



### 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 the initial issue of, renewal of, or to request changes to, general approvals issued under Part 131 of CASR (Part 131).

### Who is this form for?

This form is for individuals or organisations, other than AOC holders, who wish to apply for the initial issue of, renewal of, or request changes to, approvals under Part 131.

This form is not for individuals or organisations applying for an AOC (or approvals associated with balloon transport operators). Please use the Air Operator's Certificate (balloon operations)/associated approvals application form.

This form is not for individuals or organisations applying for an approval under Part 91 of CASR (Part 91). Please use the Part 91 general approval application form for Part 91 approvals (except for air display approvals) or the approval to conduct air display application form.

### Information needed to complete this form

You should review Parts 91 and 131, associated manuals of standards, and associated AMC/GM documents before completing this form.

Guidance is available in the form of AMC/GM documents and advisory circulars. Refer to the [CASA website](#).

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?

Your contact details must be current. Update your contact details via [changing your details](#).

Full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

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

Initial issue of approval → [Go to 3](#)

Changes to approval → [Go to 3](#)

Renewal of approval → [Go to 5](#)

## 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 (eg. Agent, Director)

Phone number

Email address

## Part 131 General Approvals

### 4 Please specify the approvals in the table below that you are applying for or seeking revocation of:

| Part 131 Approval type |               |  |
|------------------------|---------------|--|
| <b>Add</b>             | <b>Remove</b> | 131.325(2) Conduct specialised balloon operation<br>Balloon Class, model and registration(s) of aircraft to be approved<br><br>Describe nature of operation  |
| <b>Add</b>             | <b>Remove</b> | Part 131 MOS paragraph 20.02(3)(a) operate a tethered Part 131 aircraft on the movement area of, or on a runway of, or within 2 NM of, an aerodrome.<br>Name of aerodrome<br><br><b>Note:</b> A Part 131 aircraft is a manned free balloon or a hot air airship. |

## 4 Continued

| Part 131 Approval type |               |  |
|------------------------|---------------|--|
| <b>Add</b>             | <b>Remove</b> | Part 131 MOS paragraph 20.02(1) operate a tethered Part 131 aircraft in such a way that crown of the aircraft exceeds 400 ft AGL.<br><b>Note:</b> A Part 131 aircraft is a manned free balloon or a hot air airship. |
| <b>Add</b>             | <b>Remove</b> | 131.685(1)(b) Operate a tethered gas balloon.  |

## Declaration

### 5 I declare:

- All statements in this notice 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.
- 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.

## Declaration continued

Full name

Signature

Date (DD/MM/YYYY)

/ /

## Submitting this form to CASA



By email – send this form with all supporting documents attached to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)



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

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**