



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to regservices@casa.gov.au.

Purpose of this form

Use this form to apply for the issue of an approval certificate as a design organisation.

Who is this form for?

This form is for Individuals or a legal entity to apply for a grant or re-issue of Approval as an Approved Design Organisation under CASR (1998) Subpart 21.J

Information needed to complete this form

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.

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. 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.

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.

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

Contact details

CASA will use the currently held contact 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 Statement](#).

For more information

Go to the CASA website or call us on 131 757.

Part A – Applicant Details

- 1** What type of application are you applying for?
Initial
Significant Change **(As required by Form 21-J02)**

- 2** What are the applicant's details?

The name you provide in 2.1 and 2.2 will be the name reflected on the certificate when issued

An Individual? **Go to 2.1 → then 3**

Legal entity other than individual? **Go to 2.2 → then 3**

2.1 Details of the Individual

Aviation Reference Number

Family name/ Surname

First given name

2.2 Details of the legal entity

Aviation Reference Number

Name of legal entity

ACN or ARBN

If legal entity is NOT Australian registered: Provide the name of the place formed or incorporated

ABN

- 3** What is the registered trading name?

For your trading name to appear on the Subpart 21.J certificate, you must meet the criteria set out in the guidelines.

Do you wish a trading name to appear on your approval certificate?

Yes Enter Details Below

No **Go to 4 →**

Trading name

Registration number

- 4** What are the address and contact details?

4.1 Business address

If a company, this is the official address as registered with Australia Securities and Investments Commission (ASIC)

Unit/Number

Street name

Suburb

State/Province

Postcode

Country (if not Australia)

4 continued

4.2 Main contact details of the proposed certificate holder(s)

Aviation Reference Number

Family name/ Surname

First given name

Mobile

Phone

Email Address

5 What are your Nominated Manager's details?

Additional managers can be included as a separate attachment. Provide title of position if different from the nominated manager's titles. Include a completed CASA Form 4 for each of the nominated managers.

Accountable Manager's Aviation Reference Number

Accountable Manager's name

Accountable Manager's position in organisation

5 continued

Head of Design's Aviation Reference Number

Head of Design's name

Head of Design's position in organisation

6 What are your **Agent's** details?

If you wish to authorise an agent to act on your behalf, CASA requires that the agent has the necessary authorisation e.g. Power of Attorney (POA). The POA must be executed and signed by the registered operator.

Are you using an **Agent** for this application?

Yes Fill details of the agent below

No Go to next section

Full Name of **Agent**

Agent's Aviation Reference Number

Agent's contact details

Mobile

Phone

Email Address

Part B – Application Details

1 Proposed Design Details

Advice activity: Assess damage to an aircraft and advise the person or the operator whether the damage is major damage	Select: (Scope)		
	Aircraft	Engine	Propeller
Advice activity under regulation 21.007A			
Approval activity: Approve the following	Select: (Scope)		
	Aircraft	Engine	Propeller
A flight manual for an aircraft under regulation 21.006			
Changes to a flight manual for an aircraft under regulation 21.006A			
A defect in an Australian aircraft as a permissible unserviceability under regulation 21.007			
Technical data under regulation 21.009			
Minor change in the type design under regulation 21.095			
Major change in the type design under regulation 21.098			
Vary a supplemental type certificate data under regulation 21.120B			
Design of a Class II or Class III product under regulation 21.132A			
Material, part, process or appliance under regulation 21.305A			
Grant of a modification/repair design approval under regulation 21.437			
Imported aircraft engine or propeller under regulation 21.500A			
Imported material, part or appliance under regulation 21.502A			
Certification Activity: Certify to CASA that the following meets the requirements of applicable regulations	Select: (Scope)		
	Aircraft	Engine	Propeller
Type certificate application under subregulation 21.013A(3)			
Minor change in the type design under subregulation 21.095(5)			
Major change in the type design under subregulation 21.098(3)			
Supplemental type certificate application under subregulation 21.115(3)			
Change a supplemental type certificate data under subregulation 21.120B(6)			
Design of a Class II or Class III product under subregulation 21.132A(6)			
Determining under subregulation 21.303(4C) whether a design meets the applicable airworthiness requirements			
Determining under subregulation 21.420(5) whether a design complies with the applicable airworthiness requirements			
Design of an article under subregulation 21.605(7)			

Experimental Certificate Activity	Select (Scope)
Issue an experimental certificate and other activities in relation to the experimental certificate	
Issue an experimental certificate under regulation 21.195A	
Impose a condition or vary a condition of an experimental certificate under regulation 11.067	
Vary an experimental certificate, under Subpart 11.D	
Ask the holder of an experimental certificate, under regulation 21.195B(3), to make the certificate available for inspection	
Ask the holder of an experimental certificate, under regulation 21.195B(8), to surrender the certificate	

2 Subcontract Design Activity Statement (Select ONE Only)

Statement/s explaining the arrangement under which the proposed design activities will be carried out by a subcontractor are attached to this application	
All subcontracting arrangements for the scope detailed in this application form as subcontracted design activities will be provided in the proposed exposition and design assurance system manual	
Design activities will not be subcontracted	

3 Aircraft Aeronautical Products (Select ONE Only)

The outline of the aircraft or aeronautical products on which the proposed design activities will be carried out are attached to this application	
The outline of the aircraft or aeronautical products on which the proposed design activities will be carried out will be detailed in the proposed exposition	

4 Exposition and Design Assurance System Manual

4.1. Proposed Exposition (Select ONE Only)

A copy of the proposed exposition which is based on the CASA sample exposition has been provided with this application	
A copy of the proposed exposition which is not based on the CASA sample exposition has been provided with this application. Please complete the compliance matrix provided in the sample exposition	
A copy of the proposed exposition has NOT been provided with this application but is expected to be provided to CASA by (provide an expected date): / /	

4.2. Proposed Design Assurance System Manual (Select ONE Only)

A copy of the proposed design assurance system manual which is based on the CASA sample has been provided with this application	
A copy of the proposed design assurance system manual which is not based on the CASA sample has been provided with this application.	
A copy of the proposed design assurance system manual has NOT been provided with this application but it is expected to be provided to CASA by (provide an expected date): / /	

5 Procedures Carrying out design Activities (Select ONE Only)

An outline of the proposed procedures for carrying out design activities has been provided as an attachment to this application.	
The proposed procedures for carrying out design activities will be detailed in the proposed exposition and design assurance system manual	

6 Organisational Structure (Select ONE Only)

An outline of the proposed organisational structure has been provided as an attachment to this application	
The proposed organisational structure will be detailed in the proposed exposition	

Part C – Applicant Declaration

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

As the accountable manager/proposed accountable manager/agent representative

1. I declare that the information provided in this application form is true and correct.
2. I understand that the information provided in this application form, when submitted, will be used by CASA to assess this application, and that CASA may require me to submit more information and other documents to support my application.
3. I understand and agree that for CASA to proceed with this application, the required supporting documents must be provided and that any of the following circumstances may delay the application:
 - a. the application does not accurately and completely identify the requirements; or
 - b. the details in this application are subsequently changed; or
 - c. adequate supporting documentation has not been provided.
4. I understand that if issued, details of the approval certificate and key personnel will be published on the CASA website.
5. I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.

Name

Signature

Date (DD/MM/YYYY)

/ /

ARN

Returning your form

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

You can return this form:

 By email – scan or photograph this form and all supporting documents and send them to regservices@casa.gov.au