

APPLICATION FOR SAME DAY AND SPECIAL DELIVERY SERVICES



Please complete this form online or in BLOCK CAPITALS using black or dark blue ink.

CAA use only

Please indicate the requested service below and return this form with your application to Applications & Approvals. Further information regarding these services can be found on our [Service Standards](#) page.

SECTION 1: SAME DAY PROCESSING SERVICE				
AIRWORTHINESS PRODUCT	Additional Fee AOC AOC No:.....	Tick to select	Additional Fee Non AOC	Tick to select
C of A Renewal	£480.00		£270.00	
ARC Issue/Extension	£480.00		£270.00	
Permit to fly Renewal (not including changes to operating limitations)	N/A		£380.00	
Approval of non-design related Flight Conditions without Permit to Fly issue	£270.00		£160.00	
EASA temporary Permit to Fly issue	£270.00		£160.00	
EASA temporary Permit to Fly issue, including approval of non-design related Flight Conditions	£380.00		£220.00	
Re-registration	£480.00		£270.00	
Certificate of Airworthiness Issue or Direct Issue	£480.00		£270.00	
Issue of Export Certificate	£480.00		£270.00	
Noise Certificate Issue/Replacement	£380.00		£220.00	
Replacement document (excludes changes to operating limitations)	£270.00		£160.00	
Over-fly exemptions	£270.00		£160.00	
Approval document issue	£480.00 per approval			
Same Day Service Fee includes special delivery.				

SECTION 2: SPECIAL DELIVERY ONLY
The selection of this option is to make Special Delivery arrangements on behalf of the applicant only, it does not fast track an application. The fee for this is £30.00 for documents sent within the UK and £50 for documents sent outside the UK. Note: Same Day Service fee includes special delivery. Please indicate if you are requesting this service (✓) ☐ Fee Payable £.....

SECTION 3: DECLARATION
I have read the service information on the CAA website and agree to pay the additional charges as detailed above. Signed: Print Name: Date:

SECTION 4: SUBMISSION INSTRUCTIONS
Post/Fax: Return the completed form, associated documents and payment to: Application & Approvals Department Aviation House, Gatwick Airport South, West Sussex RH6 0YR Telephone: 01293 768374 Fax: 01293 573860 E-mail: apply@caa.co.uk

CAA use only
£ Folio: Received by: Date:

Payment Authorisation

This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink



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

Application for: Dated:
Original Applicant's Name:
Application Submission Number (ASN): or, Application form number (i.e SRGxxxx)
Registered Company or Trading Name: (if applicable)
Contact Telephone Number:

2. PAYMENT DETAILS

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

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

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/ASN Reference*:

* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) 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: /

Amount: £

Issue No: (if applicable)

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:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.

Documents
Document Sharing Hub