

Application for EASA Part-FCL Pilot Licence - Conversion of an Existing National or JAR-FCL Licence Issued by the United Kingdom



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and Part FCL.015).

If your medical records are not held by the UK CAA, your application will be rejected.

FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPLICANT DETAILS

(The Applicant is responsible for payment of CAA charges)

To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent Address:

Postcode:

Telephone: Mobile telephone:

E-mail:

2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by the Applicant

Postal Address:

Postcode:

3. MEDICAL FITNESS

To be completed by the Applicant

Class of Medical Certificate held	Date of last Medical	Date of Expiry	CAA use only

Note: Your medical Certificate must be valid on the licence issue date. If your Medical Certificate is due to expire within 14 days after the date of application for licence issue, please complete the following

My medical examination will take place at: on:

A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom. European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part-MED.A.030 and Part-FCL.015).

4. PARTICULARS OF UK LICENCES HELD			To be completed by the Applicant
Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

5. RATINGS HELD						To be FULLY completed by the Applicant
Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for each type and/or class rating, to be endorsed on your Part-FCL Licence.						
Rating or Certificate held	Single-Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only

6. APPLICATION (See Guidance Notes) (tick as appropriate)	To be completed by the Applicant
I am applying for the following Part-FCL licence (please tick as appropriate):	
Light Aircraft Pilot Licence (LAPL)	
Aeroplanes <input type="checkbox"/>	Helicopters <input type="checkbox"/>
Sailplanes <input type="checkbox"/>	Balloons <input type="checkbox"/>
Private Pilots Licence (PPL)	
Aeroplane <input type="checkbox"/>	Helicopter <input type="checkbox"/>
Airship <input type="checkbox"/>	Sailplane Pilots Licence <input type="checkbox"/>
Balloon Pilots Licence <input type="checkbox"/>	
Commercial Pilot Licence (CPL)	
Aeroplane <input type="checkbox"/>	Helicopter <input type="checkbox"/>
Airship <input type="checkbox"/>	
Airline Transport Pilot Licence (ATPL)	
Aeroplane <input type="checkbox"/>	Helicopter <input type="checkbox"/>
On the basis of my National licence <input type="checkbox"/> OR JAR-FCL licence <input type="checkbox"/> issued by the United Kingdom	
Examiner Certification held <input type="checkbox"/> Please include details in Section 5	
I wish to retain or be issued with a UK National Pilot's Licence to hold a type rating for Annex II aircraft. <input type="checkbox"/>	
(Please note that only aircraft listed in Annex II can be endorsed on to a national pilot's licence and there will be a separate fee for the issue of a UK Pilots Licence.)	

7. CONVERSION OF ADDITIONAL RATINGS **To be FULLY completed by the Applicant**

Enter details of additional ratings such as Aerobatic, Mountain etc. applied for, guidance for the terms of issue are in CAP 804.

Licence Rating applied for	Show pilot's log evidence/course certificate	Date of flight to Demonstrate competence	CAA Use Only

8. INSTRUCTOR CERTIFICATES HELD **To be completed by the Applicant**

Please give the date of the most recent revalidation or renewal of Instructor Ratings held and please indicate the instructor privileges previously or currently being exercised.

Instructor Rating held	Date of Revalidation	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only

- PPL CPL IMC IR MPL(J1) MPL(J2) FIC Night
 Aerobatic Towing: Glider Banner
 SP HPC(A) Aircraft only Simulator only Aircraft and Simulator

9. FLYING EXPERIENCE **To be completed by the Applicant**

Experience as pilot	Experience Claimed (hours)		CAA Use Only
	Aeroplanes	Helicopters	
i) As Pilot-in-Command (PIC) on Multi-Pilot Aircraft			
ii) As Pilot -in-Command under Supervision PIC/US or Co-pilot (P2) on Multi Pilot Aircraft			
iii) As Pilot-in-Command (PIC) on Single Pilot Aircraft			
iv) PPL/IR holders ONLY Flight time in accordance with IFR			
v) PPL holders ONLY Total flight time			
I confirm that I have demonstrated the use of radio navigation aids to the satisfaction of Chief Flying Instructor which has been certified in my flying logbook	<input type="checkbox"/> (PPL Only - Please Tick)		

CAA Use Only

10. DECLARATION OF APPLICANT (tick as appropriate) To be completed by the Applicant

I declare that the information provided on this form is correct.

I agree to receive:

Flight Crew Safety material from the CAA only or Safety Material from authorised sources

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered.

Signature: Date:



PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

11. CAA USE ONLY

Date of Issue	Enclosures
Checked by	
Loaded by	Despatch/collection details
Signed by	

12. COURIER CHARGES

Note to all customers: All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal postal service.

If you wish to opt out of document return by secure courier, please tick box.

Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

13. CHARGES

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

.....

IMPORTANT NOTES:

- Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at www.caa.co.uk/refunds for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

14. FINANCIAL DECLARATION

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant:

Signature of Applicant: Date:

PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1

15. SUBMISSION INSTRUCTIONS (See Guidance Notes)

After thoroughly reviewing the 'Which sections of the application form to complete' and 'Supporting documents required with the application' please send your completed application and supporting documentation to the following address:

Licensing and Training Standards, Licensing Department
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR

CAA USE ONLY **Applicant's name** **Date of application**

Department: Contact Name:

Job No: Folio No: CAA Account Number:.....

Nominal Code: Cost Centre: Date received.

If payment is received by cheque, attach a copy to this application form.

The sum of £ has been received by: Date:

Amount paid by: Cheque Cash Card Electronic Transfer*
£ £ £ £

* Receipt of Electronic Transfer to be verified by Treasury.

Cheque drawn against account of:

Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:

Legal Entity Details

Company – Date of incorporation of Company:

If declaration is signed on behalf of a Company:

is declaration signed by a Director or Company Secretary?

if not, then does signatory have authority to sign?

Individual – Identification Document Details e.g. Passport/Driving Licence.

Type of identification:

Signature on ID checked against Form Signature: . Appropriately certified:

PLEASE ENTER PAYMENT DETAILS ON FOLLOWING PAGE

16. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Electronic Transfer	Cash (max. £200)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We do not accept American Express, Diners Club or JCB cards. Please do not send cash by post.

b) Bank Details (for payment by Cheque/Banker's Draft)

Cheques or Postal Orders should be made payable to '**Civil Aviation Authority**'.
Please write the CAA Application Form No. on the reverse of your cheque.

Please note that any refund applicable will be paid directly to the bank account stated below by BACS transfer.

Name in which Bank Account held:

Account Number: Sort Code:

If overseas: IBAN Number: Swift Code:

c) CAA Bank Account Details (if paying by Electronic Transfer)

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £..... BACS/CHAPS Reference*:

* When making an electronic transfer please instruct your bankers to quote the CAA Application Form number followed by the application date in the description field (i.e. SRG 1104ddmmyyyy).

Payer: Date of Transfer:

d) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:

Start date: /

Issue No: (if applicable)

Amount: £.....

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:

Card holder's signature:

Please tick box if paying with Company Card Company Name:

This information is provided at the applicant's risk and will be used by the CAA for this payment only and will not be used for any other purpose.

Application for EASA Part-FCL Pilot Licence - Conversion of an Existing National or JAR-FCL Licence Issued by the United Kingdom – GUIDANCE NOTES

Having a clear application form and pilot's log will enable L&TS to issue licences and ratings more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements. Failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per the scheme of charges and our CAA refund policy.

IMPORTANT INFORMATION

In order to exercise the privileges of a Pilot licence where the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a Language Proficiency Certificate in English in accordance with FCL.055 and Appendix 2 of Part-FCL prior to licence application. Should you not hold a valid Language Proficiency in English your application will be rejected.

SECTION 7 – ADDITIONAL RATINGS

Applicants who currently exercise privileges for Aerobatics, Glider or Banner Towing, need to complete this section to show how they comply with the Conversion Reports published in CAP 804, Part 1, Part P to have the ratings endorsed. It is the applicant's responsibility to produce clear evidence of meeting the conversion report for issue of the rating.

SECTION 8 – INSTRUCTOR CERTIFICATES

Applicants who hold or have held an Instructor Rating need to complete this section to show the instructor privileges they have been exercising. For instructor privileges for Aerobatic and Towing applicant's will need to comply with the Conversion Reports published in CAP 804, Part 1, Part P. It is the applicant's responsibility to produce clear evidence of meeting the conversion report for issue of the certificate.

GUIDANCE NOTE 1: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

Instructions for the certifier of your ID document are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Head of Approved Training Organisation.

GUIDANCE NOTE 2: Which sections of the application form to complete

Application applied for	Sections to be completed
National Licences	All sections
UK issued JAR-FCL Licences	All sections

GUIDANCE NOTE 3: Supporting documentation required with the application

Application	Original flying logs are only required for the conversion of additional ratings as per section 7 or in cases where an instructor is exercising the instructor privileges of Single Pilot High Performance Aeroplanes (SP HPC (A)).	Certified copy of the applicants Certificate of Revalidation page from licence. See guidance note 1.	Certified copy of JAR-FCL or Part-FCL Class 1 or 2 Medical Certificate. (See Guidance Note 1).
National Licences	✓	✓	✓
UK issued JAR-FCL Licences	✓	✓	✓