



### 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).

### Purpose of this form

Use this form to complete Part B of the Air Transport Air Operator's Certificate (AOC) application.

If notifying of non-significant changes to your AOC **only**, please complete a [Non-significant changes notification](#) form.

### Who is this form for?

This application form is for individuals or organisations who wish to apply for an initial issue AOC or significant changes to an AOC.

### Information needed to complete this form

You should review CASR Parts 91, 119, 121, 133 and 135 before completing this form.

Submission of Part A and Part H of this form is mandatory for all applications. Additional parts of this form are to be submitted with your application if applying for the type of operations, approvals or authorisations specified.

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 occurs.

### 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](#).

### 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.

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.

## Part B - Operating Bases

**B1** Is the address of your **operational headquarters** where you propose to conduct air transport activities different to your mailing address?

**No** → **Go to B2**

**Yes** Enter the new address below

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

**B2** Are you adding or removing any **main operating bases** where you propose to conduct or are currently conducting your air transport activities?

**Initial issue** applicants must provide details of all applicable locations

**No** → **Go to B3**

**Yes** **Adding** new main operating base/s. Please enter the new address below

**Yes** **Removing** main operating base/s. Please enter the address below

Unit/number

Street name

Suburb

State/territory

## B2 Continued

Postcode

Country (if not Australia)

 **Attach additional pages if adding or removing multiple operating bases**

## Key Personnel

You must ensure for each key personnel position nominated you attach evidence of the qualifications and experience for each nominated person.

If **initial issue**, please complete key personnel sections applicable to your operation.

If a **change** to your key personnel only, complete the sections for the position(s) that are changing.

If your application **does not include a change** to your already existing key personnel, you are not required to list your already approved personnel.

**Person Authorised to carry out the responsibilities of permanent key personnel** - if you wish to nominate additional personnel for your organisation who are authorised to carry out responsibilities of key personnel in their absence please attach additional pages specifying the position for the standby personnel, the full name, ARN, contact number and email address of the person nominated and evidence of qualifications and experience for each person nominated.

If **removing** key personnel from your operations, please complete questions D3-D6 in Part D of this application.

**B3** Are you nominating new key personnel for your Air Transport operations?

**No** Questions B4-B9 are not required to be completed

**Yes** Enter the details of your key personnel nominees below

**B4** Provide the details of the **Chief Executive Officer**


Full name

ARN

## B4 Continued

Contact number

Email address

 **Attach qualifications and experience**


## B5 Provide the details of the **Head of Flying Operations**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


## B6 Provide the details of the **Head of Training and Checking**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


## B7 Provide the details of the **Safety Manager**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

## B8 Are you replacing any of your existing key personnel with the new key personnel nominated on this application?

**No**

**Yes**     **Go to B9**

## B9 Enter the details of the key personnel being replaced

Full name

ARN

 **Attach additional pages if required**