



If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes, mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence under the Commonwealth Criminal Code to make a false declaration.

Type of Application

<input type="checkbox"/>	Initial issue	<p>Completion of Parts A, B, C, M and N are mandatory</p> <p>Completion of Parts D to L are only required if relevant to your application</p>
<input type="checkbox"/>	Variation – Removal of activities or locations	
<input type="checkbox"/>	Variation – Addition of activities or locations	
<input type="checkbox"/>	Variation – Addition and Removal of activities or locations	

Part A – Applicant’s Details

A1 Is the proposed name to be reflected on the certificate when issued that of:

<input type="checkbox"/>	An individual	Complete A2 then go to A4 – you do not need to complete A3
<input type="checkbox"/>	Legal entity other than individual	Go to A3 - you do not need to complete A2

Note: The name you provide in **A2** or **A3** will be the name reflected on the certificate when issued.

A2 Individual details- Applicant

Surname		Given Name(s)	
ARN			

A3 Legal entity other than individual details- Applicant

Name of Incorporated company or association or body politic, etc.			
ACN or ARBN			
ARN (if known)			

A4 Do you want a Registered Trading Name to appear on your certificate?

Note: For your trading name to appear on your certificate, you must meet criteria set out in the 'Instructions'.

<input type="checkbox"/>	Yes Enter details below	<input type="checkbox"/>	No Go to A5
Name (1)		Registration Number	
Name (2)		Registration Number	

A5 Main Contact Details for the proposed certificate holder

Name					
Phone		Mobile		Fax	
Email					

A5.1 Registered Business Address

Note: If a legal entity other than individual, this is the official address as registered with ASIC

Street							
Suburb		State		Postcode		Country	

A5.2 Physical Address (Same as Registered Business Address <input type="checkbox"/>)						
<i>Note:</i> This is your main office address						
Street						
Suburb		State		Postcode		Country
A5.3 Postal Address (Same as Physical Address <input type="checkbox"/> or Registered Business Address <input type="checkbox"/>)						
<i>Note:</i> This is the address where you want all of your correspondence to be sent.						
Street						
Suburb		State		Postcode		Country
A6 Submission by agent or representative						
A6.1 Are you completing this application as an agent acting for the applicant?						
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
<i>Note:</i> If an agent has been authorised to act on behalf of the applicant, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants and included with the submission of this application.						
A6.2 Point of contact, details for this application (if different from those of the proposed certificate holder)						
Name						
Phone		Mobile		Fax		
Email						
A6.3 Address						
Street						
Suburb		State		Postcode		Country



Part B – Details of Locations: Note: Reference to the name of a facility (eg Smith’s Aero Hanger) is not acceptable. You must provide address details such as those recorded on your rates notice.

B1 Main Location Details

Note: Complete B1.1 for an Initial Issue or B1.2 for a variation

B1.1 Details of the main location address (e.g. hangar) - **Initial Issue Only**

Is your main location the same as your physical address listed in A5.2?

Yes Go to **B1.2** No Enter full details of main location below

Street						
Suburb		State		Postcode		Country

B1.2 Are the details of your main location changing? - **Variation only**

Yes Enter full details of new address below No Go to **B2**

Street						
Suburb		State		Postcode		Country

B1.3 Please specify the activities to be conducted at your main location.

Note: For variations, only specify the activities to be added and/or removed.

B2 Details of other locations

Do you intend to conduct maintenance at any place other than the main location or vary your current 'other' locations?

Yes Enter full details below

No Go to **B3**

Note: For multiple locations attach a separate page with the details of the locations.

B2.1 Address of 'other' locations to be **added**

Street

Suburb

State

Postcode

Country

B2.2 Address of 'other' locations to be **removed**

Street

Suburb

State

Postcode

Country

B2.3 Address of 'other' locations to be **varied**

Street

Suburb

State

Postcode

Country

B2.4 Specify below the activities to be conducted at your 'other locations'.

Note: If applying for a variation please only specify the activities to be added and/or removed. If activities carried out at other locations are the same as your main location, please state below 'same as main location'.

B3 Temporary Locations

Do you intend to conduct maintenance at unspecified locations on an ad hoc basis for limited periods of time?

Yes Enter details below

No Go to **Part C**

Remove temporary locations

B3.1 Specify the activities to be conducted at your 'temporary' location'.

Note: If applying for a variation please only specify the activities to be added and/or removed. If activities to be carried out at temporary locations are the same as your main location, please just note below 'same as main'.

Part C – Distribution

C1 Do you wish to distribute aircraft components and aircraft materials?

No

Yes

Completing the remainder of your application	
To apply for approval to maintain an aircraft OR any component fitted to that aircraft where that same component is refitted to the same aircraft after maintenance.	Complete Part D
If you propose to maintain any aircraft component as an individual unit and that is released to service for fitment to any Australian-Registered aircraft see below	
To apply for approval to maintain aircraft airframe components	Complete Part E
To apply for approval to maintain aircraft engine components or engine sub components	Complete Part F
To apply for approval to maintain propellers	Complete Part G
To apply for approval to maintain aircraft electrical components	Complete Part H
To apply for approval to maintain aircraft instrument components	Complete Part I
To apply for approval to maintain aircraft radio components	Complete Part J
Specialist Maintenance Tasks (SMT) are processes such as welding, non-destructive testing (NDT), painting etc. carried out on an aircraft as a routine maintenance task. If you propose to conduct SMT on aircraft, components and materials see below	
To apply for approval to perform SMT on aircraft materials	Complete Part K
To apply for approval to perform SMT on aircraft	Complete Part L
To apply for approval to perform SMT on aircraft components	Complete Part L
Note: You do not need to complete Parts K & L if you wish to perform SMT only on aircraft components that: <ul style="list-style-type: none"> a) You are identifying in Parts D to J of this application; OR b) You are authorised to maintain under an existing Certificate of Approval 	
All Applicants must complete Part M - Compliance Statement and Part N - Submission Checklist & Declaration	
Submit your application	