

Application for a contribution towards the cost of 8.33 kHz radio equipment



GUIDANCE NOTES

Firstly, read the **"8.33 kHz EU grant funding: Eligibility Criteria", CAP1501**, which can be found on the 8.33 kHz radio page in the General Aviation section of the CAA website.

Have all your supporting evidence available to you as incomplete submissions will be rejected.

The process

1. Complete and submit this form (no supporting documents are attached at this stage).
2. CAA sends you an email for you to then attach copies of all your supporting documents and return to CAA (**you must reply within 14 days**).

VAT registered organisations

If your organisation is VAT registered, then you must quote the net purchase price (ex-VAT). If you are not VAT registered, then you claim against the full gross purchase price.

Complete the application form online

This form must be completed electronically and submitted online. All supporting evidence must be sent electronically. The CAA will not accept any claim submitted by post, nor will it accept any paper copies of receipts or documents unless the CAA specifically requests them.

When making a claim against a Transportable radio licence, certain form fields are blanked out as they are not relevant.

The claim form is optimised for use with Internet Explorer or Acrobat Reader. Other browsers may work, but with limited functionality. Please refer to the GA's 8.33 kHz radio webpage for information.

Multiple claims under a single radio licence

CAP1501 allows you to submit more than 1 claim under a single radio licence. In order to keep the claim form to a manageable size, we have had to limit the number of fields that are available on the form. If you find that you still have items that you want to claim for but run out of room to claim them on this one form, then you would submit another claim form.

For example, for a fixed licence claim, you can claim for a total of 4 radio communication equipment. However, the form only permits 2 per form, so you'd have to submit a second claim form in order to claim for a third radio.



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Radio communication equipment approval details

By preference, you will provide the individual approval number from ETSO, TSO or CAA. If you are not able to provide this, then you will only be able to claim after the radio has been installed as you must supply the installing radio engineer's licence number and provide a copy of either the relevant page in the log book, or a copy of the corresponding certificate of release. Refer to criteria CAP1501, section 1, para 7.

Copy of Photo ID

We only require a copy of the page, or side of the ID card, that has your photo on it. This will also show your name and date of birth. You will attach this to the final email that is sent to the CAA. Please note we do **not** require a copy of your whole passport.

Receipt of purchase

The copies of receipts will be attached to the final email that is sent to the CAA. When you complete this form, you will need to be able to identify clearly which receipt the item is to be found on. Receipts can be identified by, for example:

- vendor's receipt number (this is preferable);
- hand written number on the receipt before it is scanned (i.e. no.1, 2, etc.); or
- file name of the scanned receipt (i.e. "receipt1.pdf").

Where you are claiming for a number of items within the same classification (e.g. "connectors and adaptors"), you can add the costs together and provide a single total cost on the claim form. However, you must identify all the relevant receipts because the CAA are required to match items with evidence of payment for all items on a claim.

Equivalent unit cost

If your communications equipment is not uniquely identified on the receipt, then you must provide evidence of the equivalent unit cost that would have been paid as detailed in CAP1501, section 3, paras 15-16, or section 4, paras 11-12.

Associated Hardware, section 6 of the form

In the 'Description' column, the drop down selection has 7 options, and you should only select from those that are for your licence type:

- 4 of these are applicable to both licence types;
- 2 are only for fixed licence types (identified by "F/L only..."); and
- 1 is only for transportable licence claims (identified by "T/L only...")

Questions?

In the first instance, you should check on the 8.33 kHz radio page in the General Aviation section of the CAA website, and also in the Eligibility Criteria document, CAP1501.

If you still have questions concerning the claim process then they should be addressed to:

833enquiries@caa.co.uk