APPLICATION FOR CHANGE OF SITE AND/ OR CHANGE TO TRAINING COURSE APPROVALS FOR APPROVED TRAINING ORGANISATIONS UNDER THE EASA AIRCREW REGULATION (EU) No 1178/2011 (as amended) ANNEX VII - PART ORA (AEROPLANES AND HELICOPTERS)

Please complete this form online then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

Please read the attached Guidance Note on page 7 before completing this form

FALSE REPRESENTATION STATEMENT
It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine and, on conviction on indictment, to an unlimited fine or imprisonment for a term not exceeding two years or both.

1. APPLICANT TYPE

Limited Liability Partnership	Complete Section 2. a)	Public Educational Establishment	Complete Section 2. b)
Limited Company	Complete Section 2. a)	University/College	Complete Section 2. c)
Charity	Complete Section 2. b)	Individual (Sole Traders) Partnership	Complete Section 2. c)
Ministry of Defence	Complete Section 2. b)	Private Clubs	Nominated Representative to Complete Section 2. c)
Trust	Complete Section 2. b)		

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

a) A Company

Registered Company Name (in full): ……

Registered Company No.: ……

Country of Company Registration: ……

Registered Office Address: ……

…… Postcode: ……

Telephone: …… Fax: ……

Email: ……

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, and who is deemed to be the Accountable Manager in respect of applications under EASA Aircrew Regulation Annex VII – Part-ORA.

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 as registered under the Company Number provided on this form.

Documents
Document Sharing Hub

Full document details: UKCAA SRG2116B 2019

b) An Individual (including Sole Traders and Partnerships)

Title: ..... Forename: ..... Surname: .....

Address: .....

..... Postcode: .....

Telephone: ..... Fax: .....

Email Address: ..... Mobile Telephone: .....

Trading name (if applicable): .....

Website address: .....

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. Continued on a separate sheet (if applicable)

2.TRAINING ORGANISATION CAA REFERENCE NO:	**ATO/FTO/TRTO:.....**
Application for: Addition of a course Change to a new main site Addition of a new site Addition of a new FSTD	
Proposed Date for Training to commence:	

3. FACILITIES (please complete address as appropriate)

All training sites should be audited for suitability in advance of any training by the applicant organisation, and a statement of compliance made at Section 8 of this form. Where training is to be conducted from an unlicensed site it is recommended that the requirements stated in CAP793 are observed. The UK CAA reserves the right to audit a site in advance of granting approval for a new site.

New training site address: 1	.... Postcode:..... Country:.....
New training site address: 2	.... Postcode:..... Country:.....
New training site address: 3	.... Postcode:..... Country:.....

AVA Documents
Document Sharing Hub

Full document details: UKCAA SRG2116B 2019

4a. TRAINING COURSES REQUESTED: AEROPLANES AND HELICOPTERS

- **Site No. 1** will always be the Main / Primary Training site and the address and contact details for this site should be clearly identified in section 2 (or Section 5a if different to the addresses in Section 2)
- **Additional sites (i.e. Site Numbers 2 and onwards)** should be numbered in order of size/scale/scope of training at the site and Appendix A of the application form completed for each of these sites.
- **New Site only (Variation to approval):** Please enter capital letter 'V' under Site Number column in tables below to reflect which courses are being requested for the new Site / Base (or where more than one new site being applied for, please enter V1 for first site variation, V2 for second site variation etc.).
  N.B. Res = Residential course, DL = Distance Learning course

Course Name	Tick if Req.	Please tick Aeroplane or Helicopter etc. (where not already specified)	Site No. (see above)	Max. No. Students
LAPL		A H		
LAPL extension course (please confirm from which aircraft to which aircraft)		A H		
PPL		A H		
LAPL to PPL upgrade		A H		
LAPL inc. TMG to PPL upgrade		Aeroplane		
MPL		Aeroplane		
ATPL/IR Integrated		A H		
ATPL VFR Integrated		Helicopter		
ATPL Modular Flight		A H		
ATPL Modular Theoretical Knowledge		A H (VFR) H (inc. IR) Res* DL*		
CPL/IR Integrated		A H		
CPL Integrated		A H		
CPL Modular Flight Training		A H		
CPL Modular Theoretical Knowledge *(please indicate if Residential or Distance Learning)		A H Res* DL*		
IR Modular Flight Training		Aeroplane		
IR Modular Theoretical Knowledge				
IR Modular Flight Training		Helicopter		
IR Modular Theoretical Knowledge				
Class Rating: Single Pilot Multi Engine Piston		Aeroplane		
MCC (Modular)		A H		
APS MCC		Aeroplane		
MCC combined with Type Rating(s) (see Part 4f)				
Class / Type specific courses (see Part 4f)				
Aerobatic Rating		Aeroplane		
Sailplane Towing Rating				
Banner Towing Rating		A H		
Night Rating		A H		
Mountain Rating (Aeroplane or TMG)		Aeroplane TMG		
Advance Upset Prevention and Recovery Training		Aeroplane		

Documents
Document Sharing Hub

Full document details: UKCAA SRG2116B 2019