Australian Government
Civil Aviation Safety Authority

Application

Temporary Issue of Private Pilot (Balloon) Permit

CAO 95.54

This form is now available online

Use myCASA for reliable and secure form submissions and payments.

Go to **myCASA**

OR

Download this form before you begin

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

Purpose of this form

Use this form to apply for the temporary issue of a Private Pilot (Balloon) Permit for an overseas pilot flying in Australia.

A temporary Private Pilot (Balloon) Permit is designed to allow overseas pilots visiting Australia to pilot a balloon during the course of their stay. The permit is valid for a period of one month.

An extension may be granted on application and may be subject to additional fees.

It should be noted that the permit will be sent by post. Enough time should be given for the assessment and postage to an overseas address as listed against the applicant's ARN.

Who is this form for?

This form is for holders of an overseas balloon pilot authorisation wanting to fly in Australia for a period of 30 days.

Information needed to complete this form

To complete this form, you must:

- Hold a valid licence/permit/authorisation.
- Supply the last page of your Pilot Logbook showing date of the last flight and total hours flown.
- Supply certified copies of overseas Pilot Licence/Permit/ authorisation and Medical Certificate or declaration.
- Supply certified copies of Radio Operators Licence/authorisation or apply for an Australian Radio Operator (Balloon) Permit by completing the requirements and applying using form BF-002.
- Submit the Private Pilot (Balloon) English Language Proficiency and Medical form (Form BF-003).

To be issued with a Temporary Private Pilot (Balloon) Permit or an endorsement on the Permit, you must meet the requirements in accordance with the CAO 95.54 and the CASA Recreational Ballooning Procedures Manual.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, apply now.

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by changing your details on the CASA website.

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.

For more information

Go to the CASA website or contact us.

Applicant

1 What are the **applicant** details?

Your contact details must be current. Update your contact details via changing your details.

Full name

ARN

Phone number

Email address

Application checklist

2 Select/specify attachments:

- ☐ Copy of last page of the pilot's log book showing at least 100 hours as pilot in command (PIC) (or 50 hours if participating in a FAI-sanctioned competition event)

Note: if you have less than 100 hours as PIC (but more than 50 hours) and you are participating in a FAI-sanctioned competition event, attach evidence of event registration.

- ☐ Copy of current Balloon Licence/Permit/Certificate/authorisation
- ☐ Copy of Radio Operators Licence/authorisation or apply for Australian Radio Operator (Balloon) Permit (Form BF-002)
- ☐ Copy of existing Medical Certificate/declaration
- ☐ Copy of any Endorsements held
- ☐ Private Pilot (Balloon) English Language Proficiency and Medical form (Form BF-003)

This area has been intentionally left blank

Declaration

3 **I declare:**

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this application:

- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our privacy statement and privacy policy.

Fees

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only

By email – send this form with all supporting documents attached to applications@casa.gov.au

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

Continue to payment page

ARN

Payment authorisation

4 Application fees

Select **only one** option below

☐ Issue of Temporary Private Pilot (Balloon) Permit

Fee Code: 24.6B.....**$30**

Total:

5 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.
To make a payment go to Secure payment gateway.
After making a payment, enter the online receipt number below.

Provide the online receipt number below:

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:

☐ Mastercard ☐ Visa Total $

Card number

Expiry (MM/YY) /

Cardholder name

Signature

Date (DD/MM/YYYY) / /

Receipt options ☐ Applicant **or** ☐ Third party (provide details below)

Details of third party

ARN (If applicable)

Email

Legal Entity/ Full name

Phone number