



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.  
Overseas applicants should ensure appropriate international calling codes are included for telephone or fax numbers and that the country is included for all addresses.

**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**

*An application cannot be made by 2 or more persons jointly or on behalf of a partnership [CASR 175.280(2)].*

**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)			



<b>A3.2 Corporation Details (cont.)</b>	
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 – DATA SERVICE ACTIVITIES**  
*If the applicant already has a data service provider certificate, you only need to describe the changes the applicant is applying for in this Part.*

<b>B1 What type of data service activity is the applicant proposing to conduct or change?</b>		
<input type="checkbox"/> > Publishing aeronautical data, information and/or charts	List of Products	Area of Coverage



<input type="checkbox"/> > Supplying aeronautical data in a database for use in navigation equipment or systems	List of Products	Area of Coverage

**E2 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.C of CASR
- > the applicant named in Part A of this application form will operate in accordance with its exposition and Subpart 175.C 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

**PART E – EXPOSITION COMPLIANCE MATRIX**

*An exposition must contain all items required by CASR 175.380.*

<b>CASR 175.380 requirement</b>	<b>Exposition reference</b> (section/subsection that satisfies this requirement)
175.380(1)(a) Name (including any operating or trading name), address, contact details and ABN (if any)	
175.380(1)(b)(i) Location and address of the operational headquarters	
175.380(1)(b)(ii) Location and address of each of the operational facilities	
175.380(1)(c) Name of the Accountable Manager	
175.380(1)(d) Description and diagram of the organisational structure showing formal reporting lines	
175.380(1)(e) A description of the corporate structure (for corporations only)	
175.380(1)(f)(i) A statement of the duties and responsibilities for each operational position, including each operational supervisory position, within the organisational structure	
175.380(1)(f)(ii) The recent experience requirements (if any) for each operational position, including each operational supervisory position, within the organisational structure	
175.380(1)(f)(iii) The qualifications required (if any) for each operational position, including each operational supervisory position, within the organisational structure	



<b>CASR 175.380 requirement</b>	<b>Exposition reference</b> (section/subsection that satisfies this requirement)
175.380(1)(f)(iv) The currency requirements (if any) for the qualifications for each operational position, including each operational supervisory position, within the organisational structure	
175.380(1)(g) A description of how the number of operational personnel, including operational supervisory personnel, required for the data service activities is determined	
175.380(1)(h) A description of the data service activities conducted	
175.380(1)(i) The area of coverage of the aeronautical data, aeronautical information and aeronautical charts covered by the activities	
175.380(1)(j) A description of the procedures that ensure that each of the data service activities is provided in accordance with Subpart 175.C	
175.380(1)(k) A description and an example of the formats used for the aeronautical data, aeronautical information and aeronautical charts published or supplied in conducting authorised data service activities	
175.380(1)(l) A description of the format for the digital exchange or supply of aeronautical data	
175.380(1)(m) A description of the arrangements that ensure that the aeronautical data and aeronautical information necessary for conducting the data service activities is received on a daily basis	
175.380(1)(n) A description of the arrangements that ensure that the provider is able to continue to publish or supply aeronautical data or aeronautical information, in conducting its data service activities, to persons who reasonably require the data or information	
175.380(1)(o) A copy of any licence agreement entered into with an AIS provider for supply of data sets	
175.380(1)(p) A copy of any data product specification in relation to any aeronautical data that the provider receives from an AIS provider	
175.380(1)(q) A copy of the data, personnel and physical security program	



<b>CASR 175.380 requirement</b>	<b>Exposition reference</b> (section/subsection that satisfies this requirement)
<p>175.380(1)(r) A description of the processes and documents used to present to personnel the relevant aeronautical data and aeronautical information contained in the following:</p> <ul style="list-style-type: none"> <li>• the AIP</li> <li>• AIP Amendments</li> <li>• AIP Supplements</li> <li>• permanent NOTAM</li> <li>• aeronautical charts</li> <li>• the provider's instructions for conducting its authorised data service activities that relate to particular operational facilities</li> </ul>	
<p>175.380(1)(s) A description of the processes and documents used to present to personnel the relevant standards, rules and procedures contained in the aeronautical data processing standards</p>	
<p>175.380(1)(t) A copy of each document that contains operational instructions for personnel</p>	
<p>175.380(1)(u) A description of the procedures that ensure all operational personnel are familiar with any operational changes that have occurred since they last performed operational duties.</p>	
<p>175.380(1)(v) A description of the training and checking system</p>	
<p>175.380(1)(w) A description of the safety management system</p>	
<p>175.380(1)(x) A description of the quality management system</p>	
<p>175.380(1)(y) A copy of the contingency plan</p>	
<p>175.380(1)(z) A description of the record keeping procedures</p>	
<p>175.380(1)(za) A description of the procedures used in commissioning new facilities, equipment and services</p>	
<p>175.380(1)(zb) A description of the procedures that ensure that all equipment, including software, is operated in accordance with the manufacturer's operating instructions and manuals</p>	
<p>175.380(1)(zc) A description of the procedures for making changes</p>	

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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