



### 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 [sport@casa.gov.au](mailto:sport@casa.gov.au).

## Purpose of this form

This form must be used to apply for CASA's review of an internal review decision made by an approved self-administering aviation organisation (ASAO), pursuant to regulation 149.610 of the Civil Aviation Safety Regulations 1998.

## Who is this form for?

This form is for a person seeking a CASA review of an ASAO internal review decision.

## Information needed to complete this form

Please provide a copy of the decision you want us to review when you lodge this application.

You must also notify the ASAO who made the internal review decision that you have sought CASA review of its internal review decision.

## Date you received the decision

We ask you to tell us on the form when the decision was made. We need this information so we can check if your application has been lodged within the time limit.

The time limit for lodging an application for a review is made 21 days after the ASAO internal review decision. If the time limit has expired, you can apply for an extension of time to make your application. To make an extension application, complete and lodge this form with an explanation as to why you did not lodge it within 21 days of the ASAO internal review decision. CASA will then make a decision as to whether it will extend the time for making the application.

## Reasons you are making an application

You must tell us briefly why you want to have the decision reviewed. For example, you may think the decision is wrong and a different decision should be made, or the information you provided was not taken into account, or the law was not applied correctly.

## What do we do with the information given to us?

In addition to the privacy statement referred to above, we collect information from you to process your application and to carry out the review. We may disclose this information to the ASAO or third parties who CASA considers need to be consulted in order to properly conduct its review.

## 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 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.

## Applicant

### 1 What are the **applicant** details?

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

Legal entity/full name

ARN

Contact number

Email address

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## Address

### 2 What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

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### 3 Is the postal address the same as above?

**No** → [Go to 4](#)

**Yes** → [Go to 5](#)

## Postal address

### 4 What is the **postal** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

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### 5 Are you applying as a company?

**No** → [Go to 7](#)

**Yes** → [Go to 6](#)

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### 6 What are the **company** details?

Organisation name

ACN

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### 7 Will someone represent you in this application?

**No** → [Go to 9](#)

**Yes** → [Go to 8](#)

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### 8 What are the **representative** details?

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

Legal entity/full name

ARN

## 8 Continued

Organisation

Contact number

Email address

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)


## Decision details

**9** What are the **details of the decision** you want reviewed?

Date decision received (DD/MM/YYYY)

/ /

Brief description of decision:

 **Attach decision and any other relevant documents**

## 9 Continued

Name of person who made the decision

Name of ASAO

Contact number

Email address

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

Date decision made (DD/MM/YYYY)

/ /

Reference number (if any)

**Please note:** You must also notify the ASAO who made the internal review decision that you have sought CASA review of its internal review decision.

## Reasons for the application

### 10 Why are you dissatisfied with the decision?

Please read the 'Reasons you are making an application' section in the guidance material before answering this question

 **Attach additional pages if required**

## Declaration

### 11 I declare that:

- I am authorised to make this application/notice/authority and hold the role indicated below.
- All statements in this application/notice/authority 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/notice/authority.
- I understand CASA will use the currently held details to process this application/notice/authority 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 application/notification/authority checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application/notice/authority 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, Director, Agent

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 **Attach authority**

## Returning your form



By email – attach this form and all supporting documents. Send them to [sport@casa.gov.au](mailto:sport@casa.gov.au)



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

**Sport Aviation, GRSA  
Stakeholder Engagement Division, CASA  
GPO Box 2005  
Canberra ACT 2601**