



ABOUT THIS APPLICATION FORM

Complete this form if you are applying for the initial issue of a RPA Operator's Certificate (ReOC).

Form 101-06 is the form approved by CASA for the initial issue of RPA Operator's Certificate by a CASA Instrument of Delegation holder.

This form is considered part of an application pack and should be submitted with the completed Instrument of Delegation: ReOC Nominated Personnel application form. Refer to [Form 101-08](#).

This application is made up of five parts:

- Part A** Details of Applicant(s)
- Part B** Details of Proposed Operations
- Part C** Applicant(s) Declaration
- Part D** Submission Checklist
- Part E** Instrument of Delegation - Assessment

Accuracy of information provided

All information will be used to assess if the applicant is entitled to a ReOC and if the ReOC should be subject to operating conditions. An incomplete, poorly prepared or inaccurate application may:

- o Result in rejection of the application
- o Raise doubts about the applicant's ability to control the operation
- o Result in delays
- o Add to the cost of the ReOC
- o Result a refusal to issue the ReOC

Please remember it is an offence to make a false declaration in this form.

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark **X** where appropriate. This information is used in the calculation of a cost estimate for the assessment of your application. Questions marked with an asterisk (*) are mandatory and must be completed.

Submitting your application

Send your application and Proof of ID, if required, to your chosen Instrument of Delegation holder (as listed on CASA website)

Who should use this form?

This form may only be used if you answer YES to all of the questions below:

Did you complete a basic RPAS training course at a CASA approved training organization? (a [list of approved training organisations](#) can be found on CASA website)

Yes No

Does your CASA issued controllers certificate / remote pilot licence (RePL) match exactly with the type and weight limits within your ReOC application? Eg. 7 kg multi-rotor

Yes No

Have you used the [CASA sample RPAS Operations Manual](#) available on CASA website.

Yes No

If you answer NO to any of the questions, please use [CASA Form 101-02](#) and submit directly to CASA Permissions Issue Team at regservices@casa.gov.au to obtain an RPA operator's certificate.

If at any time you would like assistance with any aspect of this form, please contact your chosen Instrument of Delegation holder (as listed on CASA website)

Submit the completed application to your chosen Instrument of Delegation holder.

Privacy & Your Personal Information

The information you provide in this application will be used to assess the suitability of the applicant to hold a ReOC. The Instrument of Delegation holder is bound by the Privacy Act to safeguard personal information within the terms of the Act.

Providing the Instrument of Delegation holder with correct information requested in this application will avoid delays caused by poor or insufficient information.

GUIDELINES FOR COMPLETING THIS APPLICATION FORM**Part A – Details of Applicant(s)**

Please note that in the guidelines and application form the proposed certificate holder is referred to as the 'applicant'. The name of the applicant given at A3 and A4 is the name that will appear on the certificate. In this section, you are required to provide the details of the applicant. The law requires that the ReOC holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- A natural person;
- An incorporated company;
- Body corporate or politic created by statute.

If the applicant does not meet the above criteria, the application will not be accepted. If you are the applicant or if the applicant is an individual, provide the complete name, date of birth, address, contact details and Aviation Reference Number (ARN) (if you have one). If the applicant is a company, provide the company's name as registered in the Australian Securities and Investments Commission (ASIC), the ACN or ARBN and the company's ARN (if your company has one).

Part B – Details of Proposed Operations

B1: Please provide details indicating which aerial work activities you wish to undertake. Your operations manual will need to provide guidance material for all activities sought.

B2: You must indicate the manufacturer, type class and the Gross Weight of the remotely piloted aircraft (RPA) you wish to operate.

Part C – Applicant(s) Declaration

By signing the Declaration, you indicate to the Instrument of Delegation holder that you have read the guidelines, completed the application in full, supplied proof of identification, accept the terms and conditions for processing your application and agree to the publication of your ReOC details on the CASA website. This application must be signed by the applicant or an agent appointed by a Power of Attorney (refer A7 – Use of an Agent). Giving false or misleading information is a serious offence.

Part D – Submission Checklist

The submission checklist identifies the types of documents you need to complete and send to the Instrument of Delegation holder. In addition to submitting Part A and other parts relevant to your operations, you are also required to submit your proof of ID.

Required documents

For all applications, you will be required to submit all of the documents listed below:

Document name	For more information refer to:
Application Form 101-08	Form 101-08
Operations Manual	CASR Part 101
RPAS Operational Procedures Manual (Library)	AC 101-1(0)

If you have any questions regarding this application or require further information on RPA Operator's Certificates, please contact your chosen Instrument of Delegation holder or CASA on

131 757

You do not need to print and submit these guidelines with your application form.

Part A – Details of the Applicant**A1 Confirm I am applying for:**

Initial issue of a ReOC

A2 Please indicate which applies to you:

This will be reflected on the ReOC when issued.

An Individual Go to Part A3

An incorporated Company or Association Go to Part A4

A3 Details of Individual

Surname Given name

Date of Birth

Do you have a CASA Aviation Reference Number (ARN)?

Yes ARN

No You must provide proof of identity if you are not an Australian registered business. Complete [Form 1162](#) to apply for a CASA ARN for an individual.

Go to A6

A4 Details of incorporated company or association or body politic:

Name

ACN or ARBN

Do you have a CASA Aviation Reference Number (ARN)?

Yes ARN

No

A5 Enter details of Trading Name

Name (1) Registration number

Name (2) Registration number

If there are more than two names, please attach a separate sheet containing the same details as above.

A6 Provide the following contact details

Email Address

Phone Number **Facsimile Number**

Registered Business Address

(Australian Securities and Investments Commission) Suburb

State Postcode Country

Physical Address

(address of your main base of operations) Suburb

State Postcode Country

Postal Address

Suburb

State Postcode Country

A7 Are you using an agent to act on your behalf for this application?

Yes Enter details below No Go to A9

Name (in full)

Phone Mobile Facsimile

Email

Address

 Suburb

State Postcode Country

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

A8 Please provide details of the person that you wish Instrument of Delegation and/or CASA to contact in relation to this application

Name (in full)

Phone Mobile Facsimile

Email

A9 Have you or any of your nominated personnel been charged with or convicted of any criminal offence in Australia, its territories, or a foreign country in the last 10 years?

Yes Enter details below No Go to A10

a) The charges laid and present status:

b) Was a conviction recorded? Yes Enter details below No

c) The penalty imposed:

d) The offence in which a conviction was recorded:

(Use additional sheets if necessary)

A10 Have you or any of your nominated personnel been subjected to regulatory action by CASA or a foreign regulatory authority in the last 10 years?

Yes Enter details below No

a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? Yes Enter details below No

b) Type of action:

c) Type of authorisation action taken against:

d) Date action was taken:

(Use additional sheets if necessary)

Part C – Applicant(s) Declaration

I am / we are signing this form as:

- The individual named in A3 Director(s) of Legal Entity named in A4 The agent named in A7

1. I / We declare that the information provided in this application form is true and correct.

Giving false or misleading information is an offence under the regulations.

2. I / We understand that the information provided in this application will allow the Instrument of Delegation to calculate an estimate for service for processing this application.

3. I / We understand and agree that the cost estimate may change, and processing the application may be delayed if:

- The application does not accurately and completely identify my/our requirements; or
- The details in this application are subsequently changed; or
- Adequate supporting documentation has not been provided.

4. I / We understand and agree that for the Instrument of Delegation to proceed with this application, I / We must:

- Accept the cost estimate
- Forward the prescribed payment; and
- Forward all supporting documentation to the Instrument of Delegation

5. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.

6. I / We give permission for the Instrument of Delegation to send material Yes No relating to this application by email

Note: I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. (If you do not accept, material will be sent by post)

Name Signature Date

Name Signature Date

Part D – Submission Checklist

D1 Indicate what supporting documentation you have submitted in support of this application

Proof of Trading Name ownership Attached

Form 101-08 Attached

Copy of controller certificate / remote pilot license for your nominated Chief Remote Pilot Attached

If not attached, provide reasons:

Operations Manual Attached

Have you used the CASA Sample Operations Manual and Technical Library to develop your manuals? Yes No

Listed any additional documentation you have provided

This completes your application

