



This form is now available online

Go to **myCASA** >

Use myCASA for reliable and secure form submissions and payments.

OR



Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to rpas.pac@casa.gov.au.

Purpose of this form

Use this form if you intend to apply for an approval or authorisation under the *Civil Aviation Safety Regulations 1998* (CASR, not covered by other RPA or model aircraft application forms).

Who is this form for?

This form is for use by individuals and organisations who operate micro RPA and holders of an RPA Operator's Certificate (ReOC). For ReOC holders, this form should be submitted by the Chief Remote Pilot.

This form can be used to apply for approvals such as, but not limited to:

- 1:many operations (e.g. drone light shows) (CASR 101.029)
- Operations within 30 m of people (CASR 101.029)

Information needed to complete this form

Applicants should review the relevant Part 101 CASR and Manual of Standards provisions before completing this application.

Applicants are required to complete and submit ALL parts of the application to be acceptable to CASA.

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will calculate and send you an estimate of the cost to process your application and any additional information you must submit.

Should you wish to proceed, you will need to pay the estimate and send any requested documents to CASA.

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.

If at any time you would like assistance with any aspect of this form, please contact CASA by email at rpas.pac@casa.gov.au.

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 contact details via [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

2 If the applicant is a ReOC holder, what are the **Chief remote pilot** details?

This form should be submitted by the Chief remote pilot.

Full name of Chief remote pilot

ARN

Phone number

Email address

3 Provide a brief overview of your proposed operation and application

 Provide additional pages if required

4 RPA or model aircraft to be used in the operation (if applicable)

RPA Category (e.g. multirotor, aeroplane, powered lift)	Make and model	MTOW or max. gross weight at take off (whichever is higher)

 Provide additional pages if required

5 Is this application associated with another CASA RPAS application?

No

Yes Job No:

6 What are the proposed start & end dates? (if applicable)

Start date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

7 Is the proposed operation confined to an area? (if applicable)

No This infers it may apply in all states and territories

Yes Provide coordinates for the area of operation

Note: Coordinate format – point to point coordinates or a radius from a single point listed in degrees, minutes and seconds.

 Provide additional pages if required (KMZ file)

8 Will any agencies/landowners be impacted by the operation?

No ➔ [Go to 11](#)

Yes ➔ [Go to 9](#)

9 What are the agency/landowner details?

Full name

Phone number

Email address

 Provide additional pages if required

10 Has agreement been obtained from the agencies/landowners?

No Further evidence may be required

Yes

 Provide evidence of agreement

Application checklist

11 Select/specify attachments:

For ReOC holders, updated RPAS operations manual is attached

For ReOC holders, updated RPAS operational procedures (library) is attached

For non-ReOC holders, documented operational procedures is attached

Risk assessment is attached

Job safety assessment (site hazards) is attached

Aeronautical radio qualifications is attached

Procedures associated with this application is attached

Concept of operations (CONOPS) is attached

Maps/diagrams of operational area (KMZ file) is attached

If other please specify

This area has been intentionally left blank

12 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting 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.
- I have used my best efforts to identify all Commonwealth, state and territory environmental protection legislation that governs the aviation-related activities I will be engaging in under the authorisation for which I am applying. I recognise and understand these obligations and will endeavour in good faith to comply with the applicable requirements specified in that legislation.

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 acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

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

Signature

Date (DD/MM/YYYY)

/ /

Role authority

13 In what capacity are you making this declaration?

CEO

Responsible Manager

Chief Remote Pilot

Agent

Other, please specify:

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 or 2.

 Attach agent declaration or authority

Submitting this form to CASA



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