



Purpose of this form

Use this form if you are wanting to apply for a CASA Flight Crew Balloon Licence based on your overseas civil qualifications.

Who is this form for?

This form is for an individual who already has overseas Flight Crew Balloon Licence qualifications and want to receive an Australian Flight Crew Balloon Licence based on these.

Your contact details

CASR 11.70

All correspondence will be sent by email or post to the contact details provided by you and held in CASA's records.

You must notify CASA of any changes to your contact details. Information on how to change your contact details is available at www.casa.gov.au/changing-your-details

Information needed to complete this form

- A foreign balloon licence can only be recognised if the authorisation has been issued by a Contracting State. Refer to CAR 5.01 for further details.
- Notarised copies of documents must be submitted with this application. Certification of documents can only be made by a Notary Public or a CASA DAME in your home country. Alternatively, an Australian official at any [Australian Embassy](#) or [High Commission](#) can certify your documents. If you are in Australia, your documents can be certified by any of the persons identified by the Australian Attorney-General's Department as [authorised witnesses](#).
- You are required to have passed the CLWB aeronautical knowledge examination. You will need to contact CASA's exam provider (ASL) to organise to sit this exam.
- You must contact the Civil Aviation Authority in the country of licence issue and give them the authority to release information to CASA. We will contact the relevant authority to verify your licence.

Filling in this form

This form can be completed as a **fillable form** online.

- Mark boxes like this with a ✓ or a ✕
- Where you see a box like this

Skip to the question number shown.

You do not need to answer the questions in between.

If printing this form:

- Please use black or blue pen.
- Print in BLOCK LETTERS.

Privacy

Personal information you provide to CASA is protected by the *Privacy Act 1988 (Cth)*. For details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy (www.casa.gov.au/privacy-policy)

For more information

Go to www.casa.gov.au or call us on 131 757.

1 Your Aviation Reference Number

2 Your name

Family name/ Surname

First given name

3 Your date of birth

DD MM YYYY
/ /

4 Do you hold a current Aviation Security Identification Card (ASIC) or Aviation Identification (AVID)?

Refer to Aviation Transport Security Regulations 2005

No Go to next question

Yes Attach a certified true copy if not issued by CASA

5 Have you submitted an ASIC/AVID application form?

No Your application will be placed on hold until the ASIC/AVID is issued by CASA or certified true copy is received

Yes Go to next question

6 Has a valid ICAO Level 4, or higher, aviation English language proficiency assessment report previously been submitted to CASA for you?

Refer to Part 61 Manual of Standards

No Go to next question

Yes

7 Have you attached your aviation English language proficiency assessment report?

No Your application will be placed on hold until an ELP assessment is received by CASA

Yes Go to next question

8 Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

No

Yes

9 Have you ever been refused the issue of a transport related licence or certificate? (eg. Pilot's licence, pilot certificate, drivers licence, boating licence)

No

Yes

10 Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Note: You should also include all motor vehicle traffic-related convictions including those from overseas.

No

Yes

11 Is suspension or cancellation action pending in relation to any aviation licence you hold?

No

Yes

If you answered **yes** to **any** of questions **8** to **11** above, you must provide details. Include dates, actions, charges, convictions and imprisonment in Australia and Overseas. If you have concerns regarding privacy issues, please discuss your options with your flying school. (attach a separate page if necessary)
 Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

12 What licences are you applying for?

Select all that apply

Note: CPL-B licences and all pilot ratings require a flight test. Depending on what you are applying to convert from your overseas licence, you may need to complete more than one flight test.

- Commercial Pilot Balloon Licence
- Flight Radio Operator Licence (FROL)
- Flight Instructor - Balloon

13 What endorsements are you applying to be added to your licence?

Refer to CAR 5.01

- Class 1
- Class 2
- Class 3

14 What endorsements are you applying to be added to your Flight Instructor Balloon Rating?

Refer to CAR 5.13

- Flight Instructor (balloon)
- Class 1
- Class 2
- Class 3

15 Flight Radio Operator Licence (FROL)

I hold a FROL (certified true copy attached) or the qualification is listed on my foreign licence.

Australian FROL will be issued (as indicated on flight test form)

16 Aeronautical Experience - Enter the aeronautical experience that you had prior to the flight test.

Conversion of CPL, Refer to CAR 5.145

Type of Experience Required	Minimum hours required	Your actual hours
Pilot in Command (PIC)	75	
Free Flight Time	60	
Tether Time	5	

Conversion of Instructor Rating, Refer to CAO 40.7 – Para 16.1

Type of Experience Required	Minimum hours required	Your actual hours
Time CP(B)L has been in force	2 years	
Total flight time PIC	250	
Free-flight charter PIC	100	
Tether time PIC	10	

17 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's Privacy Policy** (www.casa.gov.au/privacy-policy)

18 Applicant checklist

Indicate what supporting documentation you are submitting in support of this application.

The following documents have been attached to this application

A **certified** copy of my overseas licence

A **certified** copy of last 3 pages of my logbook attached

A **certified** true copy of my ASIC or AVID, if applicable

An English Language Proficiency Assessment report or I have confirmed I hold at least a current ICAO level 4 English Language Proficiency Assessment

I have given the Civil Aviation Authority in the country of licence issue, the authority to release information to CASA

19 Applicant's Declaration

I hereby declare that the particulars set out in this application are true in every respect and the copy of the attached identification document is a true representation of the original and has not been altered in any way.

I am aware and accept the risk that information sent via email may be intercepted and read during transmission, not delivered or modified.

I have read CASA's policy on the collection and release of information and I authorise CASA to release information contained on this form in accordance with that policy. of the Criminal Code).

Name

Signature



Date (DD/MM/YYYY)

/ /



20 Important Information

This form and ALL supporting documents must be submitted to the Testing Officer/CASA FOI for assessment and further action.
1. For Commercial Pilot Balloon Licence
Go to next question
2. For Flight Instructor – Balloon

21 Flight test number

22 Route flown

23 Date of flight test (DD/MM/YYYY)

/ /

24 Declaration of the Testing Officer / CASA FOI – Licence Flight Test

I certify that I conducted a Commercial Pilot (Balloons) Licence flight test in accordance with the regulations where the;

Select all that apply below

Applicant held at least a CASA Class 2 medical certificate at the time of the flight test

KDR is signed by the exam supervisor and either the CFI or Testing Officer

Applicant meets the requirement for the issue of a FROL

Applicant demonstrated a standard that met the standards specified in the CPL (Balloon) syllabus of training

Note: Flight test reports for failed flight tests must be attached if not already submitted

24 continued

ATO's ARN

ATO's Name

ATO's signature



Date (DD/MM/YYYY)

/ /

25 Flight Test Report – Flight Crew Licence

The aim of this test is to prove the candidate's competence to exercise the privileges of a Commercial Pilot (Balloons) Licence. The flight test will consist of two segments: the first will be a typical charter flight to an intermediate landing with an actual or simulated fuel cylinder changeover; the second segment will be used to introduce flight procedures and emergencies. The testing officer is to be considered as a passenger having his/her first balloon flight.

Where flight conditions indicate continued flight in VFR may not be possible, or any other condition changes which would indicate that it would be prudent to terminate the flight, the candidate must exercise sound judgement in deciding whether to continue. An unsatisfactory final performance of any test item or procedure will result in an overall fail assessment for the flight test. The test may be discontinued at any point where a fail assessment is made. At the discretion of the testing officer, the candidate may be credited with a pass assessment in those test items successfully completed. The remaining items must be passed on re-test within 28 days.



25 continued

Flight Test Report Instructions

The testing officer is to complete the flight test report below in the following manner:

S Items completed **satisfactorily**

- Items not completed

U Items completed **unsatisfactorily**

The test officer should retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

Ground

Satisfactory knowledge of all KDR items

Knows requirements relating to drugs/alcohol

Knows provisions of CARs 206, 215 and 256, and CAO 48

Knows requirements for charter flights – CAR 259 permit

Knows VFR criteria

Knows instrument requirements – CAO 20.18, 101.54, and CAR 259 permit

Know privileges and limitations of CP(B)L – CAO 40.7

Knows CP(B)L maintenance limitations CAAP 41-1

Load chart understood and used correctly

Pre-flight inspection of balloon, fuel checks completed on system and fan; balloon log book reviewed and understood

Met forecast and ATS briefing obtained and understood; all other meteorological information considered

Flight notification correctly made to ATS, or flight note left with crew

Take-off point selected considering terrain, tracking and pinpoint features, sensitive areas and airspace boundaries

Crew briefings clear concise and complete

Flight plan discussed with ground crew, maps in vehicle

Appropriate balloon and pilot documents and required equipment carried; used and kept accessible during flight

Inflation carried out safely and in a controlled manner

Passenger briefing clear, concise and complete

Pre-take off checks completed; conscious go / no-go decision made

Correct radio procedures used with ATS, other traffic and ground crew.

Controlled airspace (actual or simulated) clearances and procedures observed

No sustained errors in map reading; major features and sensitive areas accurately located

Fuel management appropriate to system and number of tanks carried out and explained

Planned route achieved or revision passed to crew; crew kept informed of plan

Sensitive areas, main roads and built-up areas cleared at appropriate altitude; such areas anticipated when low flying

Weather conditions observed in flight; VFR observed / obeyed

Cruise and descents made at nominated rate

Rapid descent made with safe and smooth recovery

Intermediate landing(s) made in good choice of site, approach path; power line/obstruction check; crew advised of intentions and passengers briefed



25 continued

Final landing as above, landing briefing to passengers carried out positively, completely and with confidence

Crew and passengers kept informed during flight

Command judgement demonstrated throughout preparation, flight and retrieve

Landowner code followed throughout flight and retrieve

Emergency procedures carried out confidently and correctly

Comments

Pass

Fail

Ground Time

Flight Time

Aircraft Type

VH -

26 Flight test number

27 Date of flight test

28 Declaration of the Testing Officer/CASA FOI – Flight Instructor Rating Flight Test

I certify that I conducted a Flight Instructor (Balloons) Rating flight test, in accordance with CAO 40.7, as described on the following page and in the Approved Testing Officer Manual. The applicant;

held at least a CASA class 2 medical certificate at the time of the flight test CAR 5.07(2); and

demonstrated a standard, which met the requirements of CAO 40.7 for the Flight Instructor (Balloons) Rating

Note flight test reports for failed flight tests must be attached if not already submitted

ATO's ARN

ATO's Name

ATO's signature



Date (DD/MM/YYYY)

/ /



29 Flight Test Report – Flight Instructor Rating

Notes

The aim of the test is to ensure that the candidate has or continues to have the ability to:

- Apply suitable instructional techniques to ground and flight training situations;
- Analyse student responses and determine corrective measures when necessary;
- Satisfactorily demonstrate air manoeuvres;
- Conduct pre-flight briefing and post-flight briefings.

To achieve these aims the test is divided into:

- A test of the aeronautical knowledge required by the candidate to exercise the privileges of the rating;
- A test of ground instructional ability (optional at the examiner's discretion for renewals);
- A period of simulated in-flight instruction;
- A period of in-flight demonstrations;
- Post-flight debrief.

Lessons, briefings and air exercises may be based on any privileges of the instructor rating.

The flight test should include:

- Pattered sequences (actual or simulated student);
- Fault analysis of simulated student flying;
- Demonstrations of pure flying ability (may be observed on a commercial flight);
- Simulated emergency (not to be conducted with fare-paying passengers aboard).

An instructor must be a good pilot and although his/her flying must be smooth and polished it must also be spirited. The instructor must possess and outwardly demonstrate a high standard of leadership, discipline, common sense and initiative.

The standard of instruction given by applicants for a rating is expected to reflect a high level of confidence and maturity.

An unsatisfactory performance of any test item or procedure must result in an overall fail assessment for the test. The test must be discontinued when a fail assessment is made. Credits for individual items are not available. The whole component (flight or ground) must be re-tested. The ground component may be credited to the applicant for a period not exceeding 28 days.

Approved Testing Officers must observe the applicable Delegate Instructions and have regard for the procedures and guidance material contained in the CASA Approved Testing Officer Manual (ATOM) when conducting the flight test for a flight instructor rating.

29 continued

Flight Test Report Instructions

The testing officer is to complete the flight test report below in the following manner:

S Items completed **satisfactorily**

- Items not completed

U Items completed **unsatisfactorily**

The test officer should retain a copy of the report and send a copy to the Civil Aviation Safety Authority.

Ground

1. Training Records (Not required for renewal)
2. Logbook, Licence, Medical
3. General Aeronautical Knowledge
4. Privileges and Limitations of Rating

Long Briefing – Topic (Approx. 40 mins)

5. Lesson introduction
6. Clear lesson objective
7. Student participation
8. Speech clear and deliberate
9. Training aids used correctly
10. Instruction to the point
11. Sound subject knowledge
12. Achievement of lesson objectives checked
13. Appropriate instructional technique used



29 continued

Flight Component

Pre-Flight Briefing Topic (Approx. 10 mins)

- 14. Linked to previous experience/exercise
- 15. Clear aim
- 16. Student made aware of what he/she will see and do during flight.
- 17. Significant airmanship points stressed.....
- 18. Essential knowledge checked
- 19. Threat and error management
- 20. Aircraft knowledge and Pre-flight Inspection.....

Air Exercise 1 – Same as Pre-Flight briefing

- 21. Revision included
- 22. Patter coordinated with good demonstration
- 23. Hand over/takeover drill observed
- 24. Accurate fault analysis
- 25. Appropriate remedial teaching
- 26. Smooth accurate flying
- 27. "Student" debriefed appropriately
- 28. Appropriate instructional technique used

Air Exercise 2 – Instructional Technique and Aircraft Handling

- 29. Patter coordinated with good demonstration
- 30. Hand over/takeover drill observed
- 31. Accurate Fault Analysis
- 32. Appropriate Remedial Teaching
- 33. Smooth Accurate Flying
- 34. Appropriate instructional technique used
- 35. Simulated emergency/abnormal situations correctly managed

Human Factors/Airmanship

- 36. Situation awareness maintained
- 37. Lookout & traffic separation maintained
- 38. VMC maintained
- 39. Operational decisions made promptly and correctly
- 40. Prioritises and manages tasks
- 41. Any potentially unsafe situations recognised & recovered
- 42. Aircraft Engine handling during normal and emergency procedures

Comments

Pass

Fail

Ground Time

Flight Time

Aircraft Type

VH -

Go to next question



30 Delegate – Form 214 Sticky Label

Note: Complete and attach original Form 214 - Certification of Aircraft Endorsement, Approval and Rating.

ARN of Delegate

Signature of Delegate



Issue/ Renew from: Date (DD/MM/YYYY)

/ /

Issue/ Renew to: Date (DD/MM/YYYY)

/ /

Returning your form

Check that all required questions are answered and that the form is signed and dated.

You can return this form and the following Payment Authorisation:



By email – scan or photograph this form and all support documents and send them to **applications@casa.gov.au**



By post – return this form and all support documents to;

**CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601**



Application Fees

Fee Code: 24.6 009

Description: Issue of Commercial Pilot Licence (Overseas Civil Trained) – processing and consideration

Total: \$160

Fee code: 24.6.011

Description: Issue of operational rating on the basis of overseas qualifications (without licence issue) – processing and consideration

Total: \$130

Payment Options

Option 1 (CASA preferred option)

I have made an **online** payment

Receipt No:

Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Mastercard	Card Number		
Visa			
Cardholder name (please print)		Expiry	/
Total	Signature	Date (DD/MM/YYYY)	/ /

Receipt Options Applicant **or** Third party

Details of Third Party

ARN (Third Party) if applicable

Email

Individual's or Organisation's Full Name

Preferred contact number