



Privacy Statement

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 the Civil Aviation Act 1988, the Airspace Act 2007, the Aviation Transport Security Act 2004 or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy.

These guidelines are designed to assist you to complete the application process for the issue of a new Air Operator's Certificate (AOC).

It is important that you carefully read this document and the supporting information provided in the AOC Handbook as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times.

What is an Air Operator's Certificate (AOC) and do you need one?

An AOC is required if you intend to conduct any of the commercial purposes described in regulation 206 of the [Civil Aviation Regulations \(CAR\) 1988](#). These commercial purposes are:

Aerial work purposes, which is defined as follows: CAR 206(l)(a)

1. Aerial surveying.
2. Aerial spotting.
3. Agricultural operations.
4. Aerial photography.
5. Aerial advertising.
6. Ambulance functions.
7. Carriage, for the purpose of trade, of goods being the property of the pilot, the owner or the hirer of the aircraft (not being a carriage of goods in accordance with fixed schedules to and from fixed terminals).
8. Any other purpose that is substantially similar to any of those specified in subparagraph (1) to (6) inclusive.

Charter

1. The carriage of passengers or cargo for hire or reward to or from any place, other than carriage in accordance with fixed schedules to and from fixed terminals or carriage for an operation mentioned in sub regulation 262AM (7) or under a permission to fly in force under sub regulation 317(1).
2. The carriage, in accordance with fixed schedules to and from fixed terminals, of passengers or cargo or passengers and cargo in circumstances in which the accommodation in the aircraft is not available to persons generally.

Regular Public Transport (RPT)

The purpose of transporting persons generally, or transporting cargo for persons generally, for hire or reward in accordance with fixed schedules to and from fixed terminals over specific routes with or without intermediate stopping places between terminals.

Flight Training Operations, performed in balloons, as defined by CAR Part 5

1. Pilot Licence (CPL)
2. Night VFR rating
3. Flight Instructor rating

Flight Training Operations, performed in aircraft or aircraft and FSTD, as defined in CASR 142.015(1) and (2)

A Part 142 Authorisation is granted by CASA under the regulation 142 of the [Civil Aviation Safety Regulations \(CASR\)](#) to conduct integrated and multi-crew pilot flight training, contracted recurrent training and contracted checking in an aircraft or flight training simulation device (FSTD) Part 142 authorisations include:

- an **Air Operator Certificates** (AOCs) that authorises the conduct of a Part 142 activity in an aircraft; and/or
- a **certificate** that authorises the conduct of a Part 142 activity in a flight simulation training device (FSTD).

A Part 142 activity is any of the following conducted in an aircraft or a FSTD:

- a) Part 142 flight training
- b) contracted recurrent training
- c) contracted checking.

Part 142 flight training activities include:

- Private Pilot Licence Integrated Training
- Commercial Pilot Licence Integrated Training
- Air Transport Pilot Licence
- Multi-Crew Pilot Licence
- Flight Engineer Licence
- Multi-crew co-operation training
- Part 61 Type Ratings as per 142.015(2)(d)
- Flight crew ratings (other than type ratings), conducted as multi-crew operation
- Flight crew endorsements (other than design features or flight activities), conducted as multi-crew operation
- Training as part of a flight review, conducted as multi-crew operation
- Differences training as per 142.015(2)(g)

*A flight simulation training device (FSTD) means:

- A qualified flight simulator; or
- A qualified flight training device; or
- A synthetic trainer that is approved under *Civil Aviation Order 45.0*; or
- A device that meets the qualification standards prescribed by a legislative instrument under regulation 61.045; or
- A device that is qualified (however described) by the national aviation authority of a recognised foreign State.



Note: You should complete **this** form for CASR Part 142 flight training activities if:

- you are applying for flight training activities under CASR Part 142 **and**
- **you are conducting training in aircraft or aircraft and FSTD.**

If you are applying for CASR Part 142 flight training activities in **FSTD ONLY**, you should complete and submit **Form 142-001**. Do not complete Form 1049.

If you are applying for **non-integrated, single pilot training activities**, an AOC is not required and you should complete **Form 141-001**. Do not complete Form 1049.

Do any of these commercial purposes apply to your proposed operation?

- YES – an AOC application is required, please read on.
- NO- an AOC is not required.
- NOT SURE - contact the Permissions Application Centre on 136 773.

About this application form and the application process

The completion of 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 proceed with a formal application, you will need to pay the estimate and send additional 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 1049

The Air Operator's Certificate Application Form 1049 is the form approved by CASA to apply for an Initial issue AOC including flying training activities conducted in balloons only.

This application form once filled out correctly, along with all supporting documentation required to support the application, addresses the requirements of Section 27AA of the *Civil Aviation Act 1988 (CAA)*.

This form is made up of different parts. You must complete all the parts relevant to your application.

Part	Required	If relevant to application
A – Details of Applicant (s)	<input checked="" type="checkbox"/>	
B – Aerial Work (other than Flight Training Operations)		<input checked="" type="checkbox"/>
C – Flight Training Operations		<input checked="" type="checkbox"/>
D – Charter Operations		<input checked="" type="checkbox"/>
E – Regular Public Transport Operations		<input checked="" type="checkbox"/>
F – Details of Main and Ancillary Base(s)	<input checked="" type="checkbox"/>	
G – Details of Organisation Structure and Personnel	<input checked="" type="checkbox"/>	
H – Additional authorisations		<input checked="" type="checkbox"/>
I – Exemptions		<input checked="" type="checkbox"/>
J – Exposition Compliance Matrix		<input checked="" type="checkbox"/>

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

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

- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you.

Estimate valid for 30 days

The estimate is valid for 30 days from the date the estimate is sent. If we have not received your payment and any supporting documents required within 30 days, your job may be closed and your application returned to you.

Where payment of the estimate is made outside the 30-day limit, CASA will review the 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 PAC on 136 773.

What happens after you have made your payment and submitted all the required documents?

We may contact you to arrange for a meeting to discuss your application with you or your agent. The following areas may be discussed:

- Assessment timeframes
- The suitability of the manuals
- The compliance statement
- The qualifications of personnel
- The documents proving evidence of aircraft, facilities and services.

Assessment completion timeframes

The assessment timeframes and the proposed certificate issue date are dependent on the:

- Payment of the estimate or deposit
- Quality of your documentation
- Availability of key personnel
- 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 in writing at any time 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.

We will send you an invoice or a refund as applicable.

PART A- Details of Applicant and Declaration

A1 -Details of Applicant

Please note that in the guidelines and application form the '*proposed authorisation holder*' is referred to as the '*applicant*'. The name of the applicant given at A1.1 and A1.2 is the name that will appear on the certificate.

In this section, you are required to provide the details of the applicant.

The law requires that the AOC holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- An individual
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) 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 and ARN (if you have one).

If the applicant is a company 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
- its' Certificate of Incorporation or registration.

If the company is NOT Australian registered, provide:

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



Note: Once the AOC has been issued, any changes to any entity listed on the certificate will void the AOC and a new application will need to be made and submitted to CASA.

Proof of Identification (ID)

Individuals must provide the following documentation as proof of identity, unless the documentation has previously been supplied to the Permissions Application Centre or the nominee is the holder of a valid license issued by CASA.

CASA adopts a standard 100 points verification system similar to that outlined in the Financial Transaction Reports Regulations 1990. A list of acceptable proof of ID is provided below.

CASA will verify your proof of ID. You will also be asked to present the originals during assessment.

Applicants other than individuals must provide the company's name as registered in the Australian Securities and Investments Commission (ASIC) or evidence of incorporation or registration.

Foreign applicants must provide a copy of your nationally recognised registration record.

Acceptable forms of identification (for individuals) are:

Primary

- Birth certificate or birth certificate extract
- Australian or foreign passport (with photo)
- Australian driver's licence (with photo)

Other supporting documentation

- Medicare card
- Foreign aviation licence
- Credit card issued by an Australian Bank (with signature)

- and signature)
- Marriage certificate
- Divorce decree
- Foreign driver's licence (with photo)
- ASIC
- AVID
- Australian Government or Defence ID (with photo)
- Deed poll certificate
- ID card issued to a student at an educational institution (with photo or signature)

What is an Australian Company Number (ACN)?

Under the Corporations Act 2001, 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)

What is an Australian Registered Body Number (ARBN)?

Australian Registered Body Number (ARBNs) 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)

What is an Aviation Reference Number (ARN)? (if previously allocated)

An ARN or Aviation Reference Number 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 CASA permissions or publications issued to them.

What is a Registered Business name (Trading name)?

A registered business name is a trading name under which a person or organisation carries on business or trades.

- Registered Business names are issued by the State or Territory in which the business or trade is carried out.
- You may request a trading name to be included in your AOC.
- For CASA to grant this request, you must provide the trading name in Question **A1.3**.

The trading name must meet the following criteria:

- Its registration must be current at the time of issue of the AOC; and
- It must be registered under the name/s of the proposed AOC holder/s (as proprietor/s) at the time of issue of the AOC.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC).

- If the trading name does not meet the criteria at the time of verification, your AOC will be issued without the trading name.



Note: Once an AOC has been issued, any changes to any entity listed on the certificate will void the AOC and a new application or an application for a significant change will need to be made and submitted to CASA.

A2 - Use of an Agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the AOC application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to the AOC application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the AOC has been issued.

A3 - Criminal and Regulatory Action

The details you provide may be used to determine whether the applicant is capable of complying with the provisions of the aviation law that relates to safety to hold an AOC. You only need to provide details of criminal and regulatory action taken against you in the **last 10 years**.

Criminal action means:

Any legal proceeding commenced by the Commonwealth, a State or Territory against a person arising from the commission or alleged commission of an offence.

Regulatory action means:

- a) in relation to Australia, an action taken against a person by CASA under the Act, the Regulations or the Civil Aviation Orders that, on conviction, may lead to the imposition of a fine, a conviction or a variation, suspension or cancellation of an AOC or a civil aviation authorisation; and
- b) in relation to a foreign country, any action taken against a person by the regulatory authority of the country that, on conviction, may lead to the imposition of a fine, a conviction, or to the variation, suspension or cancellation of an authorisation (however called) that relates to the conduct of civil aviation operations in that country.
- c) Civil aviation authorisation has the same meaning as in section 3 of the *Civil Aviation Act 1988*.

Regulatory authority

The regulatory authority in Australia is the Civil Aviation Safety Authority (CASA). For foreign countries, it is the regulatory agency in that country that is responsible for the regulation of civil aviation in that country.

A4 – Types of Operation

Indicate the type(s) of operation you are proposing to conduct. You will also need to complete the part of the Form relevant to your proposed type of operation.

A5 – Proposed start date of the operations and Project Plan

To assist CASA in planning for the assessment of your AOC application, CASA requires information on your proposed start up date. CASA also requires information on the dates your facilities and aircraft are available for inspection and when your personnel are available for interview. In most cases, this information would be covered in your own project plan.

It is highly recommended you discuss with CASA your timetables before making any public announcements on the start-up dates of your operation.

A6- Submission Checklist

The submission checklist identifies the types of documents you need to complete/send to the Permission Application Centre. In addition to submitting the application Form, you must also submit your proof of ID.

You will be required to submit documents to support your application. In addition to the documents identified in the Submission Checklist of this form, CASA will advise what documents will be required and when you are required to submit them.

More information on the document requirements is available at www.casa.gov.au/aoc.



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

Drug and Alcohol Management Plan (DAMP)

In March 2009, Part 99 of the Civil Aviation Safety Regulations was introduced to cover drug and alcohol management plans (DAMP) and testing. A DAMP is required by an organisation that has an employee or contractor (including the employee of, or subcontractor for, the contractor) who performs or is available to perform, Safety Sensitive Aviation Activities (SSAA). Further information on DAMPs can be found on the [AOD Home page](#).

The DAMP must document the organisation's policy, processes and procedures regarding alcohol and other drug (AOD) matters. The Plan must detail the education and testing of employees engaged in safety sensitive aviation activities and the actions to be taken should an employee test positive to AOD use or refuses to meet their obligations. The purpose of the Plan should be to influence attitudes, knowledge and behaviour in relation to AOD use so that AOD related harm is minimised in the aviation sector. CASA must be satisfied that on commencement of operations their DAMP has been implemented and the organisation will continue to meet the requirements.

Exemption from CASR Subpart 99.B for micro-businesses

If your organisation is not expected to have more than ten (10) regular SSAA employees CASA has now issued an exemption to the implementation of a full-scale DAMP. It is a condition of this exemption that organisation that have ten or less regular SSAA employees adopt a specially prepared and simplified CASA DAMP. More information on who can apply for the exemption can be found at the [DAMP Micro Business information page](#).

A7- Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification and accept the terms and conditions for processing your application and agree to the publication of your AOC details on the CASA website.

This application must be signed by:

- the individual applicant, or
- the Managing Director, company Director(s) or Chief Executive Officer if a company, or
- an agent appointed by a Power of Attorney (refer A2 – *Use of an Agent*).

PART B- Aerial Work excluding Flying Schools

You will need to complete this Part if you propose to conduct one or more of the activities listed below:

<i>Aerial Advertising</i>	<i>Trade Operations</i>	<i>Sling Load Operations</i>
<i>Aerial Agricultural Operations</i>	<i>Winching & Hoist</i>	<i>Surveillance</i>
<i>Aerial Photography</i>	<i>Power line</i>	<i>Target Towing</i>
<i>Aerial Spotting</i>	<i>Rappelling</i>	<i>Trade Operations</i>
<i>Aerial Stock Mustering</i>	<i>Search & Rescue</i>	<i>Winching & Hoist</i>
<i>Target Towing</i>		

Aircraft to be used for aerial work operations

You must list all aircraft to be used for aerial work operations and provide the manufacturer, type, model, registration and serial number when required. You also need to identify whether you propose to operate the aircraft within Australia, outside Australia, or into and out of Australia.



Note: An Australian AOC cannot authorise the operation of foreign-registered aircraft outside of Australia.

Examples on how to list the aircraft in B1

You are asked to list in B1 all aircraft that fall under the following categories:

- All foreign registered aircraft, complete columns 1-6 inclusive. **See example A below.**
- Multi-engine aircraft including helicopters, complete columns 1, 2, 3, and 6. **See example B below.**
- Turbine powered aircraft including helicopters, complete columns 1, 2, 3 and 6. **See example C below.**
- Piston powered helicopters, complete columns 1, 2, and 6. **See example D below.**
- Pressurised aeroplanes, complete columns 1, 2, 3 and 6. **See example E below.**
- Amateur build or kit built aeroplanes permitted by the CARs or the CASRs. **See example F below.**
- Amphibious, floating hull, float alighting gear (other than emergency float equipped), ski landing gear. **See Example G below.**

1 Manufacturer	2 Type	3 Model	4 Registration Number	5 Serial Number	6 Is the Aircraft to be Operated:		
					Within Australia	Outside Australia	Into and Out of Australia
Ex A Cessna	310	310Q	ZK123456	310-468	X	Not applicable to foreign-registered aircraft	Not applicable to foreign-registered aircraft
Ex B Cessna	340	340A			X	X	
Eurocopter	AS355	AS355 F			X		
Ex C Cessna	208	208B			X	X	X
Bell	206	206BII			X		
Ex D Bell	47				X		
Ex E Beech	200	200C			X		
Ex F Skyfox	CA25N				X		
Ex G De Havilland	DHC-2(float)	DHC-2			X		

PART C- Flight Training Activities

C1 Flight Training Activities under CASR Part 142

You will need an AOC if you intend to conduct any of the following Part 142 activities in an aircraft or aircraft and flight simulation training devices:

- Flight training for the issue of a flight crew licence or rating
- Contracted recurrent training
- Contracted checking.

If flight training in flight simulation training devices is the *only* activity of your operation, an AOC will *not* be required. You must complete and submit **Form 142-001** for a Part 142 Certificate.

If your operations include non-integrated flight training for single pilot licences and/or ratings, in aircraft or flight simulation training devices, you will require a CASR Part 141 Certificate. You must complete and submit **Form 141-001**.

We recommend that you read the information on the CASA website www.casa.gov.au/142 regarding the conditions for flight training activities.

Flight training activities

You are required to select the types of licences and ratings for which your operations will provide flight training activities. You are required to also identify:

- if training will be conducted in an aircraft or FSTD or both
- the aircraft category for which flight training will be provided (aeroplane, rotorcraft, airship)
- whether the training will be conducted as single engine or multi-engine training
- the types of licences, ratings and endorsements for which you intend to provide training:
 - Integrated training for grant of PPL / CPL
 - Training for grant of ATPL , MCPL
 - Training for grant of Flight Engineer
 - Training for grant of operational ratings and endorsements
 - Training for grant of Multi-Crew cooperation
- the kind (type/model) of aircraft or flight simulation training device in which the training activity will be conducted
- other training activities to be conducted such as flight activity endorsements, design feature endorsements and flight examiner ratings is given under Part 61.040.

Locations of flight training operations

You will need to provide details of all aerodromes/locations where you propose to conduct flight training activities.

Corporation officers

If the applicant is a Corporation, please provide the Corporation Officers' details. This may include the Chairman, Company Secretary, Directors etc. This section is not used to nominate key personnel.

Corporation and Bankruptcy Actions

You must provide details of any corporation and bankruptcy actions taken against you or any of your nominated key personnel within the last 10 years

The details you provide may be used to determine whether you and the nominated key personnel are capable of complying with the provisions of the aviation law that relate to safety to hold an AOC.

Head of Operations

You need to nominate a Head of Operation – complete Part G of this form.

You will need to ensure your Head of Operations has the qualification and experience relevant to the additional permissions requested.

Details of the mandatory qualifications for a Head of Operations for Part 142 flight training operation can be found in the [Part 142 Handbook](#), and *Regulation Part 142.185*, which is available on the CASA website www.casa.gov.au/aoc or www.casa.gov.au/142.

[Form 4](#) - Key Personnel Nomination form must be completed and submitted with your application for any new or changed Head of Operations personnel.

CASA will require evidence of the Head of Operations experience. This may be in the form of pilot logbooks, certificates of training and proof of delegations or authorisations held or previously held.

Safety Manager

You will need to nominate a Safety Manager – complete Part G of this form.

Details of the mandatory qualifications for a Safety Manager for a flight training operation can be found in [Part 142 Handbook](#) and *Regulation Part 142.185*, which is available on the CASA website www.casa.gov.au/aoc or www.casa.gov.au/142.

[Form 4](#) - Key Personnel Nomination form must be completed and submitted with your application for any new or changed Safety Manager.

CASA will require evidence of the Safety Manager experience. This may be in the form of, certificates of training and proof of delegations or authorisations held or previously held.

C2 Balloon Flight Training under CAR Part 5.

You are required to provide the details of your balloon flight training activities, including:

- Aerodromes/Locations where balloon flight training activities will be conducted; and
- If any temporary training locations will be used; and
- The balloon training activities you propose to conduct
 - Commercial Pilot Licence;
 - Night VFR rating;
 - Flight Instructor rating
- The Class of Balloon for each training activity to be conducted.

Chief Flying Instructor (CFI)

If you are adding Balloon flight training authorisation, you need to nominate a Chief Flying Instructor (CFI) – complete Part G of this form.

You will need to ensure your Chief Flying Instructor has the qualifications and experience relevant to the permissions requested and the Balloon class the training activities will be conducted.

Details of the mandatory qualifications for a Chief Flying Instructor for flight training operation can be found in [Volume 2 of the AOC Handbook](#), which is available on the CASA website www.casa.gov.au/aoc

[Form 277 – Chief Flying Instructor Nomination Form](#) must be completed and submitted with your application.

CASA will require evidence of the Chief Flying Instructor experience. This may be in the form of pilot logbooks, certificates of training and proof of delegations or authorisations held or previously held.

PART D- Charter operations

You must complete Part D if you intend to:

- Carry passengers or cargo for hire or reward; and/or
- Carry passengers or cargo from and to any place other than fixed terminals, and/or
- Carry passengers or cargo on a NON-fixed schedule.

You also require a charter AOC if you intend to conduct an operation mentioned in sub regulation 262AM (7) or under a permission to fly in force under sub regulation 317(1).

In certain cases, you may be authorised to operate with fixed schedule to and from fixed terminals, with passengers or cargo, or passengers and cargo in circumstances in which the accommodation in the aircraft is not available to persons generally. In this case, you need to contact the Permissions Application Centre for guidance.

Aircraft to be used for charter operations

If you propose to operate any Australian-registered single engine piston powered land aeroplanes not exceeding 5700 kg maximum take-off weight other than amateur built or kit-built aeroplanes, you do not need to list each of these aircraft individually if operated solely within Australian territory. However, if you wish to operate the aircraft overseas or if the aircraft is foreign-registered, you will need to provide the aircraft details (*type, model, registration number and serial number*) in Question D2.



Note: An Australian AOC cannot authorise the operation of foreign-registered aircraft outside of Australia.

Examples on how to list the aircraft in D1

You are asked to list in D1 all aircraft including helicopter you propose to use for Charter Operations.

- Foreign registered aircraft, complete columns 1-6 inclusive. **See example A below.**
- Australian single engine piston powered aircraft, complete columns 1, 2, 3 and 6. **See example B below.**
- For all other Australian registered aircraft, complete columns 1, 2, 3 and 6. **See example C below.**
- If the aircraft is equipped with ski landing gear, float alighting gear (other than emergency float equipment), floating or amphibious or a pressurised aircraft, you **ALSO** need to indicate in column 2 by writing in brackets:
 - 'float' – for float alighting gear
 - 'amph' – for amphibious
 - 'ski' – for ski landing gear
 - 'press' – for pressurised

See example D below.

1 Manufacturer	2 Type	3 Model	4 Registration Number	5 Serial Number	6 Is Aircraft to be Operated:		
					Within Australia	Outside Australia	Into and Out of Australia
Ex A Cessna	310	310R	ZK123456	310-415	X	Not applicable to foreign-registered aircraft	Not applicable to foreign-registered aircraft
Ex B Cessna	210				X	X	
Ex C Cessna	310	310Q			X	X	X
Ex D Eurocopter	AS355 (float)	AS355 N			X	X	X
Ex F Skyfox	CA25N				X		
Ex G De Havilland	DHC- 2(float)	DHC-2			X		

PART E- Regular Public Transport

You must complete Part E if you intend to:

- Carry passengers or cargo for hire or reward; **AND**
- Carry passengers or cargo to and from fixed terminals over specific routes; **AND**
- Carry passengers or cargo on a **fixed** schedule.

Aircraft to be used for Regular Public Transport operations

You are required to list all aircraft to be used for RPT operations and you **MUST** provide the manufacturer, type, model, registration and serial number for each aircraft.

You also need to identify whether you propose to operate the aircraft within Australia, outside Australia, or into and out of Australia.



Note: An Australian AOC cannot authorise the operation of foreign-registered aircraft outside of Australia

Port Designation

A designation is the four-letter identification code given to an aerodrome. The first letter of an Australian aerodrome or authorised landing area, for example, will always be the letter Y. Some landing sites such as non-mainland helicopter landing sites may only have a three-letter code.

Airworthiness requirements

For airworthiness requirements of RPT operations, Part 42 of the Civil Aviation Safety Regulations (CASRs) and its Manual of Standards will apply. For more information on the arrangements for this regulation, please refer to the [CASA website](#).

PART F- Details of Main and Ancillary Base(s) of Operations and Facilities

Main Base of Operation

The main base of operation is where you carry out your main aviation activity.

Ancillary Bases

An ancillary base is a location separate from the main base of operations at which an operator conducts operations on a permanent or semi-permanent basis. An ancillary base will normally have some permanent facilities and/or aircraft and personnel. You must identify in this section, the facilities you have or propose to have at your main and ancillary bases of operation. For example:

Air Operations

Give details of the premises e.g. pilot briefing room, operations planning room and passenger handling facilities among others. You need to include the size, communications facilities, and information on whether buildings are fixed or portable.

Maintenance

Give details of any premises owned by the operator, which are used for maintenance including the size, location and maintenance equipment available. Also include information on any maintenance approvals the operator already holds.

PART G- Details of Organisation structure and personnel

You need to include the details of the management structure that is to be established within the organisation to ensure the safety of air operations. You may attach an organisational chart to illustrate how your management structure is set up.

An application for an AOC must contain a description of the proposed management structure and the associated duty statements of personnel. In addition to this, you must also complete the relevant CASA forms to provide information on the qualifications and experience of the following key personnel and other personnel as required:

- Chief Executive Officer
- Head of Flying Operations (Chief Pilot)
- Chief Flying Instructor (CFI) – *for balloon flight training only*
- Head of Operations – *for flight training only*
- Safety Manager – *for flight training conducted in aircraft or aircraft and FSTD only*
- Head of Airworthiness and Maintenance Control (HAAMC)
- Head of Training and Checking
- Any other position prescribed by the regulations.

For more information on CASA requirements and the assessment criteria and process for organisation personnel, refer to [Volume 2 of the AOC Handbook](#).

PART H - Additional authorisations

If you require additional authorisations for your proposed AOC operation, you will need to provide information on these in Part H. Given the number of authorisations the aviation legislation covers, Part H does not provide a comprehensive list of these authorisations. However, you may outline them in Question H5 and provide legislative reference for the authorisation you are requesting.

PART I – Other Exemptions

You will need to provide information on any exemptions you are requesting as part of your AOC application by providing a description of the same and the legislative reference you are basing your request on.

Part J – Exposition Compliance Matrix

If you are requesting authorisation for flight-training activities under CASR Part 142 as part of your AOC and have completed Part C, Part 142 legislation requirements are:

- The Applicant is to provide an exposition document. The exposition must address a number of requirements, as provided in the Part 142 Regulations 142.340.
- The Applicant is required to maintain the Exposition with any changes to their Operations.

CASA provides a sample exposition on the CASA website to assist the you in formatting of the Exposition document.

- If the applicant's exposition document is closely based on the CASA sample Exposition, Part J Exposition Compliance Matrix does not have to be completed.
- If the Applicant's Exposition is not closely based on the CASA sample Exposition you are required to complete Part J Exposition Compliance Matrix to identify all requirements to meet the regulations for a Part 142 approval:
 - Part J requires you to identify all references (section/subsection) of your exposition where you have addressed each of the Part 142 regulation requirements

You must provide the location reference (section/subsections numbers) within the Exposition where each of the legislation requirements are addressed, or deemed as not applicable.