



# APPLICATION FOR A NON-SCHEDULED FLIGHT PERMISSION

Civil Aviation Act 1988, Section 25

## Supporting Documentation

Foreign air operators are required to submit the documents listed below to CASA:

**Assessment of your application will not commence until ALL documentation has been received.**

1. A current English language copy of the Air Operator's Certificate and Operations Specifications or the equivalent documents issued by the Regulatory Authority of the State of the Operator
2. Copies of the Certificate of Airworthiness and the Certificate of Registration for the aircraft
3. A copy of the aircraft noise certificate issued by the State of Registry or manufacture for the aircraft.
4. ETOPS/EROPS approval certificate issued by regulatory authority (if applicable)
5. A copy of the proposed schedule of operations into/over Australia
6. A certified copy of the company's **current** Certificate of Incorporation or Registration, or the equivalent document issued by the Registrar of Companies in the country of your principle place of business.
7. Recent medical and licence details of all flight crew.

## Additional Requirements

1. Operators wishing to conduct international air services must submit a copy of their Transport Security Plan to the Aviation Security Operations Branch, Office of Transport Security, Department of Infrastructure, Transport, Regional Development and Local Government  
**Telephone: +61 2 6274 6981 | +61 2 6274 7994**
2. Operators wishing to conduct international non-scheduled flights or flights that are not permitted by their Australian foreign aircraft AOC may also require approval from the Department of Infrastructure, Transport, Regional Development and Local Government. Certain standing approvals for these operations are promulgated in the Australian Aeronautical Information Publication, Entry, transit and Departures section (AIP-GEN 1.2). An application form to request approval of a non-scheduled flight is available from the General Manager Aviation Markets, Aviation and Airports Business Division, Department of Infrastructure, Transport, Regional Development and Local Government  
**Telephone: +61 2 6274 7403 | Fax: +61 2 6274 6749**
3. Subsonic jet aircraft that do not meet the noise standards of ICAO Annex 16 Volume 1 Chapter 3 are not permitted to operate in Australian airspace. Noise restrictions also apply to the operation of supersonic aircraft. For information regarding the operation of noisy jet aircraft contact the Manager Environment Monitoring, Corporate Affairs, Airservices Australia,  
**Telephone: +61 2 6268 4530 | Fax: +61 2 6268 4201 | Email: [environment@airservices.gov.au](mailto:environment@airservices.gov.au)**
4. It is an Australian Government requirement that all operators authorised to carry passengers for hire or reward in Australian territory to hold insurance to cover passenger liability. If a CASA Certificate of Compliance is not already held, or requires renewal, contact the CASA Carriers' Liability Insurance Unit;  
**Telephone: +61 2 6217 1131 | Fax: +61 2 6217 1110 | Email: [carriers.liability@casa.gov.au](mailto:carriers.liability@casa.gov.au)**
5. Operators intending to operate a charter service to an airport other than Adelaide, Brisbane, Cairns, Darwin, Melbourne, Perth or Sydney, may need approval from Customs, Immigration, Health and Quarantine authorities. Please note that in most instances, applicants / operators are required to provide four (4) weeks written notice. For further information contact the National Passenger Processing Committee  
**Telephone: +61 2 6275 6248 | Fax: +61 2 6275 6271**
6. Time slot clearances may also be required. This is particularly important for operations into Sydney (Kingsford Smith) Airport, where a legislated slot scheme is in place. Time slot clearances can be obtained from Airport Coordination Australia  
**Telephone: +61 2 9313 5469 | Fax: +61 2 9313 4210 | Email: [aca@coordaus.com.au](mailto:aca@coordaus.com.au)**
7. Although an AOC may approve an operator to enter Australian territory and to land at specified airports, all operators are required to obtain permission from the relevant airport authority (the aerodrome operator) for the use of movement areas, aprons and terminals of both destination and alternate aerodromes. Details of the airport authorities are contained in the Australian Aeronautical Information Publication.

**NOTE:** Operators that wish to conduct more than eight non-scheduled flights in one 12 month period may be required by CASA to obtain a Foreign Aircraft Air Operator's Certificate.

**Company Details****Registered Company Name:****Trading Name** (if different):**ICAO Airline Code:****Registered Business Address:** .....**Postcode/Zipcode:****Country:****Postal Address:**  
(If different to the Registered Business Address) .....**Postcode/Zipcode:****Country:****Physical Address of your Principle Place of Business:** .....**Postcode/Zipcode:****Country:****Contact Person****Name:****Position:****Telephone:****Facsimile:****Email address:****Authorised agent/s acting on behalf of the carrier****Company:****Contact:****Telephone:****Facsimile:****Email address:****Handling Agent**

(Airline or agency providing apron and turnaround services at Australian ports)

**Name:****Position:****Telephone:****Facsimile:****Email address:**

**Regulatory Authority Details**

**Regulatory Authority for Airline Certification (or Equivalent)**

Name of the Authority:

Address:

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.....  
.....

Postcode/Zipcode:

Country:

Officer Responsible for Operation:

Name:

Position:

Telephone:

Facsimile:

Email Address:

**Regulatory Authority of the State of Registry of your aircraft**

(if different from Authority for Airline Certification)

Name of the Authority:

Address:

.....  
.....  
.....

Postcode/Zipcode:

Country:

Officer Responsible for Operation:

Name:

Position:

Telephone:

Facsimile:

Email Address:

**Regulatory Authority of the State of Licensing**

(if different from Authority for Airline Certification)

Name of the Authority:

Address:

.....  
.....  
.....

Postcode/Zipcode:

Country:

Officer Responsible for Operation:

Name:

Position:

Telephone:

Facsimile:

Email Address:

**Proposed Operations**

(Please tick as appropriate)

- Private Flight                       Overflight                       Overflight with a technical landing  
 Transport of passengers only    Transport of cargo only\*    Transport of passengers and cargo\*  
 Other (please specify): \_\_\_\_\_

Purpose of the proposed flight(s)(e.g. Tourism, Medical Aid etc.) \_\_\_\_\_

\*Description of Cargo: \_\_\_\_\_

**Does the cargo include dangerous goods?**

- Yes\*\*                       No

UN Number: \_\_\_\_\_ Quantity: \_\_\_\_\_

Proper shipping name: \_\_\_\_\_

Note: For Explosives the NEQ (Net Explosive Quantity) as well as the Gross must be provided.

\*\*If yes, additional information and a permission from CASA to carry dangerous goods may be required.

**Full Itinerary for the Flight(s)**

(Attach a separate sheet if required)

Departure Airport	Date/Time of Departure (UTC)	Destination Airport	Date/Time of Arrival (UTC)
<i>Example: Singapore (WSSS)</i>	<i>24AUG/0001</i>	<i>Sydney (YSSY)</i>	<i>24AUG/0700</i>

**Details of Persons to be Carried on Board the Aircraft**

Number of passengers to be carried on proposed flight(s):

Number of persons, other than passengers to be carried on proposed flight(s):

Provide details of duties and responsibilities for each person who is NOT a passenger (e.g. Pilot, Flight Navigator) and indicate whether they are an employee of the carrier:

Duties	Yes	No	Duties	Yes	No
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>	.....	<input type="checkbox"/>	<input type="checkbox"/>

**Aircraft Data**

<b>Manufacturer:</b>		
<b>Type/Model:</b>	<b>Registration:</b>	
<b>Engine(s):</b>	<b>Manufacturer</b>	<b>Model</b>

**Noise Certification:** ICAO Annex 16, Volume I, **Chapter 2**  **3**  **5**  **Other**

**Operational Approvals**

**RNAV**  Yes  No  
**RNP4**  Yes  No  
**RNP10**  Yes  No  
**RVSM**  Yes  No  
**ETOPS\*/EROPS**  Yes  No

\* If "Yes" what is the approved ETOPS time interval? \_\_\_\_\_ minutes.

**Mandatory Aircraft Equipment for Operations in Australian Territory:**

Is this aircraft fitted with TAWS–A equipment?  **Yes**  **No**

**If yes:**

**Manufactured by:** \_\_\_\_\_ **Model:** \_\_\_\_\_

Is this aircraft type fitted with ACAS II or TCAS II Change 7.0 equipment?  **Yes**  **No**

**If yes:**

**Manufactured by:** \_\_\_\_\_ **Model number:** \_\_\_\_\_

**General Comments**

Are there any other details, not otherwise specified in this application, which may affect the safety of your operation(s) into/out of Australia?

Yes\*       No

\*If yes, please provide details and a copy of the report for any incidents/accidents reported in the last 12 months.

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**Declaration**

The undersigned applies for the issue of a Non-Scheduled Flight Permission pursuant to Section 25 of the Civil Aviation Act 1988 and Civil Aviation Regulations on behalf of the organisation identified below. Further, the undersigned certifies that the facts in this application are complete and correct and that any attached documents are true copies.

**Name:\***

**Position:\***

**Signature:**

**Date:**

\*To be completed by the approved person who holds responsibility for Non-Scheduled Flight Permission matters for the company—eg Company Director or Director of Operations

Payment Attached       Yes       No

Comment:

**Address For Correspondence**

Operations Officer International  
Air Transport Operations Group  
Civil Aviation Safety Authority  
GPO Box 311  
BRISBANE QLD 4001

Telephone: +61 7 3318 7211  
Fax: +61 7 3318 7290  
E-mail: international\_ops@casa.gov.au  
Internet: www.casa.gov.au

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