



395 Application Significant and Non-Significant Changes

For Subpart 42.G CAMO organisations

CASR Subpart 42.G



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.

Purpose of this form

Use this form to notify CASA of non-significant changes, and seek approval for significant changes to a Subpart 42.G organisation.

Who is this form for?

This form is for an individual or organisation in relation to changes that **do not** require the reissue of the approval certificate.

Such changes include:

- Change of Nominated Personnel Nominated Personnel Approval (Form 004) required to be submitted
- Change of Organisational Structure
- Change of Postal address and/or contact details
- Other changes to the exposition or related manuals or procedures that do not maintain or improve aviation safety

Information needed to complete this form

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application can occur.

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?

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

Legal entity/full name

ARN

Approval Certificate Number (variation only)

Contact number

Email address

2 Are you the **primary contact person** for this application?

No → [Go to 3](#)

Yes → [Go to 4](#)

Contact person

3 What are the **contact person** details?

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

Full name

Position (Agent, Secretary)

Contact number

Email address

4 What is the **main location** you are operating from?

Reference to the name of a facility (eg Smith Aero's Hangar) is not acceptable. You must provide address details such as those recorded on the property's rates notice.

Unit/Number


Street Name

Suburb

State/Province

Postcode

Country (if not Australia)

 [Attach additional pages for other locations](#)

Details of change

5 What are you notifying or applying for (select one)?

Significant changes will receive an estimate of costs
Non-significant changes notification is not chargeable

Significant change

Non-significant change

6 What are the details of the change?

Include a list of the Exposition/Operations Manual pages that have changed.

 **Attach additional pages if required**

7 Has the exposition been submitted in the Manual Authorising and Assessment Tool (MAAT)?

No

Yes

Application checklist

8 Select all that apply:

'Nominated Personnel Approval' (Form 004) is attached

Exposition and/or Exposition Amendments is attached

Supplementary pages outlining additional locations is attached

If other please specify

Declaration

9 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 for significant changes, 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?

For example: Accountable Manager

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 3.

 **Attach authority**

Returning your form



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