



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 apply for an 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, renewal of an 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 H - Other matters & Declaration

Reference Library

H1 Do you comply with the Reference Library requirements in CASR 119.040 (as applicable to your operations)?

No

Yes

Corporation and bankruptcy actions

If **initial issue** or a **significant change** that involves the change of key personnel, complete the following questions, if not proceed to question H7.

H2 Has the applicant or any of the applicant's key personnel been **declared bankrupt** in Australia or a foreign country in the last 10 years?

Refer to 119.070 (3)(b)

No

Yes

H3 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was charged with or convicted of any **criminal offence**?

Refer to 119.070 (3)(g)

No

Yes

H4 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was declared **bankrupt, insolvent** or placed in **receivership**?

Refer to 119.070 (3)(g)

No

Yes

H5 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was subject to **investigation** or **comment** by any share dealings or financial affairs regulatory body?

Refer to 119.070 (3)(g)


No

Yes

H6 If you answered **yes** to **any** of questions H2 to H5, you must provide details below:

Include names, dates, charges laid, present status, and the penalty imposed.

Refer to [CASR 11.055](#) and [Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59](#)

 **Attach additional pages if required**

Nominated personnel history

H7 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 or any of your nominated personnel been refused the issue of any aviation related authorisation such as a licence, certificate, rating, or authority?

You are required to disclose any matters, both in Australia and Overseas, relating to the fitness of your nominated personnel to hold an authorisation. This includes matters bearing on the suitability of a nominated person to hold a nominated position.

No

Yes

H8 Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (e.g. pilot licence, pilot certificate, drivers licence, boating licence)?

No

Yes

H9 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

H10 Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?


No

Yes

H11 If you answered **yes** to **any** of questions H7 to H10, 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**

H12 Do you agree to the publication of details of your AOC on the CASA website? (If you are a company, CASA may publish the details even if you mark 'No').

No

Yes

H13 Has your Exposition been submitted via the Manual Authoring and Assessment Tool (MAAT)?

No

Yes

Applicant checklist

H14 Select all that apply:

If an initial issue or change to key personnel application, the required evidence of qualifications and experience for the nominated person relevant to the position are attached

If an initial issue application, I have completed the compliance matrix

I have a Personnel Fatigue Management System in place

I have a Drug and Alcohol Management Plan (DAMP)

If carrying dangerous goods **as cargo**, my completed Dangerous Goods Manual or relevant section of my exposition is attached

My completed exposition is attached or has been submitted via MAAT

If operating aircraft that have a lease or financial agreement, I have attached a copy for each aircraft

Other – additional supporting documentation submitted. If other, please specify documentation provided:

Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, accept the terms and conditions for processing your application and agree to the publication of your AOC details on the CASA website.

This application must be signed by:

- the individual applicant, or
- the Managing Director, company Director(s) or Chief Executive Officer if a company, or
- an agent appointed by a Power of Attorney

H15 I declare that:

- In my capacity as either the individual applicant or the appointed/proposed applicant's Chief Executive Officer (if signing on behalf of a Company), the applicant will be capable of operating in accordance with its exposition and civil aviation legislation and will so operate.
- I am authorised to make this application and hold the role indicated below.
- All statements in all Parts of 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.

Declaration continued

- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement in any Part of 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: Self, Agent under a Power of Attorney

If signing as agent for the CEO or individual applicant, a copy of a Power of Attorney must be provided.

 **Attach Power of Attorney**

Returning your form



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