



These guidelines are designed to assist you to complete the form and the application process for changes to an approval certificate under Subpart 21.J of the *Civil Aviation Safety Regulations 1998*.

Changes that will ONLY require the submission of this form include:

- Nomination of accountable manager and head of design (Form 4 must also be completed and submitted)
- Change of appointment of key persons *other than* accountable manager and head of design
- Change of postal address and/or contact details
- Other changes to the exposition or related manuals or procedures that will not result in the reissue of your approval certificate.

If you are submitting a change to your exposition that will result in the reissue of your approval certificate, you must also submit Form 21-J01. Such changes will include:

- change of name of the business
- change of business/main address
- changes to scope

IMPORTANT

It is the applicant’s responsibility to apply for CASA approval only if they have an operational requirement for the approval and can demonstrate compliance with, all the relevant regulatory requirements. Please carefully read this document and any relevant Acceptable Means of Compliance, Guidance Material or Advisory Circular issued by CASA and available on the CASA website www.casa.gov.au.

About this application form and the application process

Application Process

Completing this application form is the first step in the application process. After receiving a completed Application Form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. **Applicants can complete the PDF version of this application form electronically, however, the application form will need to be printed, signed and submitted to CASA by email (scanned), fax or post.**

Should you wish to formally proceed with your application, you will need to pay the cost estimate and send all supporting documentation with your payment.



NOTE:

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with (CASR 11.055(1B)).

Form 21-J02

Form 21-J02 is the form approved by CASA for an application for a change to a **Subpart 21.J approval certificate**.

This application form, once filled out correctly, along with all satisfactory documentation and evidence required to support the application, addresses the requirements of the legislative provision(s).

The form is made up of four (4) parts:

Part A – Details of Applicant	Completion of all parts is required.
Part B – Details of Variation	
Part C – Submission Checklist	
Part D – Applicant’s Declaration	

Estimate of Costs

CASA is required under the *Civil Aviation (Fees) Regulations 1995* to charge for the hours it has spent assessing your application.

A cost estimate issued to you is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and CAOs 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 cost estimate will outline the payment we require¹ before we can start the assessment of your application.

Before your application can be processed, you must:

- pay the initial payment in accordance with the estimate
 - If the estimate is less than \$8,000, then the full payment in advance is required
 - If the estimate exceeds \$8,000, the minimum initial payment required is \$8,000, or 50% of the total estimated cost, whichever is greater
 - Foreign operators are required to pay in full in advance
- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you.

Cost Estimate valid for 30 days

The cost estimate is valid for 30 days from the date the cost estimate is sent. If we have not received your payment and further supporting documents required within 30 days, processing of your application may be discontinued and your application returned to you.

Where payment of the cost estimate is made outside the 30-day limit, CASA will review the cost estimate to ensure its continued validity.

Payment methods

CASA's preferred methods of payment are credit card (Visa or MasterCard) or Electronic Fund Transfer (EFT).

For EFT payments:

- CASA bank details are provided in your Estimate Letter; or
- Contact the Permission Application Centre on 136 773.

Assessment completion timeframes

The assessment timeframes and the proposed certificate issue date are dependent, as applicable, on the following:

- Payment of the estimate
- Quality of your supporting documentation
- Availability of your personnel to respond to CASA's queries during the assessment
- Availability of CASA resources.

Our commitment to you

We will advise on:

- Specific requirements and explain the application process to you
- Dates for inspections and tests
- Proposed completion date
- Changes to agreed timings or costs

We will also keep track of your application from the day it is lodged to the day of the certificate issue.

Withdrawal of Application

You can withdraw your application at any time by written notice. However you will be charged for time spent on the assessment of your application up to the date of withdrawal. Refer to Estimate of Cost section of the Guidelines.

¹Section 24.6 of the *Civil Aviation (Fees) Regulation 1995*

We will send you an invoice or a refund as applicable

Privacy Policy

CASA is authorised under Subpart 11.B of the *Civil Aviation Safety Regulations 1998* (CASR) to require provision of information as listed in this Form 21-J01. All such information received will be treated as confidential and will not be disclosed to any third parties unless that disclosure is required or authorised by law.

CASA is bound by the *Privacy Act 1988* to safeguard personal information within the terms of that Act. Please be aware that CASA policy is to publish Subpart 21.J certificates on its website.

Part A – Details of Applicant

A1 - Details of Applicant

Please note that in the guidelines and application form the certificate holder is referred to as the applicant. The name of the applicant given at A1 is the name that appears on the certificate.

In this section, you are required to provide the details of the applicant. A Subpart 21.J approval certificate holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties). A legal entity is one of the following:

- An individual
- A corporation incorporated under the *Corporations Act 2001*;
- A body incorporated under a law (other than the Corporations Act) in force in Australia;
- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory able to own property in their own right;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

If the applicant does not meet the above criteria, the application will not be accepted.

If the applicant is an individual:

- provide the complete name, date of birth, address and contact details or Aviation Reference Number (ARN) (if you have one).

If the applicant is a company or registered body, provide:

- the company's name as registered with the Australian Securities and Investments Commission (ASIC), the ACN and ABN and the company's ARN (if your company has one) or
- it's Certificate of Incorporation or registration

If the company is NOT Australian registered, provide:

- details of where the company was formed or incorporated, copy of the Certificate of Incorporation or registration or the Australian Registered Body Number ARBN, and the company's ARN (if your company has previously been issued with one).



NOTE:

Once a Subpart 21.J approval certificate has been issued, any changes to the organisation's name listed on the certificate will require a new application to be made and submitted to CASA for approval.

Australian Company Number (ACN)

Under the Corporations Law, every company in Australia has been issued with a unique, nine-digit number, an Australian Company Number (ACN), which must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business. New companies are issued with numbers by ASIC upon registration. (Source: www.asic.gov.au- 16 March 2003)

Australian Registered Body Number (ARBN)

Australian Registered Body Number (ARBN) is the number issued to eligible Australian bodies and foreign companies. The ARBN is a unique identifier and no two bodies can have the same ARBN. (Source: www.asic.gov.au- 16 March 2003)

Aviation Reference Number (ARN)

An Aviation Reference Number (ARN) is a CASA issued number. It is a six-digit reference number issued to individuals, companies or any legal entity that at any given time have had CASA permissions or publications issued to them.

Part B – Details of Variation

B3 – Details

Clearly state the proposed change(s) and include a list of the exposition and design assurance system manual pages affected by the proposed change(s).

Part C – Submission Checklist

The submission checklist identifies the evidence you are required to complete and submit with this form.

Part D – Applicant's Declaration

By signing the declaration, you acknowledge that you have:

1. read the guidelines;
2. completed the application in full;
3. supplied proof of identification;
4. accept the terms and conditions for processing your application; and
5. agree to the publication of your approval details on the CASA website.

This application must be signed by the accountable manager.

Submitting your application form

Submit your application to CASA's Permission Application Centre by email, fax or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email: regservices@casa.gov.au

By fax: (07) 3144 7333

By post: Permission Application Centre - Brisbane

Civil Aviation Safety Authority

GPO Box 2005

Canberra ACT 2601

You do not need to print and submit these guidelines with your application form.



Part A – Details of the Applicant*

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. 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 your application. It is an offence under the Commonwealth Criminal Code to make false declaration. **Questions marked with an asterisk (*) are mandatory and must be completed.**

A1 Organisation's details*

Name of legal entity		ARN	
Approval certificate number			
ACN/ABN/ARBN or foreign company registration			

A2 Locations affected by this application*

If multiple locations affected by this application, please attach a separate page containing the additional locations.

Street			
Suburb	State	Postcode	
Country			

A3 Main contact details for this application*

Contact Name (in full)			
Phone		Email	
Mobile		Fax	

Part B – Details of Variation*

B1 Tick the appropriate box(es) for the type of variation*

Change Type	Reg	Applicants requirements to CASA	Cost recovery
<input type="checkbox"/> Scope of approval certificate	21.253	Approval required prior to making the change (complete CASA Form 21-J01)	Yes <i>You will receive an estimate</i>
<input type="checkbox"/> Changes to design assurance system manual	21.255	Approval required prior to making the change	Yes <i>You will receive an estimate</i>
<input type="checkbox"/> Appointment of new accountable manager or head of design	21.257	Approval required prior to appointment (complete CASA Form 4)	Yes <i>You will receive an estimate</i>
<input type="checkbox"/> Appointment of managers (other than the accountable manager and head of design) and persons carrying out design activities	21.258	Notification within 7 days of making the change	No
<input type="checkbox"/> Other changes to exposition	21.259	Notification within 30 days of making the change	No

B3 Details*

Include a list of the exposition / design assurance system manual pages affected by the proposed change/s. *Attach a separate page if required*

Part C – Submission Checklist CASA requires the following supporting documentation to assist your application.

C1 I have attached evidence for the following :

Form 21-Jo1 (if applicable)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Form 4 – Nominated Personnel (if applicable)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Form 1162 – Application for an Aviation Reference Number (ARN) (if applicable)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
A copy of the part of the organisation’s exposition and design assurance system manual affected by proposed change/s(required)	Yes <input type="checkbox"/>	
Supplementary pages outlining additional locations affected by this application (if applicable)	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>

Part D – Applicant’s Declaration *

Giving false or misleading information is a criminal offence under section 136.1 of the Criminal Code Act 1995 (Cth).

I am the accountable manager

DECLARATION

1. I declare that the information provided on this form is true and correct.
2. I understand that the information provided on this application will form the basis of the calculation of the fee for processing.
3. I understand and accept that the cost estimate may change, and processing the application may be delayed if:
 - a. The application does not accurately and completely identify the requirements
 - b. The details in this application are subsequently changed, or
 - c. Adequate supporting documentation/evidence has not been provided
4. I understand and accept that for CASA to proceed with this application, I must:
 - a. Accept the cost estimate
 - b. Forward the prescribed payment or have a valid account with CASA; and
 - c. Supply all supporting documentation to CASA.
5. I agree to the publication of our approval on the CASA website.

After reviewing your application, CASA may require you to submit additional documents to support your application.

Name *		Signature *		Date *	
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You must provide the name and signature for CASA to accept this application.

What to do now

Post, fax or email the complete set of documents to CASA using one or a combination of the following, as appropriate:

Postal address	Civil Aviation Safety Authority Permission Application Centre (Brisbane) GPO Box 2005 CANBERRA ACT 2601
Fax	(07) 3144 7333
Email	regservices@casa.gov.au

After reviewing your application, CASA may require you to submit additional documents to support your application.

This completes your application.