



Download this form before you begin

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

Purpose of this form

Use this form to apply for an approval to use a qualified flight simulator or a qualified flight training device.

Who is this form for?

This form is for the person/organisation, other than a Part 141 operator or a Part 142 operator, who proposes to be the user of a qualified flight simulator or a qualified flight training device.

Information needed to complete this form

You should review *Civil Aviation Safety Regulations 1998 (CASR) Part 60.055* and its Advisory Circulars.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application (unless you are only notifying a non-significant change) and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

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/entity** details?

Note: The applicant/entity is the name the certificate is issued to

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

AOC number

138 AWK certificate number

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

Initial issue

Variation/Significant changes

➔ [Go to 4](#)

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)

Phone number

Email address

Details

4 Enter details below:

Aircraft type	Device qualification number	Location	Add or Remove
			Add Remove

Additional details

5 If you have any additional details (Revision of exposition where this change has been made or information relevant to this requested activity), provide below:

 **Attach additional pages if required**

Application checklist

- 6** Submit the following documents with this application:
- The proposed user's operating and training competencies
 - A list of all configuration differences existing between the flight simulator or flight training device and the user's aircraft

Declaration

7 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting 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](#).

- 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.

Declaration continued

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Technical Manager, Simulator Operator Representative

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

A power of attorney must be provided if the person making this declaration is **not** the Individual named in question 1.

 **Attach authority**

Submitting this form to CASA



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