



Instrument of Delegation Application for RPA Operator's Certificate (ReOC)

Initial issue/variation

CASR Part 101



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to your CASA Instrument of Delegation holder.



This form has combined 101-06 and 101-08

Purpose of this form

Use this form to apply to a CASA Instrument of Delegation holder for the initial issue or variation of a remotely piloted aircraft operator's certificate (ReOC).

Who is this form for?

This form is for individuals and organisations to apply for:

- Initial issue of a ReOC to fly remotely piloted aircraft (RPA) commercially
- Variation to an existing ReOC

Information needed to complete this form

All names except the nominated contact must have an ARN.

You are required to submit your RPAS Operations Manual and RPAS Operations Procedures (Library) (if applicable) as part of the ReOC application pack.

Contact your CASA Instrument of Delegation holder for a copy of the RPAS Sample Operations Manual and RPAS Sample Operations Library (if applicable)

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

For more information

Go to the [CASA website](#) or call CASA on 131 757.

Applicant

- 1 What are the **applicant** details which will be displayed on the ReOC?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

ReOC number (leave blank for initial issue)

Contact number

Email address

Contact person

- 2 Who will be the main **contact person** for this application?

Contact details will be used for this application only, including any questions and/or fee estimates.

Same as above

Full name

Position (Agent, Secretary)

Contact number

Email address

- 3 What are you **applying** for (select one)?

Initial issue

Variation to existing

- 4 What are the **Registered Business** name(s)?

Add

Remove

Business name

Add

Remove

Business name

Add

Remove

Business name

CEO/Managing Director details

- 5 What are the **CEO/Managing Director** details?


Full name of CEO/Managing Director

ARN

Contact number

Email address

Relevant management experience (if any)

 **Attach additional pages if required**

Chief Remote Pilot details

6 What are the **Chief Remote Pilot** details?

Same as Chief Executive Officer

Full name of Chief Remote Pilot

ARN

Contact number

Email address

 **Attach copy of Controller Certificate or RePL**

RPA Type Operated

Total RPA flying time

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

 **Attach additional pages if required**

Maintenance Controller details

7 What are the **Maintenance Controller** details?

Same as Chief Executive Officer


Same as Chief Remote Pilot

Full name of Maintenance Controller

ARN

Contact number

Email address

 **Attach additional pages if required**

Fit and proper person(s) information

8 Has any action been taken against you or any of your nominated personnel; or is any action in the process of being taken against you or any of your nominated personnel; or have you been refused the issue of any aviation related licence, certificate, rating or authority by an organisation?

No

Yes

9 Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (eg. pilot licence, pilot certificate, drivers licence, boating licence)?

No

Yes

10 Do you or any of your nominated personnel have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old?

Include all motor vehicle traffic-related convictions including those from overseas.

No

Yes

11 Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

No

Yes

12 If you or any of your nominated personnel answered **yes** to any of questions **8** to **11** you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.
Attach a National Police Check issued within the last 12 months if any details are included in this section.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59

 **Attach additional pages if required**

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

No ➔ **Go to 16**

Yes

14 Have you or any of your nominated personnel had a ReOC (or equivalent) suspended or cancelled?

No

Yes

15 What are the details of the regulatory action taken?

Type of action

Type of authorisation action taken against

Date the action was taken

/ /

 **Attach additional pages if required**

Application checklist

17 Select/specify attachments for **Initial issue** and **variations only**:

- Additional Registered Business name(s) with Australian Business Number (ABN) are attached
- Additional details of CEO/Managing Director are attached
- Additional details of Chief Remote Pilot are attached
- Additional details of Maintenance Controller including additional positions are attached
- Additional information about criminal charge and conviction is attached
- Additional information about the regulatory action are attached
- Copy of controller certificate or remote pilot licence for your nominated Chief Remote Pilot
- Operations Manual (required)
- RPAS Operational Procedures (Library) for operating less than 150kg (if applicable)

If other please specify

Declaration

18 I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

For example: Self, Director, Agent

If declaring as an Agent, you must provide address details

 **Attach authority**

Returning your form



By email – attach this form and all supporting documents. Send them to your CASA Instrument of Delegation holder.