

**Reference:**

- (1) P14.V03 "Permit to Fly Issue Procedure"  
 (2) Rule 21.47 and Advisory Circular AC 21-4 Permit to Fly

**Instructions:**

- (1) If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain checkboxes. Please mark ✓ where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. Questions marked with an asterisk (\*) are mandatory and must be completed. It is an offence under Civil Aviation Act 2000 (as amended) section 283 to make false declaration.
- (2) A fee of K10,000.00 (GST exclusive) must be paid when this form is submitted to CASA PNG.
- (3) This document becomes Uncontrolled when Printed.

**Part A - Details of the Permit to Fly Application type****Application Type\*** Indicate which of the following applies to you

- Initial Application for a Permit to Fly approval       Amendment to an existing Permit to Fly approval

**A1 – Organisation's Details\*****Name of Legal Entity\*****AOC Number\*****A2 – Purpose of Permit to Fly approval – Tick the appropriate box**

- Aerial survey     Aerial photography     Aerial Advertisement     Parachute drop     Search and Rescue

Others (*Specify other aerial work purpose*) \_\_\_\_\_

**A3 – Aircraft Certificates Submitted\* - Tick the appropriate box for aircraft certificates submitted with this application**

- Certificate of Registration     Certificate of Airworthiness     Aircraft Noise Certificate
- ELT 406MHz fitted?     Aircraft Lease agreement (as applicable)     Radio Station Licence
- HF/VHF Radio fitted for 2-way Comms with ATS unit?     Evidence of last aircraft airworthiness review
- Other documents (*pleases list as applicable*) \_\_\_\_\_

**Position Title****A4 – Details of Applicant\*****Full legal name\*****Email contact****Mobile contact****Date of Birth****Office Contact**

**Part B – Permit to Fly Package Submission Checklist**

CASA PNG requires the following evidence to support your Permit to Fly application.

|  |                              |                             |
|--|------------------------------|-----------------------------|
| (1) Letter of Intent (LOI) to Director   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (2) Completed Permit to Fly Application form CA 21/07  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (3) Evidence of Payment of Application fee -CASA Invoice                                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (4) Aerial Work Program  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (5) Details of Flight Crew/Pilots – Copy of Licenses and medical validity                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (6) Details of LAME to certify release to service on aircraft                                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (7) Organisation details and name(s) of person(s) to supervise aerial work operations in PNG | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (8) Risk Assessments and Change Management Plans   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**Part C - Applicant's Declaration\***

The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 304 of the Civil Aviation Act 2000 and is subject, in the case of a corporation, to imprisonment for a term not exceeding 12 months or a fine not exceeding K100,000 or both.

**Declaration**

I hereby certify that to the best of my knowledge and belief the statements made, and the information provided in this application form and the attachments are correct. I hereby consent to the disclosure by the Papua New Guinea Police details of any convictions I may have pursuant to this application, to the PNG Director of Civil Aviation.

|              |                   |              |
|--------------|-------------------|--------------|
| <b>Name*</b> | <b>Signature*</b> | <b>Date*</b> |
|--------------|-------------------|--------------|

You must provide the name/s and signature/s for CASA PNG to accept this application

**What to do now**

Pay the fee and submit a complete set of documents to CASA PNG using, as appropriate:

**Postal Address** Civil Aviation Safety Authority of Papua New Guinea  
P.O. Box 1941  
BOROKO, NCD  
Papua New Guinea

**Part E - CASA PNG USE ONLY**

*Name and signature of CASA Inspector who assessed this Permit to Fly application. Once assessed, a formal letter is to be sent to the applicant.*

|                            |                                   |                                       |  |
|----------------------------|-----------------------------------|---------------------------------------|--|
| Formal Application package | <input type="checkbox"/> Accepted | <input type="checkbox"/> Not Accepted |  |
| <b>Name:</b>               | <b>Signature</b>                  | <b>Date</b>                           |  |