



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 for the initial issue or a reprint of a Private Pilot (Balloon) Permit PP(B)P or an endorsement.

Who is this form for?

This form is for those applying for the initial issue or a reprint of a Private Pilot (Balloon) Permit and any endorsements.

Information needed to complete this form

- You must hold a Student Private Pilot (Balloon) Permit for the issue of an initial Private Pilot (Balloon) Permit.
- Or you must hold a Private Pilot (Balloon) Permit if applying for the following endorsements.
 - Non-controlled Aerodrome
- To be issued with a Private Pilot (Balloon) Permit or an endorsement on the Permit, you must meet the requirements in accordance with the CAO 95.54 and the CASA Recreation Balloon Procedures Manual.
- You must have the required aeronautical experience and completed the theory requirements contained in the CASA Recreation Balloon Procedures Manual for the PP(B)P or the endorsement being applied for.

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](#).

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

Applicant Declaration

2 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.
 - 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.

Declaration continued

Full name

Date (DD/MM/YYYY)

/ /

Examiner

3 What are the **examiner** details?

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

Full name

ARN

Phone number

Email address

Permit/Endorsement initial issue

4 This section is to be completed by the examiner.

Use N/A for items which are not applicable.

Certificate/ Endorsement	Theory completed date	Practical completed date
Radio Operator Certificate (ROC)		
Private Pilot (Balloon) Permit (PP(B)P)		
Non-controlled Aerodrome		

Examiner declaration

Flight test reports for failed flight tests must be attached if not already submitted.

5 I certify that:

- I conducted a Private Pilot (Balloon) Permit flight test, in accordance with CAO 95.54 and the CASA Recreational Ballooning Procedures Manual.
- Relevant theory exams have been successfully undertaken and results supplied to CASA.
- The applicant has satisfied the requirements of the CAO 95.54 and the CASA Recreational Ballooning Procedures Manual for the issue of the permit or endorsements listed above.
- All statements in this application are true and correct and I have read and understood all provisions of the CAO 95.54 and the CASA Recreational Ballooning Procedures Manual 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*.

Date of flight test (DD/MM/YYYY)

/ /

Full name of the Examiner

Flight Test

6 Select below

Competent

Not yet competent

Examiners comments

Flight Test Instructions

7 For an application for a Private Pilot (Balloon) Permit, the applicant has met and provided all of the requirements for items 1 to 18 as detailed under **Private Pilot Flight Test** contained in the Student Pilot training records.

(See following page for flight test report checklist for these items)

Complete

Incomplete

Flight Test Report instructions

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The testing officer is to complete the flight test report (contained on the following page) and retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

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

Tick each item of the test when carried out to the required standard.

Flight Test Report for Private Pilot (Balloon) Permit – initial issue

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To be used with 'Required Flight Test for issue of Private Pilot Certificate' notes.

1. Documentation

- 1.1
- 1.2
- 1.3
- 1.4

2. Equipment

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5

3. Personnel

- 3.1

4. Preparation for Flight

- 4.1
- 4.2
- 4.3
- 4.4
- 4.5
- 4.6

5. Familiarisation

- 5.1
- 5.2
- 5.3
- 5.4
- 5.5

6. Inflation

- 6.1
- 6.2
- 6.3

7. Take off

- 7.1
- 7.2

8. Straight and level flight

- 8.1
- 8.2

9. Climbing/descending

- 9.1
- 9.2
- 9.3

10. Navigation

- 10.1
- 10.2
- 10.3

11. Emergencies

- 11.1
- 11.2
- 11.3
- 11.4

12. Fuel Management

- 12.1
- 12.2
- 12.3

13. Approach & overshoot

- 13.1
- 13.2
- 13.3
- 13.4
- 13.5

14. Landing

- 14.1
- 14.2
- 14.3
- 14.4

15. Action after flight

- 15.1
- 15.2

16. Landowner relations

- 16.1

17. Airmanship

- 17.1
- 17.2
- 17.3
- 17.4

18. Solo Flight

- 18.1
- 18.2
- 18.3

10 Application fees

Select **only one** option below

Issue of Private Pilot (Balloon) Permit

Fee Code: 24.6B.....\$30

Permit Reprint

Fee Code: 24.6C.....\$25

Total:

11 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.

To make a payment go to [Secure payment gateway](#).

After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard Visa Total \$

Card number

Expiry (MM/YY)

/

Cardholder name

Signature

Date (DD/MM/YYYY)

/

/

Receipt options Applicant **or** Third party (provide details below)

Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

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