

DECLARATION FOR DECLARED TRAINING ORGANISATIONS AND CHANGE TO DECLARATION UNDER EASA AIRCREW REGULATION ANNEX VIII - PART - DTO



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

FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order 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, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPLICANT TYPE	An Initial Declaration	Notification of a Change
Individual	Complete Section 2(a)	Charity
Partnership	Complete Section 2(a)	Ministry of Defence
Private Clubs	Complete Section 2(a) unless a Limited Liability Partnership or Limited Company	Trust
Limited Liability Partnership	Complete Section 2(b)	Public Educational Establishment
Limited Company	Complete Section 2(b)	(University/College)

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

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

Country Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Trading Name: (if applicable)

Website address:

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

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.

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):

Country 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 or issued to, the applicant(s) named below.

c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

Country: Postcode:

Telephone: Fax:

E-mail: Mobile Telephone:

Website address:

Authorised Representative:

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: Forename: Surname:

Position:

Charity Number (if applicable):

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

..... Postcode:

4. CAA REFERENCE NUMBER

CAA Personal Reference/Training Organisation/ AOC No:

5. PRINCIPLE PLACE OF BUSINESS

Main Training Site Address or Training Site Address where a change to the Organisation Declaration is to include a new site or to include additional courses to an existing site.

Registered Office Address:

.....

Country: Postcode:

Telephone: Fax:

E-mail:

6. PERSONNEL

a. Responsible Representative

Title: Forename: Surname:

Address:

..... Postcode:

Telephone: Mobile Telephone:

Email:

Position in company.....

A photocopy of your valid passport or valid photo card driving licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

In the case of a partnership, please complete details of all partners on a separate sheet (if applicable).

b. Head of Training

Title: Forename: Surname:

Address:

..... Postcode:

Telephone: Mobile Telephone:

Email:

Licence Number.....

A photocopy of your valid passport or valid photo card driving licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

In the case of a partnership, please complete details of all partners on a separate sheet(if applicable).

c. Safety Representative

Title: Forename: Surname:

Address:

..... Postcode:

Telephone: Mobile Telephone:

Email:

A photocopy of your valid passport or valid photo card driving licence must accompany your application as proof of identification. Failure to supply proof of identification may result in a delay to the application processing time.

In the case of a partnership, please complete details of all partners on a separate sheet (if applicable).

7. TRAINING PROGRAMMES SUBMITTED FOR APPROVAL:

Course Name	Tick if required	Full Title of Training Program with document number and version date
Aeroplanes		
Light Aircraft Pilot Licence		
Light Aircraft Pilot Licence to Private Pilot Licence		
Private Pilot Licence		
Aerobatics Rating		
Class Ratings (A)*(SEP, TMG etc)		
Night Rating		
Towing Rating (Banners/Sailplanes/Both)		
Helicopters		
Light Aircraft Pilot Licence		
Light Aircraft Pilot Licence to Private Pilot Licence		
Private Pilot Licence		
Night Rating		
Type Ratings (H)*		
Sailplanes		
Light Aircraft Pilot Licence		
Sailplane Pilot Licence		
Cloud Flying Rating		
TMG Extension		
Flight Instruction		
Flight Instructor Seminars		
Flight Examiner		
Flight Instructor Examiner		
Flight Examiner Seminars		
Flight Instructor Examiner Seminars		
Balloons		
Light Aircraft Pilot Licence (Balloons)		
Balloon Pilot Licence		
Tethered extension		
Class extension*		
Group extension*		
Night Rating		
Flight Instructor		
Flight Instructor Seminars		
Flight Examiner		
Flight Instructor Examiner		
Flight Examiner Seminars		
Flight Instructor Examiner Seminars		