

Application for Renewal of an Air Operator's Certificate (Balloons)

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 Corporate No. (to be completed by CAA)

Please read attached Guidance Notes before completing the technical sections of this form.

Please complete **either** section 1 a) or section 1 b). For all Companies registered at Companies House, please complete section 1 b) only.

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges) (See Notes 1 and 2)

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

Postcode:

Telephone: Fax:

E-mail: Mobile No:

Trading Name(s): (if applicable)

Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet ☐

or b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

Postcode:

Telephone: Fax:

E-mail: Mobile:

Trading Name(s): (if applicable)

Trading Address (primary site):

Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

2. APPLICATION DETAILS

AOC Number: BL

Types and Registration marks of balloons for which a certificate is required: *(See Note 3) Continue on a separate sheet if required*

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Type: Reg(s):

Are balloons currently available for inspection? YES ☐ NO ☐

If not, please give the date on which they will be:

Geographical regions in which it is proposed to continue to operate: *(See Note 4)*

Name and address of organisation responsible for maintenance of each balloon: *(See Note 5)*

State any changes to your organisation, staffing and equipment since last application was made: *(See Note 6)*
(Qualifications and experience to be detailed on CAA Form 4 (SRG 2815) – one Form for each proposed postholder.)

Date of last CAA operational audit visit:

Note: If an operational audit visit has not been undertaken within the past 12 months, full completion of the Annual Return of Operating Data questionnaire ([Form SRG1316](#)) is required

The proposed date of renewal of the certificate *(See Note 7)*:

Please note that a minimum of **15** working days' notice will be required.

3. AOC (BALLOONS) RENEWAL CHARGES CALCULATION

Please read Notes prior to completion. (See Note 8 for example.)

1 Sizes of Company Balloon Envelopes (x 1,000 cu.ft.)	2 Number of Company Balloons by Size	3 Passenger Capacity of Balloons (See Notes)	4 Company Passenger Capacities (2 x 3)
TOTAL 4 ->			

USING THE TABLE

The table above allows you to calculate your passenger capacity of the balloon(s) that you require to list within Appendix A of your company Operations Manual and hence the cost of an Air Operators Certificate with effect from 1 April.

- In Column 1, enter all of the different envelope sizes of balloons, as detailed in Appendix A of your Operations Manual.
- In Column 2, enter the total number of balloons of each envelope size, as detailed in Appendix A of your Operations Manual.
- In Column 3, enter the passenger capacity for each size of balloon, as detailed in Appendix A of your Operations Manual, using the formula "Maximum Number of Occupants" MINUS ONE.
- On each line, multiply Column 2 by Column 3 and enter the results in Column 4.
- Add up the total in Column 4.
- The AOC renewal charge can be found against the passenger capacity in Table 15 of the CAA Air Operator and Police Air Operator Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to . (See example in Guidance Note 8).
- **Please note**, a fee is charged to vary your AOC(B), if an amendment has to be made to your certificate, for example a change of operating region or the addition of a new balloon group.
- **Please note**, a fee is charged to vary your AOC(B) to change the company name or trading name of the holder where the legal entity is unchanged.
- If you have any questions, please email ga@caa.co.uk.

4. CHARGES

The charge(s) required as calculated in accordance with the CAA Air Operator and Police Air Operator 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 Approval:** 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.



Documents

Document Sharing Hub