



## ABOUT THIS APPLICATION FORM

Form 101-04 is the form approved by CASA for the nomination of personnel for the RPA Operator's Certificate (ReOC). This form is considered part of an application pack and should be submitted with the completed ReOC application form. Refer to [Form 101-02](#).

### Complete this form if you are:

- 1) Applying for the approval of nominated personnel for RPA Operator's Certificate (ReOC) or
- 2) A ReOC holder seeking to make changes to your nominated personnel

### This application is made up of five parts:-+

- Part A Details of Applicant(s)
- Part B Details of ReOC Nominated Personnel
- Part C Submission Checklist
- Part D Applicant(s) Declaration
- Part E CASA Use Only

### Accuracy of information provided

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.

An incomplete, poorly prepared or inaccurate application may:

- o Result in rejection of the application
- o Raise doubts about the applicant's ability to control the operation
- o Result in delays
- o Add to the cost of the ReOC
- o 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 101-04**  
**Application for RPA Operator's Certificate (ReOC)**  
**Nominated Personnel Approval**

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**GUIDELINES FOR COMPLETING THIS APPLICATION FORM**

**Part A – Details of Applicant(s)**

A2 – Organisation's Details

Please note that in the application form, the proposed certificate holder is referred to as the '*applicant*'. In this section, you are required to provide the Name and ARN of the legal entity with which the nominated person is associated.

*Aviation Reference Number (ARN)*

An Aviation Reference Number (ARN) is a CASA issued number. New numbers are a seven digit reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

If the nominated person does not have an ARN, you must provide the following details:

- Date of birth
- Gender
- Residential address – a PO Box is not acceptable

To apply for an ARN complete and submit [Form 1162](#).

**Part B – Details of ReOC Nominated Personnel**

You are required to disclose any matter relating to your fitness to hold an authorisation. This includes matters bearing on the suitability of the nominated person to hold the nominated position by reference to their knowledge, qualifications, experience and compliance history.

Details of Nominated Person

In this section, you are required to provide the full legal name of the nominated person. This is the name that would appear on, for example, a passport or birth certificate.

**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, 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. Giving false or misleading information is a serious offence.

<p>If you have any questions regarding this application or require further information on RPA Operator's Certificates, please contact the Permissions Issue Team on <b>136 773</b> or by email at <a href="mailto:regservices@casa.gov.au">regservices@casa.gov.au</a>.</p>
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**You do not need to print and submit these guidelines with your application form.**

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**Nominated Personnel Approval**

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

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

- I am applying for initial nomination
- I am applying for a variation to the current CASA accepted ReOC nominated personnel

**A2** Operator's Details of the ReOC holder

Name of legal entity\*

ARN\*

**A3** Provide details of the CEO / Managing Director of the ReOC holder

Name of  
CEO

Address

Suburb

State

Postcode

Phone (Business)

Mobile

Phone (Home)

Facsimile

ARN

Complete and submit [Form 1162](#) to obtain ARN

Email

Provide details of the CEO's or the Managing Director's relevant management experience (if any)

*(Use additional sheets if necessary)*

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**Part B – Details of ReOC Nominated Personnel \***

**B1 Provide details of the Chief Remote Pilot**

*(Your nominated Chief Remote Pilot must be the holder of a valid licence/certificate)*

Full Name

ARN

Complete and submit [Form 1162](#) to obtain ARN

Address

Suburb

State

Postcode

Phone

Mobile

Facsimile

Email

Remote Pilot Licence / Controller Certificate Number

Licence / Certificate acquired via:  RePL Training

PPL Theory Examination

RePL Training Organisation

Remotely Piloted Aircraft (RPA) Type operated

Total RPA flying time

Provide details of the Chief Remote Pilot's relevant qualifications, knowledge and flying history

*(Use additional sheets if necessary)*

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**B2 Provide details of the Maintenance Controller (MC)**

Full Name

ARN  Complete and submit [Form 1162](#) to obtain ARN

Address

Suburb  State  Postcode

Phone  Mobile

Facsimile

Email

**Provide details of experience relevant to maintaining RPA**

The aircraft to which the Maintenance Controller's appointment applies is to be listed on application [Form 101-02](#). The experience relevant to maintaining RPA must include details relative to these aircraft.

*(Use additional sheets if necessary)*

Does the nominated MC hold any other positions within yours, or any other aviation organisation?

- No  Go to Part C
- Yes  Provide specific details including each position, description of duties and responsibilities:

*(Use a separate sheet if necessary)*

**Part C – Submission Checklist**

**C1** Indicate what supporting documentation you have attached in support of this application

Form 101-02 Attached

Proof of ID Attached

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

If not, provide reasons:

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

1. I / We, as an individual or Director of company, stated in A2, 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. 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	
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Name		Signature		Date	
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**This completes your application**

**Form 101-04**  
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**Nominated Personnel Approval**

**Part E - CASA USE ONLY**

**Approval:**

Chief Remote Pilot (CRP) Approved

CRP Name

Maintenance Controller (MC) Approved  
(Large RPA – more than 150kg)

MC Name

Details of CASA Inspector who assessed the person(s) as acceptable for the nominated position(s):

Name

Signature

Date

*Once assessed, a copy of the completed CASA Form 101-04 (signed) will be returned to each nominee.*