



Application for grant or renewal of RPAS delegation

Initial issue/variation/renewal

CASR 11.260

Purpose of this form

Use this form to apply for the initial issue or variation or re-issue of a instrument of delegation.

Who is this form for?

This form is for applying, renewing and varying a delegation to exercise CASA's power to certify a person as an RPA operator of very small or small RPA under Regulations 101.335 of the CASR.

Information needed to complete this form

It is the applicant's responsibility to apply for CASA delegation only if they have an operational requirement for it 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](#).



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

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 Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Contact number

Email address

2 Are you the **primary contact person** for this application?

No

Yes

Contact person

3 What are the **contact person** details?

Contact details will be used for this application only, including any questions and / or fee estimates.

Full name

Position (Agent, Secretary)

Contact number

Email address

4 What are you **applying** for (select one)?

Initial issue

Variation to existing

Renewal with change

Renewal with no change

5 What is the proposed **utilisation**?

 **Attach statement of proposed utilisation**

6 What are your **qualifications**?

 **Attach evidence of qualifications**

7 What is your **aviation** and **RPAS experience**?

 **Attach evidence of experience**

8 Who will **confirm** your experience?

 **Attach referee report**

9 What are the details of your **procedure manual**?
Manuals revision

Name of the owner of the procedure manual

Title of the procedure manual

Further details

 **Attach procedure manual**

10 If you hold a delegation, how many times have you exercised power under it in the past 12 months?

Fit and proper person(s) information

11 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

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

No

Yes

13 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?

Include all motor vehicle traffic-related convictions including those from overseas.

No

Yes

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

No

Yes

15 If you answered **yes** to **any** of questions **11** to **14**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

 **Attach additional pages if required**

Application checklist

16 Select all that apply:

Statement of proposed utilisation is attached

Evidence of qualifications is attached

Evidence of experience is attached

Referee report is attached

Procedure manual is attached

If other please specify

Declaration

17 I declare that:

- I acknowledge that by applying for a delegation CASA has an absolute discretion not to grant one to me.
- I undertake to preserve and safeguard official information
- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

Returning your form



By email – attach this form and all supporting documents.
Send them to rpas@casa.gov.au



By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601