



## Purpose of this form

Use this form to apply for an initial issue, change or renewal of a Data Service Provider (DSP) certificate.

## Who is this form for?

This form is for a person to apply to CASA for a certificate authorising the person to provide a data service(s).

Data service providers are authorised to publish aeronautical data, aeronautical information or aeronautical charts, or to supply aeronautical data, that pilots may use as an alternative to the Integrated Aeronautical Information Package and aeronautical charts published by AIS providers.

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

## Information needed to complete this form

Applicants should review CASR Subpart 175.C.

It is a requirement that the application include the details shown in CASR 175.285. The application must be accompanied by a copy of the applicant's proposed (or amended) exposition that complies with CASR 175.380.

To complete this form the accountable manager **must** have an ARN.

Upon submission of this application, CASA will provide applicants with a fee estimate for the regulatory service prior to the processing of this application. The estimate of costs will outline the payment required before CASA can start the assessment of the application (unless the client holds an account with CASA).

Before the application can be assessed, you must:

- Pay the initial payment in accordance with the estimate (unless the client holds an account with CASA)
- Submit all supporting documents listed in the estimate letter



**We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly**

## Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

## 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, ABN and ACN 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.

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.

## Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

## For more information

Go to the [CASA website](#) or call us on 131 757.

## 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

### 2 What is the address of the '**operational headquarters**'?

### 3 Is the organisation registered in Australia?

**No**

**Yes**

### 4 Where was the organisation incorporated?

### 5 Are you the **primary contact person** for this application?

**No**

**Yes**

## Contact person

### 6 What are the **contact person** details?

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Agent, Secretary)

Contact number

Email address

### 7 If a corporation, what are the names of **all** corporate officers in your organisation?

Refer to Section 9 of the Corporations Act 2001

### 8 What are you **applying** for (select one)?

#### **Initial certificate issue**

Attach a copy of the proposed exposition

#### **Changes to the existing certificate**

Describe proposed changes to your certified services. Include an amended exposition copy identifying the changes

#### **Renewal certificate without changes**

Attach a copy of your current exposition

 **Attach a copy of exposition**

## Data service activities

**9** What type of data service activity are you proposing to conduct or change (select all that apply and provide details)?

Publishing aeronautical data, information and/or charts

List of products	Area of coverage

Supplying aeronautical data in a database for use in navigation equipment or systems

List of products	Area of coverage

Provide additional comments or details of changes

## Exposition compliance matrix

### 10 What are the details of your exposition?

If this is an **initial issue** application, you must provide **all items required** by CASR 175.380.

If you have an **existing** data service provider certificate and are making changes, update the exposition reference(s) as applicable.

CASR 175.380 requirement	Exposition reference (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	
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	

## 10 Continued

CASR 175.380 requirement	Exposition reference (section/subsection that satisfies this requirement)
<p>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</p>	
<p>175.380(1)(o) A copy of any licence agreement entered into with an AIS provider for supply of data sets</p>	
<p>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</p>	
<p>175.380(1)(q) A copy of the data, personnel and physical security program</p>	
<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>• the provider's instructions for conducting its authorised data service activities that relate to particular operational facilities</li> <li>• permanent NOTAM</li> <li>• aeronautical charts</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>	

## Application checklist

### 11 Select all that apply:

A copy of my exposition is attached

If other supporting documents are attached please specify

## Accountable manager's declaration

### 12 I certify that:

The applicant named in question 1 **can and will** operate in accordance with its exposition and Subpart 175.C of CASR

I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application 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.
- I understand CASA will use the currently held details to process this application 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 Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

ARN of Accountable Manager

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Director, Agent, Executor

## Returning your form



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



By post – return this form and all supporting documents to:  
**Civil Aviation Safety Authority**  
**Air Navigation, Airspace and Aerodromes Branch**  
**GPO Box 2005 Canberra ACT 2601**