



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 to CASA for consideration of a partial or full refund of a Levy payment made for the registration of a Commercial RPA.

Who is this form for?

This form is for organisations, including charities, or individuals who have paid CASA a levy for the annual registration of a commercial RPA after 27 July 2021, to request a partial or full refund of the payment.

Information needed to complete this form

Applicants must provide the RPA registration details and payment receipt reference/s in this application. In the instance where multiple RPA have been registered, applicants must attach an additional document listing the details for each RPA.

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 need to provide the organisation's ARN and have authority to act on behalf of the entity.

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988. 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's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant details

1 What are the **applicant** details?

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

Legal entity/full name of organisation/individual or charity

ARN

ABN/ACN

Charity number (if required)

Phone number

Email address

2 Are you the **registration holder**?

No I am an authorised representative for this organisation

Yes

➔ **Go to 3**
➔ **Go to 4**

Authorised representative details

3 What are the **authorised representatives** details?

Contact details will be used for this application only

Full name

ARN

Phone number

Email address

4 What is the **reason** for the refund request?

Note: The refund will be paid to the card/account that was used to make the original payment.

Registered charity

Duplicate registration, resulting in double payments

Administrative error or advice from CASA

Bank or transaction error
Error details:

Public Interest event
Event details:

RPA registration details

5 What are the **RPA registration** details?

Note: If multiple RPA have been registered in one transaction please attach a separate list with the registration, manufacturer, model, serial number for each RPA.

myCASA Registration number

Manufacturer

Model

Serial number

Payment receipt/s reference

 **Attach additional pages if required**

Application checklist

- 6** Select/specify attachments:
- I have attached additional pages with RPA details (only required if application is for multiple RPA)
 - Other
- If other please specify

Declaration

- 7** I declare that:
- I am authorised to make this application and hold the role indicated below.
 - 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 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's Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
 - I have attached all required documentation specified in the application checklist.
 - 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

Signature

Date (DD/MM/YYYY)

/ /


In what capacity are you making this declaration?


For example: Self, Director, CEO, CRP, Maintenance Controller, Authorised Rep

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 **Attach authority**

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