



## ABOUT THIS APPLICATION FORM

### Complete this form if you are applying for the initial issue or a variation of a RPA Operator's Certificate (ReOC).

Form 101-02 is the form approved by CASA for the issue of RPA Operator's Certificate.

This form is considered part of an application pack and should be submitted with the completed ReOC Nominated Personnel application form. Refer to [Form 101-04](#).

You are also required to submit your RPAS operations manual and RPAS operations procedures (Library) as part of the ReOC application pack. Refer to this [link](#) to download the RPAS Sample Operations Manual and this [link](#) to download the RPAS Operational Procedures (Library).

### This application is made up of four parts:

- Part A** Details of Applicant(s)
- Part B** Details of Proposed Operations
- Part C** Applicant(s) Declaration
- Part D** Submission Checklist

### Accuracy of information provided

All information will be used to assess if the applicant is entitled to a ReOC and if the ReOC should be subject to operating conditions. An incomplete, poorly prepared or inaccurate application may:

- Result in rejection of the application
- Raise doubts about the applicant's ability to control the operation
- Result in delays
- Add to the cost of the ReOC
- Result in a refusal to issue the ReOC

Please remember it is an offence to make a false declaration in this form.

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 **X** where appropriate. This information is used in the calculation of a cost estimate for the assessment of your application. Questions marked with an asterisk (\*) are mandatory and must be completed.

### Submitting your application

After reviewing your application, CASA will advise you if any additional information is required to be submitted.

Submit the completed application and proof of ID, to the CASA Permissions Issue Team by email at [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

If at any time you would like assistance with any aspect of this form, please contact the Permissions Issue Team on 136 773.

Applicants are required to complete and submit ALL parts of the application to be acceptable to CASA.

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will calculate and send you an estimate of the cost to process your application and any additional information you must submit.

Should you wish to proceed, you will need to pay the estimate and send any requested documents to the Permissions Issue Team.

**CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.**

### Privacy & Your Personal Information

The information you provide in this application will be used to assess the suitability of the applicant to hold a ReOC. CASA is bound by the Privacy Act to safeguard personal information within the terms of the Act.

Providing CASA with correct information requested in this application will avoid delays caused by poor or insufficient information.

## Form 101-02

### Application for RPA Operator's Certificate (ReOC) Initial Issue and Variation

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#### GUIDELINES FOR COMPLETING THIS APPLICATION FORM

##### Part A – Details of Applicant(s)

Please note that in the guidelines and application form the proposed certificate holder is referred to as the 'applicant'. The name of the applicant given in A3 or A4 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 ReOC holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- a natural person;
- an incorporated company;
- body corporate or politic created by statute.

If the applicant does not meet the above criteria, the application will not be accepted.

- A3. If the applicant is an individual, provide the complete name, date of birth, address, contact details and ARN (if you have one). Individuals must provide documentation as proof of identity, unless the documentation has previously been supplied to the Permissions Issue Team 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. CASA will verify your proof of ID.

- A4. If the applicant is a legal entity other than an individual, provide the name of the legal entity as registered in the Australian Securities and Investments Commission (ASIC), the ACN or ARBN and the ARN (if the legal entity has one).

A Trust is not a legal entity and therefore cannot hold a ReOC under CASR Part 101.270. A trustee is the legal entity (being an individual or incorporated body) and can hold a ReOC.

- A5. The trading name must meet the following criteria:

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

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 ReOC will be issued without the trading name

- A7. 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 consider the authority of the agent to have ceased once the ReOC has been issued.

- A9. Criminal action means any action where legal proceeding commenced by the Commonwealth, a State or Territory against a person arising from the commission or alleged commission of an offence.

- A10. Regulatory action means an action taken against a person by CASA (in relation to Australia) or by a person representing a foreign regulatory authority (in relation to a foreign country) that, on conviction, may lead to the imposition of a fine or a variation, suspension or cancellation of a ReOC or civil aviation authorisation.

##### Part B – Details of Proposed Operations

- B1: Provide details indicating which remotely piloted aircraft (RPA) operations you wish to undertake and the details of the RPA you wish to operate. Your operations manual will need to provide guidance material for all operations sought.

If either RePL Training option is selected then your completed training syllabus **must** also be submitted. RePL Training could be obtained either:

- From an organisation with CASA approved RePL training; or
- As part of in-house training conducted by an organisation who holds a Remote Operator's Certificate (ReOC).

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### Application for RPA Operator's Certificate (ReOC) Initial Issue and Variation

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#### Part C – 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, accept the terms and conditions for processing your application and agree to the publication of your ReOC details on the CASA website. This application must be signed by all of the applicants or an agent appointed by a Power of Attorney (refer A7 - Use of an Agent). Giving false or misleading information is a serious offence.

#### Part D – Submission Checklist

The submission checklist identifies the types of documents you need to complete/send to the Permissions Issue Team. In addition to submitting Part A and other parts relevant to your operations, you are also required to submit your proof of ID.

#### Required documents

For all applications, you will be required to submit all of the documents listed below:

Document name	For more information refer to:
Operations Manual	<a href="#">RPAS Sample Operations Manual</a>
Form 101-04 – Application for ReOC Nominated Personnel	<a href="#">Form 101-04</a>
RPAS operations procedures (Library) – if operating < 150kg	<a href="#">Sample RPAS Operations Procedures (Library)</a>
Maintenance Manual and Flight Manual - if operating > 150kg	<a href="#">AC 101-1(0) – Remotely Piloted Aircraft Systems</a>

If you have any questions regarding this application or require further information on RPA Operator's Certificates, please contact the Permissions Issue Team on  
**136 773** or by email at [regservices@casa.gov.au](mailto:regservices@casa.gov.au)

**You do not need to print and submit these guidelines with your application form.**

Application for RPA Operator's Certificate (ReOC)  
Initial Issue and Variation

**Part A – Details of the Applicant \***

**A1** Please indicate which applies to you:

- I am applying for an initial issue of a ReOC
- I am applying for a variation to an existing UOC / ReOC

**A2** The proposed name to be reflected on the ReOC when issued is:

- An Individual  Go to Part A3
- A legal entity other than individual  Go to Part A4

**A3** Details of Individual

Surname  Given name

Date of Birth

Do you have a CASA Aviation Reference Number (ARN)?

Yes  ARN

No  You must provide proof of identity if you are not an Australian registered business. Complete [Form 1162](#) to apply for a CASA ARN for an individual.

Go to A6

**A4** Details of Legal Entity

Name of legal entity

ACN or ARBN

Do you have a CASA Aviation Reference Number (ARN)?

Yes  ARN

No

**A5** Enter details of Trading Name

Name (1)  Registration number

Name (2)  Registration number

If there are more than two names, please attach a separate sheet containing the same details as above.

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**A6 Provide the following contact details**

**Email Address**

Phone

Mobile

Facsimile

**Registered  
Business  
Address**

(as registered  
with Australian  
Securities and  
Investments  
Commission)

Suburb

State

Postcode

Country

**Physical  
Address**

(address of your  
main base of  
operations)

Suburb

State

Postcode

Country

**Postal  
Address**

Suburb

State

Postcode

Country

**Application for RPA Operator's Certificate (ReOC)  
Initial Issue and Variation**

**A7 Are you using an agent to act on your behalf for this application?**

Yes  Enter details below    No  (Go to A9)

Name (in full)

Phone

Mobile

Facsimile

Email

Address

Suburb

State

Postcode

Country

*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.*

**A8 Please provide details of the person that you wish CASA to contact in relation to this application**

Name (in full)

Phone

Mobile

Facsimile

Email

**A9 Have you or any of your nominated personnel been charged with or convicted of any criminal offence in Australia, its territories, or a foreign country in the last 10 years?**

Yes  Enter details below    No  Go to (A10)

a) The charges laid and present status:

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b) Was a conviction recorded?    Yes <input type="checkbox"/> Enter details below    No <input type="checkbox"/>	
c) The penalty imposed:	
d) The offence in which a conviction was recorded:	
<i>(Use additional sheets if necessary)</i>	

<b>A10</b> <b>Have you or any of your nominated personnel been subjected to regulatory action by CASA or a foreign regulatory authority in the last 10 years?</b>	
Yes <input type="checkbox"/> Enter details below    No <input type="checkbox"/>	
a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made?    Yes <input type="checkbox"/> Enter details below    No <input type="checkbox"/>	
b) Type of action:	
c) Type of authorisation action taken against:	
d) Date action was taken:	
<i>(Use additional sheets if necessary)</i>	

**Part B – Details of Proposed Operations \***

**B1** Please indicate the type of operations you wish to conduct and each aircraft, listing the manufacturer, category (aeroplane, helicopter, multi-rotor, airship) and gross weight / capacity of RPA to be operated

RPA Operations			RPA Details		
RPAS Aerial Work	RePL Training		Category	Manufacturer Type	Gross Weight / Capacity
	Theory + Operation	Operation Only			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

*Note: If either of the RePL Training options are selected, additional documents are to be submitted to CASA. Refer to the Guidelines on Page 2.*

**B2** For variation to ReOC (only) please list the RPA details to be added or deleted (if applicable).



Application for RPA Operator's Certificate (ReOC)  
Initial Issue and Variation

**Part C – Applicant(s) Declaration \***

I am / we are signing this form as:

- The individual named in A3       Director(s) of Legal Entity named in A4       The agent named in A7

1. I / We declare that the information provided in this application form is true and correct.

**Giving false or misleading information is an offence under the regulations.**

2. I / We understand that the information provided in this application will allow CASA to calculate an estimate for service for processing this application.

3. I / We understand and agree that the cost estimate may change, and processing the application may be delayed if:

- The application does not accurately and completely identify my/our requirements; or
- The details in this application are subsequently changed; or
- Adequate supporting documentation has not been provided.

4. I / We understand and agree that for CASA to proceed with this application, I / We must:

- Accept the cost estimate; and
- Forward the prescribed payment; and
- Forward all supporting documentation to the Permissions Issue Team.

5. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.

6. I / We give permission for CASA to send material relating to this application  Yes  No by email.

*Note: I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. (If you do not accept, material will be sent by post).*

Name  Signature  Date

Name  Signature  Date

**Part D – Submission Checklist**

**D1** Indicate what supporting documentation you have submitted in support of this application

Proof of Trading Name ownership Attached

Form 101-04 Attached

Copy of controller certificate / remote pilot licence for your nominated Chief Remote Pilot Attached

If not attached, provide reasons:

Operations Manual Attached

Have you used the RPAS Sample Operations Manual and RPAS Operational Procedures (Library) to develop your manuals?  Yes  No

If operating < 150kg:

RPAS Operations Procedures (Library) Attached

If operating > 150kg:

Maintenance Manual Attached

Flight Manual Attached

Your completed training syllabus (if RePL Training option is selected in B1) Attached

List any additional documentation you have provided:

**This completes your application**