



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 form and the application process for the Significant and Non-Significant change of a, **Part 42 and Part 145 Certificate** approval of the Civil Aviation Safety Regulations 1998. This form is only to be used where the changes DO NOT require the reissue of the approval certificate.

Such changes will include:

- Change of Nominated Personnel (Form 4 required be submitted)
- Change of Organisational Structure
- Change of Postal address and/or contact details
- Other changes to the exposition or related manuals or procedures that do not maintain or improve aviation safety.

If you are submitting a significant change to your Exposition that will result in the reissue of your Approval Certificate, please submit the following forms:

- Part 145 – Form 145-01
- Part 42 - Form 42-01.

It is important that you carefully read this document and the supporting information provided in relevant Acceptable Means of Compliance, Manual of Standards, Guidance Material or Advisory Circulars issued by CASA, as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times.

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 formally proceed with your application, you will need to pay the cost 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 395

Form 395 is the form approved by CASA for an application for a Significant or Non-Significant change to a **Part 42 and Part 145 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 by law to charge for the hours it has spent assessing your application.

A CASA estimate 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 estimate of costs will outline the payment we require 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.

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 CSC on 131 757.

Assessment completion timeframes

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

- Payment of the estimate or deposit
- Quality of your documentation
- Availability of your personnel 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 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. We will send you an invoice or a refund as applicable.

Part A – Details of Applicant and Declarations

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.

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).



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)

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)

Aviation Reference Number (ARN), if previously allocated

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

Part B – Details of Variation

B3 – Details

Clearly identify the changes required. Include a list of the Exposition pages that have changed and provide a revised Exposition for assessment.

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 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 approval details on the CASA website.

This application must be signed by the applicant/s or an agent appointed by a Power of Attorney (refer A2 – *Use of an Agent*).

Submitting your application form

Submit your application to CASA's Client Services 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 Issue - 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 to make false declaration.

A1 Organisation's Details

Legal entity (organisation or individual)		ARN	
Approval Certificate Number (variation only)			
ACN/ABN/ARBN or Foreign Company Registration			
Locations effected by this application			

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

Contact Name (in full)			
Phone		Email	
Mobile		Fax	

Part B – Details of Variation*

B1 Indicate which of the following applies to you.

Tick the appropriate box for the variation type and approval type

<input type="checkbox"/> Significant Change (You will receive an Estimate of Costs)	<input type="checkbox"/> Non-significant Change Notification (This notification is not chargeable)
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B2 Approval Type

<input type="checkbox"/> CASR Part 42	<input type="checkbox"/> CASR Part 145
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B3 Details

Include a list of the Exposition pages that have changed and 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 4 – Nominated Personnel (if applicable)	Yes <input type="checkbox"/>
Form 1162 – Application for an Aviation Reference Number (ARN) (if applicable)	Yes <input type="checkbox"/>
Exposition and/or Exposition Amendments (required)	Yes <input type="checkbox"/>
Supplementary pages outlining additional locations (if applicable)	Yes <input type="checkbox"/>

Part D – Applicant’s Declaration*

Giving false or misleading information is a criminal offence under section 136.1 of the Commonwealth Criminal Code.

> I am the Accountable Manager (Part 42, Part 145)

DECLARATION

1. I / We declare that the information provided on this form is true and correct.
2. I / We understand that the information provided on this application will form the basis of the calculation of the fee for processing.
3. I / We 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 / We understand and accept that for CASA to proceed with this application, I/we 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 / We 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.

This completes your 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 Issue (Brisbane) GPO Box 2005 CANBERRA ACT 2601
Fax	(07) 3144 7333
Email	regservices@casa.gov.au