



### 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](mailto:applications@casa.gov.au).

## Purpose of this form

Use this form to apply for the temporary issue of a Private Pilot (Balloon) Permit for an overseas pilot flying in Australia or a reprint of a temporary issue permit.

A temporary Private Pilot (Balloon) Permit is designed to allow overseas pilots visiting Australia to pilot a balloon during the course of their stay. The permit is valid for a period of one month.

An extension may be granted on application and may be subject to additional fees.

## Who is this form for?

This form is for holders of an overseas balloon pilot authorisation wanting to fly in Australia for a period of 30 days.

## Information needed to complete this form

To complete this form, you must:

- Hold a valid licence/permit/authorisation.
- Supply the last page of your Pilot Logbook showing date of the last flight and total hours flown.
- Supply copies of relevant overseas qualifications including
  - Pilot Licence/Permit/authorisation
  - Radio Operators Licence/authorisation
  - Medical Certificate or declaration
- Submit the Private Pilot (Balloon) English Language Proficiency and Medical form (Form BF-003).

## Aviation Reference Number (ARN)

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

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## 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](#).

Legal entity/full name

ARN

Phone number

Email address

## Application checklist

### 2 Select/specify attachments:

Copy of last page of the pilot's log book

Copy of current Balloon Licence/Permit /Certificate/ authorisation

Copy of Radio Operators Licence/authorisation

Copy of existing Medical Certificate/declaration

Private Pilot (Balloon) English Language Proficiency and Medical form (Form BF-003)

## Declaration

### 3 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:

## Declaration continued

- 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](#).

#### Fees

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- 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)

/ /

## 4 Application fees

Select **only one** option below

Issue of Temporary Private Pilot (Balloon) Permit

**Fee Code: 24.6B**.....\$30

Permit Reprint

**Fee Code: 24.6C**.....\$25

**Total:**

## 5 Payment options

### OPTION 1 Online payment

### **Make a secure payment online** >

Online payments are more secure and also enable CASA to process your request faster.  
To make a payment go to [Secure payment gateway](#).  
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

### OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

Mastercard          Visa          Total \$

Card number

Expiry (MM/YY)

/

Cardholder name

Signature

Date (DD/MM/YYYY)

/

/

**Receipt options**    Applicant    **or**    Third party (provide details below)

#### Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number

## Submitting this form to CASA



By email – send this form with all supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**