



RPAS Tethering Operations

Approval of practices and procedures

Para 4.04, Part 101 MOS

Purpose of this form

Use this form to apply for approval of your proposed practices and procedures for tethered operations around controlled and non-controlled aerodromes.

Who is this form for?

This form is for a RPA Operator Certificate (ReOC) holder who want to conduct tethered operations around an aerodrome.

Information needed to complete this form

ReOC holders should review the relevant CASR Part 101 and Manual of Standards provisions before completing this application.

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.

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



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

If at any time you would like assistance with any aspect of this form, please contact the RPAS Branch by email at rpas@casa.gov.au.

Applicant

1 What are the **ReOC** 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

ReOC number

ReOC expiry
/ /

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

No

Yes

Chief Remote Pilot

3 What are the **Chief Remote Pilot** details?

Full name

ARN

Contact number

Email address

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

Tethering around controlled aerodromes

Tethering around non controlled aerodromes

Submission

5 Have you used the [template for tethering procedures](#) produced by CASA?

Understand procedures developed not using the template will attract additional fees and extended assessment time frames.

No

Yes

6 Have these procedures been incorporated into your operational documents?

No

Yes

7 Have you made any other changes to the operations manual submitted for this application?

No

Yes

8 What are the changes to the operations manual?

 **Attach additional pages if required**

Application checklist

9 Select all that apply:

ReOC operations manual is attached

ReOC operational procedures (library) is attached

If other please specify

Declaration

10 I declare that:

- 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 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)

/ /

In what capacity are you making this declaration?

For example: Self, Director, Agent

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1 or 3.

 **Attach authority**

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