



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 applications@casa.gov.au.

Purpose of this form

This form is used to apply to CASA for a Special Flight Permit (SFP) to allow the operation of an aircraft that does not meet its airworthiness requirements but under certain circumstances, and for a particular intended purpose, the aircraft may still be capable of safe flight.

Who is this form for?

This form is for any person wishing to apply for a special flight permit for the special purposes identified in CASR 21.197 and detailed in section 5 of this form.

Information needed to complete this form

Information regarding the status of aircraft configuration and maintenance history will be required by the applicant. In addition, specific information regarding the purpose will also be required for the application to be considered.

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 us on 131 757.

Applicant

1 What are the **applicant** details?

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

Legal entity/full name

ARN

Contact number

Email address

2 Are you the **primary contact person** for this application?

No → [Go to 3](#)

Yes → [Go to 4](#)

Contact person

3 What are the **contact person** details?

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

Full name

Position (Agent, Secretary)

Contact number

Email address

Aircraft details

4 What are the **aircraft registration** details?

Registration mark (VH-)

Date of registration (DD/MM/YYYY)

/ /

Manufacturer

Model

Serial number

Year of manufacture (YYYY)

Type Certificate or Type Acceptance Certificate number

Purpose for Special Flight Permit

5 What are you **applying** for?

Refer to CASR 21.197(1)

Flying the aircraft to a base where repairs, alterations or maintenance are to be performed, or to a point of storage
CASR 21.197(1)(a)

Delivering or exporting the aircraft CASR 21.197(1)(b)

Production flight testing new production aircraft
CASR 21.197(1)(c)

Evacuating aircraft from areas of impending danger
CASR 21.197(1)(d)

Conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests
CASR 21.197(1)(e)

Assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion
CASR 21.197(1)(f)

Assisting in dealing with a state of emergency
CASR 21.197(1)(g)

Proposed itinerary for purpose

6 What is the proposed itinerary?

Refer to CASR 21.199(b)

Number of flights

Duration

Proposed departure date (DD/MM/YYYY)

/ /

Period/dates for which Special Flight Permit requested

Date from (DD/MM/YYYY)

/ /

Date to (DD/MM/YYYY)

/ /

7 What are the proposed flight details?

Location details (include as much information as possible)

 **Attach additional pages if required**

Required crew and equipment

8 What crew are required to operate the aircraft?

Refer to CASR 21.199(1)(c)

For example: pilot, co-pilot, navigator etc

What equipment is required for the proposed flight(s)?

 **Attach additional pages if required**

Is the aircraft fitted with a ferry tank?


No

Yes

Has any change affected aircraft weight and balance?

No

Yes

 **Attach approvals**

Applicable airworthiness requirements

9 In what ways, if any, does the aircraft not comply with the applicable airworthiness requirements?

Refer to CASR 21.199(d)


For example: major defects, damage, unapproved modifications, outstanding airworthiness directive (AD's) etc

 **Attach additional pages if required**

Restrictions necessary for safe operation of the aircraft

10 Are there any restrictions considered necessary by the applicant for the safe operation of aircraft?


Refer to CASR 21.199(1)(e)

 **Attach additional pages if required**

Any other information required to prescribe operating limitations or other conditions

11 Is there any other information that CASA or an authorised person reasonably needs to be able to prescribe operating limitations or other conditions in the interests of aviation safety?

Refer to CASR 21.199(1)(f)

 **Attach additional pages if required**

Other information

12 Has the aircraft been in storage?

If yes, what was the date (DD/MM/YYYY)

/ /

13 Will the aircraft be going into storage?

No → **Go to 16**

Yes → **Go to 14**

14 How will it be stored?

15 Has it been prepared for storage?

No

Yes

16 For aircraft maintained under CAR 1988, has the maintenance release expired?

No → **Go to 18**

Yes → **Go to 17**

N/A

17 How long has the maintenance release been expired?

Hours

Date expired (DD/MM/YYYY)

/ /

What reason did the maintenance release expire

 **Attach additional pages if required**

 **Attach Copy of MR**

18 For aircraft maintained under CASR Part 42, what reason(s) prevent the CRS being issued?

 **Attach additional pages if required**

19 When was the aircraft last flown?

Date (DD/MM/YYYY)

/ /

20 When was the last time fresh fuel was added?

Date (DD/MM/YYYY)

/ /

21 Are there any MEL's or Permissible Unserviceabilities's applied to the aircraft?

No

Yes

 **Attach details if required**

22 When was the engine last run?

Date (DD/MM/YYYY)

/ /

23 Has the engine been maintained in accordance with the engine manufacturer's storage instructions during any periods of inactivity?

If evidence of inactive engine protection maintenance is not submitted with the application then the engine(s) should be treated as if not protected.

No

Yes

 **Attach evidence**

24 Is there damage to the aircraft?

No

Yes

 **Attach photographs and/or engineering assessment**

Delivering or exporting the aircraft

25 Are you delivering or exporting the aircraft?

No ➔ **Go to 30**

Yes ➔ **Go to 26**

26 Has the aircraft been issued with an export airworthiness approval?

No ➔ **Go to 28**

Yes ➔ **Go to 27**

27 What are the details of the export airworthiness approval?

 **Attach additional pages if required**

28 Are passengers and/or private cargo (eg aircraft spares) being carried on the flight?

No ➔ **Go to 30**

Yes ➔ **Go to 29**

29 What are the details?

 **Attach additional pages if required**

Production flight testing new production aircraft

30 Are you carrying out production flight testing of new production aircraft?

No ➔ **Go to 33**

Yes ➔ **Go to 31**

31 For aircraft manufactured in Australia, has the aircraft been manufactured under?

An Australian production certificate

A type certificate (TC)

32 For purpose CASR 21.197(1)(c) has the manufacturer certified the aircraft meets the applicable airworthiness standards (with the exception of the requirement to perform a production test flight)?

No

Yes

Evacuating the aircraft from areas of impending danger

33 Are you evacuating the aircraft from areas of impending danger?

No → **Go to 37**

Yes → **Go to 34**

34 What is the location of the nearest suitable point from danger?

35 Is maintenance required to be performed at the destination?

No → **Go to 37**

Yes → **Go to 36**

36 What maintenance required to be performed?

 **Attach additional pages if required**

Conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests

37 Are you conducting customer demonstration flights in new production aircraft that have satisfactorily completed production flight tests?

No → **Go to 41**

Yes → **Go to 38**

38 Are all proposed persons on board legitimate customers?

No

Yes

39 Has the manufacturer certified the aircraft meets the applicable airworthiness standards?

No

Yes

40 Has the test flight program been submitted with the application?

No

Yes

 **Attach test flight program pages if required**

Assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion

41 Are you assisting in searching for, bringing aid to or rescuing persons in danger on a particular occasion?

No → **Go to 43**

Yes → **Go to 42**

42 Has the applicant confirmed with the person coordinating the activity confirmed that this particular aircraft is required?

No

Yes

Assisting in dealing with a state of emergency

43 Are you assisting in dealing with a state of emergency?

No → **Go to 46**

Yes → **Go to 44**

44 Has a state of emergency been officially declared?

No

Yes

45 Has the applicant confirmed with the person coordinating the activity that this particular aircraft is required?

No

Yes

Operations in excess of its certificated maximum take-off weight (MTOW)

46 Are operations for the purpose(s) selected in question 5 in excess of the aircraft certificated MTOW?

No → **Go to 49**

Yes → **Go to 47**

47 Does the aircraft exceed 110% of its MTOW?

No

Yes

48 Are the certificated Centre of Gravity (CG) limits exceeded?

No

Yes

49 Does the aircraft have a current Maintenance Release (MR)?

No → **Go to 51**

Yes → **Go to 50**

50 Are there any conditions or endorsements on the MR that may necessitate an evaluation of the structural integrity?

No

Yes

51 Are there any modifications to the certificated design that already approve an increase to the MTOW?

No

Yes

52 Have fuel carrying facilities or additional fuel systems been installed for the purposes of a ferry flight?

No

Yes

53 Has additional navigational equipment been installed for the purposes of a ferry flight?

No

Yes

Application checklist

54 If you are attaching requested or additional information to this form, please describe what you are attaching.

Declaration

55 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 and Civil Aviation Regulations 1988 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 acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- 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?

For example: Self, Director, Agent

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.

 **Attach authority**

Returning your form



By email – attach this form and all supporting documents. Send them to regservices@casa.gov.au or an Authorised Person



By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005 Canberra ACT 2601