

**Application for the Validation (or extension of Validation) of a Flight Crew Licence Issued by an ICAO Contracting State for Non Commercial Activities where the pilot is not being remunerated under Annex III Regulation (EU) 1178/2011 (the EASA Aircrew Regulation)**



**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**

**Please read the attached Guidance Notes before completing this 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. PERSONAL DETAILS**

CAA Reference No: .....

Title ..... Forename(s) ..... Surname .....

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

Town of Birth ..... Country of Birth .....

Permanent Address .....

..... Post Code .....

Telephone Number ..... Mobile Telephone Number .....

Email ..... Fax Number .....

**2. ADDRESS FOR CORRESPONDENCE (if different from above)**

Postal Address (if different from above): .....

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

**3. MEDICAL FITNESS**

State of issue: .....

Class of Medical Certificate Held: .....

Date of last Medical: .....

CAA use only: .....

**4. VALIDATION REQUIREMENTS**

**Capacity in which flight crew member will be flying:** P1 (Pilot In Command) P2 (Co-Pilot)

**Activity for which validation is required:** .....

Description of the activity for which the validation is required: .....

.....

For Ferry Flight without remuneration please tick:

**Privileges applied for:**

AEROPLANES	HELICOPTERS
Non-commercial activities with an instrument rating	Non-commercial activities with an instrument rating
Non-commercial activities without an instrument rating	Non-commercial activities without an instrument rating
Start date for validation:	Type(s) of aircraft:
End date for validation (if less than 12 months):	

<b>5. PARTICULARS OF NON-EU LICENCE</b>			
Licence to be validated	Country of issue: .....		
	Type of Licence: .....		
	Licence number: .....		
	Date of issue: .....		Date of expiry: .....
	Date of last medical examination: .....		
	Class of Medical certificate held and any limitations on the medical: .....		
Limitations or endorsements: .....			
Radio telephony Operator's Licence		Licence number: .....	
Instrument rating		Date of Issue: .....	
		Date of last check: .....	
Class or Type rating for which the validation is to be issued		Name of rating: .....	
		Date of last check: .....	
<b>NON-Commercial Activities</b>	<b>Total Pilot Experience</b>		<b>Aeroplanes</b>
	PIC:		.....
	PIC in the preceding 24 months:		.....
	Instrument time as PIC:		.....
	Instrument flying time as PIC in the preceding 12 months:		.....
Total Flying Experience			

<b>6. If you do not hold a valid English Language Proficiency Assessment on your third country licence and wish to use the radio you will be required to undertake an English Language Proficiency assessment at a Language school approved by the UK CAA</b>					
ICAO English Language Proficiency	Date	Level	Pass	Examiner's Name & Signature	Examiner's CAA reference number
<b>The above examination was completed at:</b>					

<b>7. SKILL TESTS</b>	<b>TO BE COMPLETED BY AN EXAMINER</b>
<b>A.</b> Details of skill test conducted by a Part FCL examiner for non-commercial activities <b>without instrument rating for class or type rating</b> (to be completed by an examiner holding the appropriate valid examiner certificate under EASA Aircrew Regulation)	
<b>I confirm that I have assessed the applicants knowledge of Air Law and Human Performance and confirm this is:</b>	
<b>Adequate:</b>	<b>Inadequate:</b>
<b>That they have successfully passed a PPL skills test</b>	<b>(please attach the PPL skill test report form)</b>
<b>Non-UK Examiners</b> – I have reviewed and applied the relevant national procedures and requirements of the UK CAA contained in version      of the Examiner Differences Document:	
Examiner's Name: .....	Examiner's No: .....
Examiner's Signature: .....	Date: .....
Authorising Competent Authority: .....	
Applicants Signature: .....	Date: .....

**B.** Details of skill test conducted by a Part FCL examiner for non-commercial activities **with instrument rating for class or type rating** (to be completed by an examiner holding the appropriate valid examiner certificate under EASA Aircrew Regulation)

**I confirm that I have assessed the applicants knowledge of, Aeronautical Weather codes, Flight Planning and Performance (IR) and confirm this is:**

**Adequate:**

**Inadequate:**

**That the applicant has successfully passed a skills test for the instrument rating and class or type rating relevant to the privileges of the licence held, in accordance with Appendix 7 and Appendix 9 to Part FCL. (please attach the instrument rating skill test report form and the type class rating skill test form)**

**Non-UK Examiners** – I have reviewed and applied the relevant national procedures and requirements of the UK CAA contained in version ..... of the Examiner Differences Document:

Examiner's Name: ..... Examiner's No: .....

Examiner's Signature: ..... Date: .....

Authorising Competent Authority: .....

Applicants Signature: ..... Date: .....

## 8 APPLICATION FOR EXTENTION TO VALIDATION

To be completed if the application is for the extension of an existing validation certificate I confirm

that .....

has commenced a course of training towards the issue of a Part-FCL licence ..... /IR

expected that the applicant will apply for the licence by ..... (DD/MM/YY).

The applicant is requesting an extension to above validation in accordance with the terms set out in Annex III to Commission Regulation (EU) 1178/2011.

Training provider: ..... ATO/RTF/DTO Approval or Reference No: .....

Competent Authority that the organization is approved by or registered with: .....

Head of Training/Chief Flight Instructor (block capitals): .....

Signature: .....

Date: .....

(Head of Training/Chief Flight Instructor)

**The period of the extension is at the discretion of the CAA, taking into account the requirements to be complied with to grant as EASA Licence.**

**The UK CAA cannot grant more than one extension.**

**Please refer to false declaration statement on page 1**

## 9 DECLARATION (tick as appropriate)

I declare that: .....

I have read and understood the Part-FCL and Part-NCO (Annex VII) of Regulation 965/2012 (as applicable) implementing rules relevant to my licence and the proposed activities:

I have not been issued with a validation previous under European Commission Regulation (EU) 1178/2011 by the United Kingdom; and that I have not had a validation refused, suspended, or revoked by any EAS Member State.

I declare that the information provided on this form is correct.

Signature: ..... Date: .....

## 10 CAA USE ONLY

Date of Issue:

Checked by:

Loaded by:

Signed by

Enclosures:

Dispatch/collection details:

## 11 SUBMISSION INSTRUCTIONS AND GUIDANCE

**Note to all customers:** All original documents submitted by the customer and the CAA issued documents will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "Courier Charge". The courier charge will be added to the relevant charge as per the Personnel Licensing Scheme of Charges and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents 15 working days after the original date of dispatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by normal service.

**If you wish to opt out of document by secure courier, please tick box.**

Please note: The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the secure courier service provider to recover financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

Send your completed application form to:

Civil Aviation Authority, Licensing and Training Standards, Licensing, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR.

Together with:

- Copy of flying log book(s) certified by Head of training CFI or Part FCL examiner
- Copy of current non-EU pilot licence, copy of current non-EU medical certificate
- Letter of Verification from the ICAO state that issued the licence (see general guidance note e)
- A certified copy of your valid Passport, EEA/EU Nationals Identity Card or Full EU Photographic Driving Licence.
- Skill test forms

Please see further guidance below

# VALIDATION OF FLIGHT CREW LICENCES ISSUED BY ICAO CONTRACTING STATES ISSUE AND EXTENSION

## GUIDANCE

### General Guidance

- a) The validation of flight crew licences granted by ICAO Contracting States is in accordance with the provisions of Part-FCL Annex III, for the time being in force, and with the standard set out in paragraph 1.2.1 of Annex 1 (Personnel Licensing) 6th Edition to the Convention on International Civil Aviation. The process for the validation of flight crew licences issued by Member States of the European Union is in accordance with Part-FCL Annex III.
- b) Before a licence is validated, it must have the aircraft type(s) for which the validation is required, specified in the Aircraft Rating.
- c) Applications for a Certificate of Validation may be submitted by the pilot/employer/operating company whose principal place of business is in the UK on behalf of the holder of a non-EU pilot's licence who wish to utilise for a specific short-term purpose. Certificates of Validation, when issued, must be passed to the licence holder who should retain it with the licence to which it relates, so that both may be produced on request to a person so authorised.
- d) Proof of identity – As detailed above. A photocopy will be acceptable provided all the relevant information is clearly presented and the copy is certified by the Head of training or Flight examiner.
- e) As of 1 July 2017, all third country ICAO licence holders are required to apply for the verification of their licence when applying for any licensing service from the CAA on the basis of this licence, using application form SRG2142. The UK CAA will apply to the National Aviation Authority for verification of your licence, and will only process the validation once this has been received. The CAA will not accept verifications supplied directly by the applicant, nor shall we recognise an expired ICAO licence, rating or medical certificate in any circumstance. For further information, please refer to Information Notice IN-2017/021.
- f) Evidence of experience by way of the original logbook or copies certified by a Head of training or examiner). These must show the hours requirement for the validation required and that you are in current flying practice for the type/class and/or instrument rating.
- g) If you are going to use the radio in the aeroplane .A valid English Language Proficiency at a minimum of Level 4 is required to be shown on your ICAO licence are required prior to the test. If this is not held you must meet these requirements English Language proficiency Assessment confirmation can be made using application form SRG1199. A UK examiner can only assess at Level 6. If you do not meet this standard you must be assessed by a Language School approved by the UK CAA.
- h) If you are applying for a non-commercial validation with instrument rating the examiner that conducts the instrument rating skill test should complete section 8. The examiner that conducts the skill test for the class or type rating should complete section 7.
- i) Applicants must ensure they have enclosed the required skill test report forms with this application.
- j) Applicants are strongly advised to read Annex III to Commission Regulation 1178/2011 ("the Aircrew Regulation")

The UK CAA are unable to process the validation application until all of the requirements have been met and all of the required documentation received.