



It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of the application. Some questions contain check boxes; please tick (✓) where appropriate. If there is insufficient space, please attach a separate sheet.

**PART A – APPLICANT DETAILS**

**A1 Type of Application**

> Initial Issue                       > Subsequent Issue (change to certificate)                       > Renewal

**A2 Aviation Reference Number**

*Both the applicant and the Accountable Manager require Aviation Reference Numbers.*

Does the applicant have an Aviation Reference Number (ARN)?	<input type="checkbox"/> > Yes. Enter ARN _____ then go to A3.
	<input type="checkbox"/> > No. The applicant must complete an ARN Application Form (Form 1170 or 1162) available on the CASA website. Complete the ARN form then go to A3.

**A3 Name and Contact Information**

*Only the Commonwealth, Airservices Australia (AA) or a person who proposes to provide the AIS in cooperation or by arrangement with AA can apply [CASR 175.040]. An application cannot be made by 2 or more persons jointly or on behalf of a partnership [CASR 175.040(3)].*

**Is the applicant applying as an individual or a corporation?**

An Individual?	<input type="checkbox"/> > Complete A3.1 then go to Part B. You do not need to complete A3.2
A Corporation?	<input type="checkbox"/> > Complete A3.2. You do not need to complete A3.1

**A3.1 Individual's Details**

Surname			
Given Names			
Operating/trading name (if any)			
Date of Birth		ABN (if any)	
Phone		Fax	
Email			
Operational Headquarters Address			
Mailing Address (if different to operational headquarters)			

**A3.2 Corporation Details**

Name of Legal Entity			
Operating/trading name (if any)			
ABN (if any)		ACN (if any)	
Phone		Fax	
Email			
Registered office address (if registered in Australia)			



**A3.2 Corporation Details (cont.)**

Place the corporation was incorporated or formed (if NOT registered in Australia)	
Operational Headquarters Address	
Mailing Address (if different to operational headquarters)	
Name of each officer of the corporation	

**PART B – AERONAUTICAL INFORMATION SERVICES**

*If the applicant already has an AIS provider certificate, you only need to describe the changes the applicant is applying for in this Part.*

**B1 What type of services is the applicant proposing to provide or change?**

> AIS

> NOTAM

> Briefing

**B1.1 Information about each service**

Location from which the service is provided	
Area of Australian territory, and the aerodromes, airspace and ATS routes that the service covers	
Hours the service is available	

**B2 Additional comments or details of changes requested**

**PART C – ESTIMATE OF COSTS**

CASA is required by law to charge for the hours it spends assessing the application.

**After receiving the application form**, CASA will calculate and send you a cost estimate. A cost estimate is calculated in good faith, on the basis that an applicant has reasonable knowledge of the *Civil Aviation Act 1988*, *Civil Aviation Regulations 1988* and the *Civil Aviation Safety Regulations 1998* (CASR) applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The estimate of costs will outline the payment required before CASA can start the assessment of the application.

Before the application can be assessed, you must:

- Pay the initial payment in accordance with the estimate
- Submit all supporting documents listed in the Estimate Letter to be sent to you.



**PART D – ACCOUNTABLE MANAGER DECLARATION**

*The Accountable Manager must provide their ARN, sign this declaration and ensure that a copy of the applicant's proposed exposition is included with this form when submitting to CASA for assessment.*

I certify that:

- > the applicant named in Part A of this application form is capable of operating in accordance with its exposition and Subpart 175.B of CASR
- > the applicant named in Part A of this application form will operate in accordance with its exposition and Subpart 175.B of CASR

Do you have an Aviation Reference Number (ARN)?

> Yes. Enter ARN

> No. You must complete an ARN Application Form (Form 1162) available on the CASA website.

Name of Accountable Manager

Signature

Date

Attach the applicant's exposition and all supporting documentation to this form and submit to CASA by email, fax or post.

If you are submitting by email: please print, **sign** and scan this form.

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