



### Apply for your ReOC renewal online

If you have no variations for your ReOC, you can apply and pay online in myCASA and get your ReOC renewed within minutes.

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 [regservices@casa.gov.au](mailto:regservices@casa.gov.au).



**This form has combined 101-02, 101-03 and 101-04**

### Purpose of this form

Use this form to apply to CASA for a the initial issue, renewal, or variation of a remotely piloted aircraft operator's certificate (ReOC).

### Who is this form for?

This form is for individuals and organisations to apply for:

- Initial issue of a ReOC to fly remotely piloted aircraft (RPA) commercially
- renewal or,
- Variation to an existing ReOC

### Information needed to complete this form

All names except the nominated contact must have an ARN.

You are required to submit your RPAS Operations Manual as part of the ReOC application pack.

Download the [RPAS Sample Operations Manual](#) before completing this form.

### Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

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

CASA will use the currently held contact details linked to your ARN profile.

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 (Cth). 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 Privacy Statement](#).

### For more information

Go to the [CASA website](#) or call us on 131 757.

## Applicant

- 1** What are the **applicant** details which will be displayed on the ReOC?

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

Legal entity/full name

ARN

ReOC number (if applicable)

Contact number

Email address

## Contact person

- 2** Who will be the main **contact person** for this application?

Contact details will be used for this application only, including any questions and/or fee estimates.

Same as above

Full name

Position

Contact number

Email address

- 3** What are you **applying** for (select one)?

Initial issue → [Go to 4](#)

Variation to existing → [Go to 4](#)

Renewal with change → [Go to 4](#)

Renewal with no change → [Go to 18](#)

- 4** What are the **Registered Business** name(s)?

**Add**

**Remove**

Business name

**Add**

**Remove**

Business name

**Add**

**Remove**

Business name

## CEO/Managing Director details

- 5** What are the **CEO/Managing Director** details?

Full name of CEO/Managing Director

ARN

Contact number

Email address

Relevant management experience (if any)

 **Attach additional pages if required**

## Chief Remote Pilot details

### 6 What are the **Chief Remote Pilot** details?

Full name of Chief Remote Pilot

ARN

Contact number

Email address

Remote Pilot Licence (RePL) / Controller Certificate acquired by (select one)

RePL Training  
Organisation name

PPL Theory

 **Attach copy of Controller Certificate or RePL**

RPA Type Operated

Total RPA flying time

Provide details of the Chief Remote Pilot's relevant qualifications, knowledge and flying history

 **Attach additional pages if required**

## Maintenance Controller details


### 7 What are the **Maintenance Controller** details?

Full name of Maintenance Controller

ARN

Contact number

Email address

 **Attach additional pages if required**

## Fit and proper person(s) information

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

**No**

**Yes**

### 9 Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

**No**

**Yes**

### 10 Do you or any of your nominated personnel 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**

### 11 Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?


**No**

**Yes**

**12** If you or any of your nominated personnel answered **yes** to **any** of questions **8** to **11** 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

 **Attach additional pages if required**

**13** Have you or any of your nominated personnel been subject to regulatory action by CASA or a foreign regulatory authority in the last 10 years?

**No** ➔ **Go to 16**

**Yes**

**14** Have you or any of your nominated personnel had a ReOC (or equivalent) suspended or cancelled?

**No**

**Yes**

**15** What are the details of the regulatory action taken against you?

Type of action

Type of authorisation action taken against

Date the action was taken

/ /

 **Attach additional pages if required**

## Proposed operations

### 16 What type of operations do you wish to conduct?

List each category (aeroplane, helicopter, multi-rotor, powered-lift, airship), manufacturer make and model and gross weight/capacity of RPA to be operated.

<b>Add</b>	<b>Remove</b>	<b>Category</b>	<b>Manufacturer make and model</b>	<b>Gross Weight</b>	<b>RPAS Aerial Work</b>	<b>RePL Theory and Operation Training</b>	<b>RePL Operation Only Training</b>

 **Attach additional pages if required**

## Application checklist

### 17 Select/specify attachments for **Initial issue, renewal with change** and **variations only**:

Additional Registered Business name(s) with registration numbers are attached

Additional details of CEO/Managing Director are attached

Additional details of Chief Remote Pilot are attached

Additional details of Maintenance Controller including additional positions are attached

Additional information about criminal charge and conviction is attached

Additional information about the regulatory action are attached

Copy of controller certificate or remote pilot licence for your nominated Chief Remote Pilot

Operations Manual (required)

RPAS Operational Procedures (Library) for operating less than 150kg (if applicable)

Maintenance Manual for operating over 150kg (if applicable)

Flight Manual for operating over 150kg (if applicable)

Completed training syllabus for all RePL training (if applicable)

If other please specify

## Declaration

### 18 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 in every particular and that 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 Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- 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 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

#### In what capacity are you making this declaration?

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.

For example: Self, Director, Agent

**If declaring as an Agent**, you must provide address details

 **Attach authority**

## Returning your form



By email – attach this form and all supporting documents.  
Send them to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)