



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 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 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](#).

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?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

ABN/ACN (if applicable)

Contact 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)

Contact 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		
Add	Remove	131.315(1)(b) Operate a Part 131 aircraft in a balloon transport operation at night.
Add	Remove	131.325(2) Conduct specialised balloon operation Balloon Class, model and registration(s) of aircraft to be approved Describe nature of operation
Add	Remove	Part 131 MOS paragraph 20.02(2)(b) operate a tethered Part 131 aircraft on the movement area of, or on a runway of, or within 4 000 metres of, an aerodrome. Name of aerodrome

Note: A Part 131 aircraft is a manned free balloon or a hot air airship.

4 Continued

Part 131 Approval type		
Add	Remove	Part 131 MOS paragraph 20.02(2)(b) operate a tethered Part 131 aircraft in such a way that crown of the aircraft exceeds 300 ft AGL. Note: A Part 131 aircraft is a manned free balloon or a hot air airship.
Add	Remove	131.685(1)(b) Operate a tethered gas balloon.

Declaration

5 I declare that:

- 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 lodgement.
- 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 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)

/ /

Returning your form



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



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

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601