Australian Government
Civil Aviation Safety Authority

Application
Recreational pilot licence (RPL)
in recognition of pilot certificate

CASR 61.480, 61-G

This form is now available online

Use myCASA for reliable and secure form submissions and payments.

Go to **myCASA**

OR

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 apply for a CASA issued RPL and associated endorsements through recognition of your pilot certificate granted by a Sports Aviation Body (SAB).

Who is this form for?

This form is for individuals holding a pilot certificate granted by a SAB seeking recognition when applying for a CASA issued RPL.

Information needed to complete this form

You must hold a current pilot certificate issued by a SAB.

You must be at least 16 years old.

You must provide certified copies of documents as a part of this application. For more information on certified copies and who can witness them, see the CASA website.

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.

A CASA flight crew licence cannot be issued until you have been issued with an Aviation Security Identification Card (ASIC) or Aviation Identification (AVID). For security requirements associated with the issue of this licence please refer to the guidelines.

Refer to ASIC and AVID page.

To be issued with a flight radio endorsement based on your pilot certificate, you will need to hold a valid International Civil Aviation Organisation (ICAO) level 4, or higher, aviation English proficiency (ELP) assessment or you are submitting an ELP notification with this application.

Refer to CASR 61.500(4)(c)

To be issued with a Recreational navigation endorsement your pilot certificate must authorise you to conduct cross-country flight and you must meet the minimum required hours.

CASA must ensure an applicant is a fit and proper person before issuing a permission and cannot finalise your application unless notified you have completed a background security check and it is not adverse or qualified. An Australian flight crew licence cannot be issued until you have been issued with an ASIC or AVID. For security requirements associated with the issue of this licence please refer to ASIC and AVID. (Refer to CASR 11.055)

You must provide the SAB with the authority they require to release your information to CASA, if CASA is required to verify your certificate. We will contact the relevant authority to verify your certificate.

Aviation reference number (ARN)

An ARN is required to complete this form.

If you are the applicant and 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 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.

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

2 Do you hold a current ASAO pilot certificate?

- ☐ **No**
- ☐ **Yes**

3 Are you applying for an aircraft category RPL licence, RPL endorsements or design features?

- ☐ Aeroplane - RPL-A ➡ **Go to 4**
- ☐ Helicopter - RPL-H ➡ **Go to 4**
- ☐ Gyroplane - RPL-G ➡ **Go to 4**
- ☐ RPL endorsements and/or design features ➡ **Go to 12**

4 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

- **No** ☐ ➡ **Go to 5**
- **Yes** ☐ Attach a certified copy ➡ **Go to 6**

Attach certified copy

5 Have you applied for an ASIC/AVID?

- **No** ☐ You cannot submit this application until you have applied for an ASIC/AVID
- **Yes** ☐ Your application will be placed on hold until either your AVID is issued by CASA or you supply a certified copy of your ASIC ➡ **Go to 6**

6 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

- ☐ **No**
- ☐ **Yes**

7 Have you ever been refused the issue of a transport related licence or certificate (e.g.. pilot licence, pilot certificate, drivers licence, boating licence)?

- ☐ **No**
- ☐ **Yes**

8 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

- ☐ **No**
- ☐ **Yes**

9 Is suspension or cancellation action pending in relation to any aviation licence (RAAus pilot certificate) you hold?

Refer to CASR 11.055

- ☐ **No**
- ☐ **Yes**

10 If you answered **yes** to **any** of questions **6** to **9**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

Provide additional pages if required

11 What is your **aeronautical experience**?

To be eligible to apply for **RPL-A, RPL-H** or **RPL-G** applicants must have the following **minimum** aeronautical experience in the category of aircraft for which the associated aircraft category rating is sought.

You must ensure you meet the requirements of the experience specified in the regulations.

Refer to CASR 61.475

Type of experience required	Minimum hours required	Your actual hours
Total flight time as pilot (in appropriate category)	25	
Dual flight time (in appropriate category)	20	
Solo flight time (in appropriate category)	5	

Provide certified copy of your log book

12 Are you adding the **flight radio endorsement**?

No ☐ ➡ **Go to 16**

Yes ☐ ➡ **Go to 13**

13 Have you completed an English language proficiency (ELP) assessment?

Refer to CASR 61.160

Yes ☐ I have completed an ICAO level 4, or higher, ELP assessment and the record is on my licence

Yes ☐ I have completed an Australian ICAO ELP assessment

Provide assessment

14 Are you applying for a **recreational navigation endorsement**?

No ☐ ➡ **Go to 16**

Yes ☐ ➡ **Go to 15**

15 What are the **cross-country flight endorsement** details?

You must meet the following **minimum** hour requirements.

Type of experience required	Minimum hours required	Your actual hours
Solo cross-country	5	
Dual flight time	1	

Provide certified copy of your log book

16 What are the **design feature endorsements** held on your pilot certificate you are applying for (select all that apply)?

- ☐ Manual propeller pitch control
- ☐ Tailwheel undercarriage
- ☐ Retractable undercarriage
- ☐ Floatplane
- ☐ Floating hull

Applicant checklist

17 Select all that apply:

- ☐ A certified copy of my ASIC/AVID is attached
- ☐ A certified copy of current pilot certificate granted by a SAB is attached
- ☐ Certified copies of logbook pages, verifying required flight experience are attached
- ☐ An ELP assessment report is attached or I have confirmed I hold at least a current ICAO level 4 ELP assessment
- ☐ Recreational pilot licence (RPL) endorsements has been updated on myCASA
- ☐ Photo has been updated on myCASA

If other please specify

Declaration

18 I declare:

- All statements in this application 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.

Fees

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.

Full name

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

Continue to payment page

ARN

Payment authorisation

19 Application fees

☐ Issue of RPL (Australia trained) - processing and consideration.

Fee Code: 24.6 002.....**$50**

Total: 0

20 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 $ 0

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