



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 applications@casa.gov.au.

Purpose of this form

Use this form to notify CASA of the successful completion of a balloon flight review.

Who is this form for?

This form is for individuals who hold a Private Pilot (Balloon) Permit and have satisfied the requirements for a flight review.

Information needed to complete this form

- You must hold a current Private Pilot (Balloon) Permit (PP(B)P).
- You must have passed a flight review in accordance with the requirements contained in this form and the CASA Recreational Balloon Procedures Manual.

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

Phone number

Email address

Aeronautical experience

2 What is your **aeronautical experience**?

What flying have you completed in the last two years?

Requirements for a Flight Review

3

The CASA Recreational Ballooning Procedures Manual provides that the holder of a PP(B)P is deemed to have satisfactorily completed a recreational balloon flight review if they satisfy one of the requirements listed below.

I have within the previous 2 years of the date of this application, successfully completed the requirements for one of the following:

Issue Commercial Pilot (Balloon) Licence

Issue or renewal of an Instructor Private Pilot (Balloon) Rating

Issue or renewal of a commercial flight Instructor (Balloon) Rating

A Commercial Pilot (Balloon) flight review

Balloon type conversion training conducted by an examiner or Grade 1 Instructor

Note: The period of validity that CASA will hold on record for a deemed flight review will be for a period not exceeding 2 years from the date the applicant successfully completed the requirements.

Complete Question 4 and submit the form to CASA with the evidence. Question 5 to 8 may be left blank.

3 continued

Recreational Balloon flight review, complete Questions 5-8

Applicant declaration

4 I declare:

- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign this application.
- For section 3 I have attached evidence of satisfying the requirements for the Private Pilot (Balloon) Flight Review within the previous 2 years
- 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](#).

- 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

Date (DD/MM/YYYY)

/ /

Examiner/Instructor declaration

- 5** I certify that:
- I conducted a Flight Review, in accordance with the CASA Recreational Ballooning Procedures Manual.
 - All statements in this application are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
 - I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name of the Examiner/Instructor

ARN of the Examiner/Instructor

Date of Flight Review (DD/MM/YYYY)
/ /

Flight Review

- 6** Select below
- Competent
- Not yet competent
- Flight Route
- Balloon type
- Balloon registration (VH-)
- Flight Time

Flight Review Instructions

7

The reviewing officer must be a current instructor, examiner or a person approved in writing by CASA.
Flight Review for renewal of a lapsed PP(B)P greater than one year but less than 3 years must be conducted by at least a current Grade 1 Instructor
Flight review for renewal of a lapsed PP(B)P greater than 3 years must be conducted by a current Examiner
If the overall assessment is competent, the following is to be annotated in the pilot's logbook:
Name:..... ARN:.....has satisfactorily completed a recreational balloon flight review on(Date)

Flight Review Report Instructions

8

The testing officer is to complete the flight test report and retain a copy of the report and send a copy to CASA.

The flight test report must be completed in the following manner:

- C** Competent
- N/A** Not assessed

Exercise Pre-flight:

- Balloons systems knowledge
- Interpret and apply MET/NOTAMS
- Balloon Log Book use
- Calculate weight and performance
- Explain actions in event of gas leak
- Explain actions in event of fire.....
- Task management.....
- Fuel management
- Passenger management
- Safety management
- Decision making.....
- Lookout
- Situation awareness.....
- Threat and error management.....
- Communication and interpersonal relationships - crew/pax/other

8 continued

Flight Sequence:

- Pre-flight preparation
- Wind and weather assessment
- Take-off site selection
- Check-list usage.....
- Balloon inflation
- Take-off balloon.....
- Radio/ATC/Procedures.....
- Fly balloon level, high/low
- Navigation technique.....
- Avoid power lines/obstacles.....
- SZ/PZ awareness.....
- Monitor weather conditions.....
- Emergency procedures.....
- Landing site selection.....
- Conduct aborted landing.....
- Land balloon.....
- Balloon deflation.....
- Other:

Navigation:

- Flight planning, 60 min flight.....
- Cockpit organisation
- Navigation technique.....
- Map reading
- Airspace management and procedures
- Unplanned landing management.....
- Fuel planning/management.....
- Other:

8 continued

PP(B)P Flight Check Record:

- Explain objective of flight
- Obtain relevant operational and meteorological information
- Flight planning, route, landing, options, airspace, etc.
- Passenger control and briefing.....
- Inflation and launch site safety
- Launch and climb out to suitable height
- Controlled level flight at all operational levels.....
- Demonstrate response to simulated in-flight emergencies
- Demonstrate controlled ascents and descents at various rate.....
- Routine in-flight safety checks
- Fuel management, including tank changes
- Approach and landing, including site selection, checks, briefing
- Critique own performance, understand any weaknesses...
- Debrief by Examiner/Instructor:

Submitting this form to CASA



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