



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 change/s under Parts 119, 131 and 138 of CASR.

Who is this form for?

This form is for individuals or organisations who wish to notify CASA of non-significant changes made to their operations manual/exposition for Parts 119, 131 and 138.

If notifying of non-significant changes in relation to your legal entity name and/or trading name changes, you are required to complete and submit the application form/s for [Part 119](#), [Part 131](#) and/or [Part 138](#) as applicable to your operations.

If notifying of non-significant changes in relation to your Part 145 or Part 42 certificates, you are required to complete and submit [Form 395](#).

Information needed to complete this form

The operator should review CASR Parts 119, 131 and/or 138 (as applicable) before completing this form.

After receiving a completed form, CASA may contact you if any additional supporting documentation is required. If the changes requested are considered a **significant change** to your operations, you are required to complete and submit the correct application form.

Non-significant changes are not chargeable items under the Civil Aviation (Fees) Regulations 1995 and you will not receive an estimate for these changes.

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, ABN and ACN 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.

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.

Operator

1 What are the **operator** details?

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

Legal entity/full name

ARN

ABN/ACN (if applicable)

Contact number

Email address

2 Which approval type does the non-significant change/s apply to?

Part 119 Air Transport

Part 131 Balloons, Hot Airships

Part 138 Aerial Work

Contact person

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

Contact details will be used for this application only, including any questions.

Full name

Position (Agent, Secretary)

Contact number

Email address

4 Are you providing notification of non-significant change/s relating to RVSM or navigational matters?

No → [Go to 5](#)

Yes Please ensure the changes are summarised in Question 10 including aircraft serial number and registration.

5 Are you providing notification of non-significant change/s relating to Prescribed Single Engine Aircraft?

No → [Go to 6](#)

Yes Please ensure the changes are summarised in Question 10

6 Are you providing notification of non-significant change/s relating to Training and Checking matters?

No → [Go to 8](#)

Yes Please attach the applicable document containing the changes

7 Does your non-significant change notification for Training and Checking matters relate to Training and Checking personnel?

No → [Go to 8](#)

Yes Please ensure the changes are summarised in Question 10

8 Are you providing notification of non-significant change/s relating to Safety Management System matters?

No → [Go to 9](#)

Yes Please ensure the changes are summarised in Question 10


9 Please provide the revision details of the exposition/operations manual you are submitting with this notification that contains your non-significant changes.

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

10 What non-significant changes were made to the exposition/ operations manual and on which pages? If you have a change register or summary, please submit instead of completing below.

 **Attach additional pages if required**

Notification checklist

11 Select all that apply:

My complete exposition/operations manual is attached or has been submitted via MAAT.

The relevant section/s of my exposition/operations manual that contain the change/s is attached or has been submitted via MAAT.

If the change/s relate to SMS, I have attached a copy of my SMS manual or the relevant section/s of the manual containing the change/s.

If the change/s relate to Training and Checking, I have attached a copy of my T&C manual or the relevant section/s of the manual containing the change/s.

11 Continued

Other – additional supporting documentation submitted

If other please specify documentation provided

Declaration

12 I declare that:

- I am authorised to provide this notification and hold the role indicated below.
- All statements in this notification 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 notification.
- I understand CASA will use the currently held details to process this notification 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 have attached all required documentation specified in the notification checklist.
- I acknowledge that to knowingly make a false or misleading statement in this notification is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name (Applicant or Company Representative)

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Safety Manager, Head of Flying Operations

Returning your form



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