Australian Government
Civil Aviation Safety Authority

Notification

Issue of CASR Part 61 design feature

CASR 61.755

Notify CASA online

You can now notify CASA of an issue of design feature online in myCASA.

Go to **myCASA**

OR

Download this form before you begin

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 applications@casa.gov.au.

Purpose of this form

This form is to be used to notify CASA of the issue of a design feature endorsement.

Who is this form for?

This form is to be completed by a flight instructor endorsing a design feature.

Information needed to complete this form

If CASA does not have a photo of you that is less than 10 years old, you can check your photo and update in myCASA.

If the licence holder seeks a subsequent reprint of their licence, they must complete and submit a licence reprint application.

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.

Licence holder

1 What are the **licence holder** details?

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

Full name

ARN

Phone number

Email address

Notification checklist

2 Select all that apply:

☐ This form is being submitted with another application/ notification.

Please specify:

☐ Applicant holds a medical certificate or exemption for CASR 61.235(4)(b) - flight test conducted in a SIM.

☐ Photo has been updated on myCASA.

Design feature endorsement

Refer to "Part 61 flight crew licensing (prescribed aircraft and type ratings) instrument.

3 What is the date of assessment?

Date (DD/MM/YYYY)

/ /

4 What are the design features endorsement issued?

☐ Tailwheel undercarriage
☐ Retractable undercarriage
☐ Manual propeller pitch control
☐ Gas turbine engine
☐ Multi engine centreline thrust
☐ Pressurisation system
☐ Floatplane
☐ Floating hull
☐ Ski landing gear
☐ Float alighting gear

4 continued

What are the **aircraft** details?

Refer to the latest edition of the "Part 61 prescription of Aircraft and Ratings – CASR Part 61" instrument

Registration mark (VH-)

Manufacturer

Model

Simulator ID

This area has been intentionally left blank

Flight instructor declaration

5 I declare:

- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign 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

ARN

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only

By email – send this form with all supporting documents attached to applications@casa.gov.au

By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601