

Application for ATC Training Organisation Certification

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 complete **either** section 1 a) or section 1 b).

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)
a) Individual (including sole traders and partnerships)
Title: Forename: Surname: Address: Postcode: Telephone: Fax: E-mail: Trading Name: (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: Trading Name: (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 FOR CERTIFICATION AS A TRAINING ORGANISATION AGAINST COMMISSION REGULATION (EU) NO. 2015/340

This application for Certification as a Training Organisation against the Commission Regulation (EU) 2015/340 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certain certificates pursuant to Regulation (EC) No. 216/2008 of the European Parliament and of the Council, must be completed as directed below and submitted to the CAA with the relevant Compliance Matrices completed in response to demonstrate compliance, as appropriate.

Definitions

Training is the entirety of theoretical courses, practical exercises, including simulation and on-the-job training required in order to acquire and maintain the skills to deliver safe, high quality air traffic services, it consists of:

- (a) initial training, providing basic and rating training, leading to the grant of a student licence;
- (b) unit training, including transitional training prior to on-the-job training and on-the-job training, leading to the grant of an air traffic controller licence;
- (c) continuation training, keeping the endorsements of the licence valid;

Training Organisations means an organisation which has been certified by the competent authority to provide one or more types of training.

Please identify the categories of training which you intend to provide by ticking the relevant training category.

TRAINING CATEGORIES (please tick as appropriate)

Tick

All Training Providers to complete General Requirements

✓

Initial Training

Unit Training

Continuation Training

3. SUBMISSION INSTRUCTIONS

When you have completed this Form, please send it to:

Airspace, ATM and Aerodromes
Safety and Airspace Regulation Group
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR