is attached or has been submitted via MAAT.
- ☐ If the change/s relate to SMS, I have attached a copy of my SMS manual or the relevant section/s of the manual containing the change/s.
- ☐ If the change/s relate to Training and Checking, I have attached a copy of my T&C manual or the relevant section/s of the manual containing the change/s.
- ☐ Other – additional supporting documentation submitted

If other please specify documentation provided

Declaration

13 **I declare:**

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this notice:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- 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 notice, is protected by the *Privacy Act 1988*.

We will use the information provided to process this notice and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your notice.

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 notice in accordance with that policy.

Full name (Applicant or Company Representative)

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?
For example: Self, Safety Manager, Head of Flying Operations

Submitting this form to CASA

By email – attach this form and all supporting documents. Send them to regservices@casa.gov.au