



ABOUT THIS APPLICATION FORM

Form 101-08 is the form approved by CASA for the nomination of personnel for the RPA Operator's Certificate (ReOC) by a CASA Instrument of Delegation holder. This form is considered part of an application pack and should be submitted with the completed ReOC application form. Refer to [Form 101-06](#).

Complete this form if you are:

- 1) Applying for the approval of nominated personnel for RPA Operator's Certificate (ReOC) or
- 2) A ReOC holder seeking to make changes to your nominated personnel

This application is made up of five parts:

- Part A** Details of Applicant(s)
- Part B** Details of ReOC Nominated Personnel
- Part C** Submission Checklist
- Part D** Applicant(s) Declaration
- Part E** Office Use Only

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.

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. CASA is bound by the Privacy Act to safeguard personal information within the terms of the Act.

Providing CASA with correct information requested in this application will avoid delays caused by poor or insufficient information.

Submitting your application

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

**Form 101-08
Instrument of Delegation Application for
RPA Operator's Certificate (ReOC) Nominated Personnel Approval**

GUIDELINES FOR COMPLETING THIS APPLICATION FORM

Part A – Details of Applicant(s)

A2 – Organisation's Details

Please note that in the application form, the proposed certificate holder is referred to as the '*applicant*'. In this section, you are required to provide the Name and ARN of the legal entity with which the nominated person is associated.

Aviation Reference Number (ARN)

An Aviation Reference Number (ARN) is a CASA issued number. New numbers are a seven digit reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

If the nominated person does not have an ARN, you must provide the following details:

- Date of birth
- Gender
- Residential address – a PO Box is not acceptable

To apply for an ARN complete and submit [Form 1162](#).

Part B – Details of ReOC Nominated Personnel

You are required to disclose any matter relating to your fitness to hold an authorisation. This includes matters bearing on the suitability of the nominated person to hold the nominated position by reference to their knowledge, qualifications, experience and compliance history.

Details of Nominated Person

In this section, you are required to provide the full legal name of the nominated person. This is the name that would appear on, for example, a passport or birth certificate.

Part C – Submission Checklist

The submission checklist identifies the evidence you are required to complete and submit with this form.

Part D – 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 all applicants. Giving false or misleading information is a serious offence.

<p>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</p>

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

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Part A – Details of the Applicant

A1 Please indicate which applies to you:

I am applying for initial nomination

A2 Provide details of the CEO / Managing Director of the ReOC holder

Name of CEO

Address

Suburb

State

Postcode

Phone (Business)

Mobile

Phone (Home)

Facsimile

ARN

Complete and submit [Form 1162](#) to obtain ARN

Email

Provide details of the CEO's or the Managing Director's relevant management experience (if any)

(Use additional sheets if necessary)

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Part B – Details of ReOC Nominated Personnel

B1 Provide details of the Chief Remote Pilot

(Your nominated Chief Remote Pilot must be the holder of a valid licence/certificate)

Full Name

Licence
Number

Address

Suburb

State

Postcode

Phone

Mobile

Facsimile

Email

Remotely Piloted Aircraft (RPA) Type operated

Total RPA flying time

Provide details of the Chief Remote Pilot's relevant qualifications, knowledge and flying history

(Use additional sheets if necessary)

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B2 Provide details of the Maintenance Controller (small RPA only)

Full Name

ARN Complete and submit [Form 1162](#) to obtain ARN

Address

Suburb State Postcode

Phone Mobile

Facsimile

Email

Provide details of experience relevant to maintaining RPA

The aircraft to which the Maintenance Controller's appointment applies is to be listed on application [Form 101-06](#). The experience relevant to maintaining RPA must include details relative to these aircraft.

(Use additional sheets if necessary)

Does the nominated MC hold any other positions within yours, or any other aviation organisation?

- No Go to Part C
- Yes Provide specific details including each position, description of duties and responsibilities:

(Use a separate sheet if necessary)

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Part C – Submission Checklist

C1 Indicate what supporting documentation you have attached in support of this application

Form 101-06	Attached <input type="checkbox"/>
Proof of ID	Attached <input type="checkbox"/>
Copy of controller certificate / remote pilot licence for your nominated Chief Remote Pilot	Attached <input type="checkbox"/>

If not, provide reasons:

Part D – Applicant(s) Declaration

1. I / We, as an individual or Director of company, stated in A2, 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 holder 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 holder 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 holder
5. I / We give permission for the Instrument of Delegation holder to send material relating to this application by email Yes No
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	

This completes your application

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Part E - Instrument of Delegation Assessment

E1 I am satisfied the application for ReOC nominated personnel fits the requirements as prescribed by CASA.

Chief Remote Pilot Approved

Name: _____ Signature: _____

Date: / /

Instrument of Delegation Number: _____ ARN: _____

Send a copy of the completed and signed Form 101-08 to the nominated ReOC personnel and to CASA via email rpas.delegate@casa.gov.au or post to Civil Aviation Safety Authority, Remotely Piloted Aircraft Systems Office, GPO Box 2005 Canberra ACT 2061