



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 applications@casa.gov.au.

Purpose of this form

Use this form to apply for a Instructor Private Pilot (Balloon) Permit, to upgrade from Grade 2 to Grade 1 or to renew an existing Grade 1 or Grade 2 permit.

Who is this form for?

This form is for individuals who are at least 18 years old who are eligible to apply for a Instructor Private Pilot (Balloon) Permit or individuals that would like to renew their Instructor Private Pilot (Balloon) Permit.

Information needed to complete this form

- You must hold a current Private Pilot (Balloon) Permit or overseas equivalent, for a period of at least 2 years.
- If using an overseas equivalent for a Grade 1 Instructor Rating, you must hold a current overseas equivalent instructor rating.
- You must have passed a flight test in accordance with the requirements contained in this form and the CASA Recreational Balloon Procedures Manual.
- You must have the aeronautical experience as required and contained in the CASA Recreational Balloon Procedures Manual for the issue of an instructor rating Grade 1 or Grade 2.
- If applying for a Grade 1 Permit based on recognition of CPL instructor rating complete sections 1 to 6 only.
- Insert your CPL instructor rating information in Section 5

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

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.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant** details?

Your contact details must be current. Update your contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

2 What are you **applying** for (select one)?

Initial Issue

Renewal

3 What Grade Rating are you applying for or renewing (Select one)?

Grade 1

Grade 2

Aeronautical experience

4 What is your **aeronautical experience**?

If applying for a Grade 1 Permit based on recognition of CPL instructor rating you can ignore this section

For a Grade 2

Type of experience	Minimum hours	Actual hours
Pilot in Command (PIC)	At least 50	

For a Grade 1

Type of experience	Minimum hours	Actual hours
Pilot in Command (PIC)	At least 75	

Instructing as Grade 2 or hold a current overseas equivalent instructor rating (please provide copy) At least 30

Other Qualifications

5 List Certificates, Ratings, Appointments and Endorsements held.

Applicant Declaration

6 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

Examiner declaration

For the purposes of a Grade 2 issue or renewal, a Grade 1 permit holder is deemed to be an Examiner for the purposes of this form.

Flight test reports for failed flight tests must be attached if not already submitted.

7 I certify that:

- I conducted a Instructor Private Pilot (Balloon) Permit flight test /flight instructor proficiency check, in accordance with CAO 95.54 and the CASA Recreational Ballooning Procedures Manual.
- The applicant has successfully met the requirements to be issued a permit or the permit to be renewed'.
- All statements in this application are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name of the Examiner

ARN of the Examiner

Date of flight test (DD/MM/YYYY)

/ /

Flight Test/Flight proficiency check

8 Select below

Competent

Not yet competent

Flight Route

Balloon type

Balloon registration (VH-)

Flight Duration:

Pre-flight

First Part

8 continued

Student debriefing

Second Part

Flight Test/Flight proficiency check Instructions

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- **First part of flight:** Shall be at least 30 minutes duration, instructing a student (simulated student may be examiner or actual student), incorporating pre-exercise briefing and follow-up debriefing analysis of the students' performance. Flight to consist of instructor demonstrated flight skills and student flying.
- **Second part of flight:** Shall be at least 30 minutes duration demonstrating a high degree of skill, airmanship, flight management, situational awareness and an ability to recover from unusual situations.
- Exercises may be conducted with a simulated or actual student. In case of actual student, instructional flight time may be logged.
- In-flight emergencies **MUST** be simulated and not place aircraft at risk.
- Student responses to be analysed and corrective measures applied.
- **Initial issue:** Completed form to be sent to CASA with this application. Copies shall be retained by examiner.
- **Renewal:** Completed form is to be forwarded to CASA. Copies shall be retained by examiner. For renewals only, first and second parts of flight test may be a concurrent flight of not less than 30 minutes.
- If the overall assessment is competent, the following is to be annotated in the pilot's logbook.
Name:.....ARN:.....has satisfactorily completed a flight test (for initial issue) OR flight instructor proficiency check (for renewal) on.....(Date)
- If the overall assessment is **not yet competent** the Private Pilot (Balloon) Flight Instructor Rating test form is to be forwarded to CASA. Copies shall be retained by Examiner.
- The instructor assessment is based on pilot competency. To be deemed competent overall, the pilot being assessed must achieve a competent result for all exercises.
 - a. If any core requirements (in bold) are assessed as not yet competent, the candidate will be deemed **not yet competent** overall and another flight test must be undertaken.

Flight Test/Flight proficiency check report instructions

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The testing officer is to complete the flight test report and retain a copy of the report and send a copy to CASA

The flight test report must be completed in the following manner:

- C** Competent
- N** Not yet competent

Exercise Pre-flight:

- Review student experience
- Plan objectives, clear aim.....
- Practical Knowledge.....
- Flight planning
- Met and Notams, required Maps.....
- Passenger/Crew Management.....
- Situation awareness.....
- Threat and error management.....
- Confirm student understands aims
- Ground training exercise Overall ability


Flight Sequence:


- Pre-flight preparation
- Wind and weather assessment
- Take-off site selection
- Layout choices.....
- Launch restraint (rope).....
- Balloon inflation (Safety).....
- Checklist usage
- Established Hand over, Take over drill.....
- Check QNH is set and radio communications are ok
- Launch and climb out.....
- Establish level flight at safe altitude.....
- Fuel management discuss, Demonstrate.....
- Emergency procedures, simulated, fire responses
- Demonstrate various flight maneuvers
- In flight navigation, map Reading location awareness.....
- In flight situation awareness VMC (lookout)
- Pre landing checks and passenger management
- Landing site selection, Landowner awareness

10 continued

- Crew management and Communication (Safety)
- Debrief student with Positive reinforcement.....

Submitting this form to CASA

 By email – send this form with all supporting documents attached to applications@casa.gov.au

 By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601