

Application for the Issue of a Student Air Traffic Controller (ATCO) Licence or the Inclusion of Additional Ratings to Student and ATCO licences (Commission Regulation (EU) 2015/340)



Please complete this form online (preferred method) then print and sign the form.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.
Post or scan and email the form in accordance with Section 7.
Please read the attached guidance notes before completing the form .

FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 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. APPLICATION FOR (Complete sections listed):

- Issue of a new Student Air Traffic Controller Licence (Sections 2, 3, 5 and 6)
- Inclusion of an Additional Rating on a Student Air Traffic Controller Licence (Sections 2, 4, 5 and 6)
- Inclusion of an Additional Rating on an Air Traffic Controllers Licence (Sections 2, 4, 5 and 6)

2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

Serial Number of Licence (if known):

Title: Surname: Forename(s)

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

Place of Birth: Country of Birth:

Applicants Address:

County: Country: Postcode:.....

Telephone Numbers: Home: Mobile:

Email Address:

Unit Address:

ICAO Location Indicator:

County: Country: Postcode:.....

3. ISSUE OF A STUDENT AIR TRAFFIC CONTROLLERS LICENCE

Please provide details of the CAA approved ATC rating training course completed:

Rating: Name of training organisation:

Approved Course completed on (dd/mm/yyyy): Course reference:

English Language Proficiency level awarded (in accordance with the ICAO Language Proficiency Rating Scale):

(Please tick as appropriate and enclose a copy of the English Language Proficiency certificate issued by the ATC training organisation)

Level 6	Level 5	Level 4
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4. ADDITIONAL RATING(S) TO BE INCLUDED ON LICENCE

Please provide details of the CAA approved ATC rating training course completed:

Rating 1: Name of training organisation:

Approved course completed on (dd/mm/yyyy): Course reference:

Rating 2: Name of training organisation:

Approved course completed on (dd/mm/yyyy): Course reference:

5. FINANCIAL DECLARATION (MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)

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 (as shown in 2):

Signature of Applicant (named in 2):

Date:

6. PAYMENT BY A THIRD PARTY

If payment for this application is not being made by the applicant, this form must be countersigned by the payee.

I, (name) authorise the Civil Aviation Authority to use the details given on the attached payment authorisation (FCS1500) in support of this application.

Signature of Payer: Date:

Address:

Contact Telephone Number:

7. SUBMISSION INSTRUCTIONS

Please check:

Section 2 Personal Details has been fully completed;
All other Sections relevant to the application have been completed;
The declaration has been signed by the applicant;
A copy of the English Language Proficiency certificate is enclosed, where required (refer to Section 3); and The correct remittance is included with application.

When completed, please submit this form to:

ATCO Licensing Section
Licensing Assessment
Safety & Airspace Regulation Group
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex RH6 0YR

Telephone Enquiries: +44 (0) 1293 573700
e-mail: ats.licensing@caa.co.uk