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|------------------------------|---------------------------|---------------|
| <b>CAA Scheme of Charges</b> | <b>No:</b>                | 289           |
| <b>(Personnel Licensing)</b> | <b>Publication Date:</b>  | 14 March 2014 |
|                              | <b>Commencement Date:</b> | 01 April 2014 |

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The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting with persons likely, in its opinion, to be affected by the charges and with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the performance by the CAA of the following functions:

- i) certification and licensing flight crew of aircraft, aircraft maintenance engineers, air traffic controllers and flight information service officers;
- ii) approving and certifying aviation training organisations and schools and courses of training for flight crew licences and aircraft maintenance engineers licences and persons to provide such courses;
- iii) authorising and certifying persons to conduct examinations or tests and to sign certificates of test or experience or revalidation for flight crew licences;
- iv) approving and certifying flight simulators;
- v) approving and certifying schools for the training of air traffic controllers;
- vi) granting exemptions and derogations in relation to flight and cabin crew personnel licensing.

### **1 REVOCATION**

- 1.1 The Scheme of Charges published by the CAA on 30 January 2013 determining the charges to be paid to the CAA in connection with the performance by the CAA with respect to the above functions is hereby revoked.
- 1.2 Section 16(1) of the Interpretation Act 1978 (which relates to the effect of repeals) shall apply to this Scheme as if this Scheme were an enactment and as if the Scheme of 30 January 2013 revoked by paragraph 1.1 above was an enactment thereby repealed.

**NOTE:** Section 17 contains a list of definitions to the abbreviations used within this Scheme.

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### 3 FLIGHT CREW LICENCES

#### 3.1 Conversion of a National UK Pilot Licence to an EASA Pilot Licence

When making an application for the conversion of a National UK Pilot Licence specified in Table 1, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 1**

| Ref. | Licence type   | Charge |
|------|--|--------|
| a)   | Conversion to an EASA Pilot Licence:   |        |
|      | i) Limited validity National UK licence:   |        |
|      | aa) Professional Pilot's Licence   | £139   |
|      | bb) Private Pilot's Licence (excluding LAPL(A) and (H))  | £73    |
|      | ii) Unlimited validity National UK Private Pilot's Licence (LAPL(A) and (H))                           | £65    |
|      | iii) Limited or unlimited National UK Licence to LAPL(A) or LAPL(H)                                    | £41    |
| b)   | Conversion of a National Private Pilot's Licence (NPPL) to an EASA Light Aircraft Pilot Licence (LAPL) | £41    |

#### 3.2 Conversion of a BGA Glider Certificate to an EASA Light Aircraft Pilot Licence (LAPL(S)) or to a Sailplane Pilot Licence (SPL)

When making an application for the conversion of a British Gliding Association (BGA) Glider Certificate to a Light Aircraft Pilot Licence (Sailplane) (LAPL(S)) or to a Sailplane Pilot Licence (SPL), via the BGA, as specified in Table 2, the applicant shall pay to the CAA via the BGA, in accordance with that Table:

**Table 2**

| Ref. | Licence type  | Charge |
|------|---|--------|
| a)   | Conversion of a BGA Glider Certificate, via the BGA, to an LAPL(S) or SPL   | £41    |
| b)   | Conversion of a BGA Glider Certificate, via the BGA, to a LAPL(S) or an SPL with includes an Instructor and/or Examiner certificates. | £51    |

#### 3.3 Replacement of a JAR Pilot Licence with an EASA Pilot Licence

When making an application to replace a JAR Pilot Licence with an EASA Pilot Licence, the applicant shall pay to the CAA a charge as specified in Table 3:

**Table 3**

| Ref   | Licence type                 | Charge |
|-------|------------------------------|--------|
| a) i) | Professional Pilot's Licence | £139   |
| ii)   | Private Pilot's Licence      | £73    |

### 3.4 National UK Pilot's Licence – issue to retain National UK ratings

Upon making a conversion / replacement application specified in Tables 1 or 3, where, in addition to the issue of an EASA Pilot Licence, the applicant requires also the issue or grant of a National UK Pilot's Licence in order to retain National UK ratings, the applicant shall pay to the CAA a supplementary charge of £35.

### 3.5 Initial grant of National UK or EASA Flight Crew Licences

When making an application for the initial grant of a National UK or EASA Flight Crew Licence specified in Table 4, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 4**

| <b>Ref.</b> | <b>Licence type</b><br>(All National UK and EASA Flight Crew Licences will be issued with unlimited validity) | <b>Table Note</b> | <b>Initial application</b> |
|-------------|---|-------------------|----------------------------|
| a)          | Professional Pilot's Licence (except b) below), Flight Navigator's  | 1                 | £243                       |
| b)          | EASA Balloon or Sailplane Licence   | 1                 | £153                       |
| c)          | Private Pilot's Licence (except d) to f) below)   |                   | £185                       |
| d)          | EASA Light Aircraft Pilot Licence (LAPL) (Aeroplane), (Helicopter), (Balloon) or (Sailplane)                  | 1                 | £153                       |
| e)          | Private Pilot's Licence (Balloons and Airships)   |                   | £185                       |
| f)          | Private Pilot's Licence (Gyroplanes)  |                   | £169                       |
| g)          | Flight Radiotelephony Operator's Licence  | 2                 | £73                        |
| h)          | National Private Pilot's Licence (NPPL) (Aeroplane)   | 3                 | £51                        |
| i)          | NPPL (Helicopter) (for an applicant who already holds an EASA Helicopter licence)                             |                   | £51                        |
| j)          | NPPL (Helicopter) (for an applicant who does not already hold an EASA Helicopter licence)                     |                   | £153                       |

**NOTES:**

- 1 Including an initial type/class rating and instrument rating if included in the application.
- 2 Except where the applicant is the holder of a licence issued by the UK CAA to act as pilot, flight navigator or flight engineer.
- 3 Supported by a recommendation made by a person approved by the CAA for the purpose; or where application for an NPPL is made directly to the CAA by the holder of another UK issued pilot licence that includes a valid simple single engine aeroplanes (SSEA), self launching motor gliders (SLMG) or microlight rating.

### 3.6 National UK Pilot's Licence – renewal to an unexpiring licence

Upon making an application to renew an expiring National UK Pilot's Licence with an unexpiring licence, the applicant shall pay to the CAA a charge as specified in Table 5:

**Table 5**

| Ref | Licence type                 | Charge |
|-----|------------------------------|--------|
| a)  | Professional Pilot's Licence | £139   |
| b)  | Private Pilot's Licence      | £73    |

### 3.7 Licence and identity verification in support of a pilot licence application to the FAA

Upon making an application to the CAA for the CAA to verify to the Federal Aviation Administration (FAA) that the applicant holds a valid UK CAA issued specific pilot licence(s) and the applicant provides confirmation of identity in support of the renewal of an FAA pilot licence, the applicant shall pay to the CAA a charge of £44.

### 3.8 Ratings, certificates or qualifications

When making an application for the inclusion, variation or renewal of a rating, certificate or qualification in a flight crew licence specified in Table 6, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 6**

| Ref. | Licence type   | Rating, certificate or qualification type  | Initial application | Variation | Renewal/ revalidation |
|------|--|--|---------------------|-----------|-----------------------|
| a)   | Professional Pilot's Licence or Flight Engineer's Licence                          | A second or subsequent aircraft type or class rating   | £121                | £89       | £89                   |
| b)   | Professional Pilot's Licence or Private Pilot's Licence                            | A special conditions certificate under Part-FCL 700(b), 900(b) or 1000(b)  | £121                | £121      | £89                   |
| c)   | Professional Pilot's Licence   | An instructor certificate except where the applicant is the holder of a Private Pilot's Licence which includes a flight instructor certificate entitling the holder to give instruction in flying aircraft of the same types included in the application | £121                | £89       | £89                   |
| d)   | Professional Pilot's Licence or Private Pilot's Licence                            | An instrument rating (aeroplanes) or instrument rating (helicopters)   | £121                | £89       | £89                   |
| e)   | NPPL   | A second or subsequent class rating or variation or renewal of a rating supported by a recommendation made by a person approved by the CAA for the purpose   | £39                 | £39       | £39                   |
| f)   | Professional Pilot's Licence, Private Pilot's Licence or Flight Engineer's Licence | Any other rating, qualification or instructor certificate not shown above  | £89                 | £89       | £89                   |

An application to remove a restriction or any rating or qualification in a licence will be classed as a variation, and the applicant shall pay to the CAA the variation charge specified under the relevant rating or qualification type a) to f) in Table 5.

### 3.9 Licence exemptions or derogations

When making an application for an exemption under Article 14 of Regulation (EC) No. 216/2008 or under Article 242 of the Order specified in Table 7, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 7**

| Ref. | Description  | Charge |
|------|--|--------|
| a)   | Exemption from the need to carry a flight crew licence in accordance with Article 150 and Schedule 9 of the Order  | £54    |
| b)   | Derogation under Article 14 of Regulation (EC) No. 216/2008:   |        |
|      | i) the first derogation to apply for a period not exceeding 2 months   | £54    |
|      | ii) the first derogation to apply for a period exceeding 2 months  | £150   |
|      | iii) any repeat of the derogation granted under c) i) or ii) above   | £150   |
| c)   | Exemption or derogation relating to any of the functions to which this Scheme refers, other than an exemption or derogation described in a) or b) above: |        |
|      | i) Application for the initial grant   | £53    |
|      | ii) Application for variation or renewal   | £26    |

### 3.10 Assessments of licensing requirements

When making an application for an assessment or verification specified in Table 8, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 8**

| Ref. | Description   | Charge |
|------|---|--------|
| a)   | Written assessment particular to that applicant of the evidence, examinations or tests which the CAA will require, of his knowledge, experience, competence or skill, for a Professional Pilot's Licence, a Private Pilot's Licence or an instructor certificate or rating or examiner authorisation or certificate | £108   |
| b)   | Verification of licence documents for overseas validation   | £44    |
| c)   | Verification of an individual's licence details and history   | £44    |

### 3.11 **Ground examination charges for flight crew**

3.11.1 When making an application for a ground examination specified in Table 9 to be conducted by the CAA for the grant of a licence to act as a flight crew member or for the inclusion of a rating or for any other purpose, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 9**

| <b>Ref.</b> | <b>Description</b>  | <b>Charge per paper</b> |
|-------------|---|-------------------------|
| a)          | For each initial or additional aircraft type rating examination for an aircraft type for which no provision exists at an approved training organisation | £265                    |
| b)          | For the theoretical knowledge examinations for the Instrument Rating or the Commercial Pilot's Licence or the Airline Transport Pilot's Licence         | £69                     |
| c)          | For any other ground examination  | £50                     |

3.11.2 If the examination is to be conducted other than at a place specified by the CAA, the applicant shall pay to the CAA in addition to the charge for that examination a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it but the total charge shall not exceed £2,150.

### 3.12 **Administrative charges**

When making an application specified in Table 10, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 10**

| <b>Ref.</b> | <b>Description</b>  | <b>Charge</b> |
|-------------|---|---------------|
| a)          | For an examination paper to be re-marked. The charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA | £27           |
| b)          | For the transfer or amendment of fees or when an examination has been rearranged at the request of the applicant                                      | £27           |
| c)          | For the issue of a duplicate or replacement examination result notification or duplicate confirmation of booking                                      | £27           |



3.13 **Flight tests<sup>1</sup>**3.13.1 **Assessments of competence, skill tests or proficiency checks carried out by a CAA examiner or inspector**3.13.1.1 **Flight tests - assessments of competence, skill tests or proficiency checks**

When making an application for a flight test specified in Table 11, where the test is to be conducted by a CAA examiner or inspector who is an employee of the CAA, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 11**

| <b>Ref.</b> | <b>Description</b>  | <b>Charge</b> |
|-------------|---|---------------|
| a)          | For initial grant, revalidation or renewal of a Part-FCL flight instructor certificate or for additional instructor privileges or for the revalidation or renewal of an assistant flying instructor rating.                   | £202          |
| b)          | Prior to entry on a flying instructor or a flight instructor (restricted) course of training  | £202          |
| c)          | For initial grant, revalidation or renewal of a class rating instructor certificate for multi engine aeroplanes, class rating instructor certificate for single engine aeroplanes or instrument rating instructor certificate | £202          |

3.13.1.2 **Pilot licence / ratings and other flight tests**

3.13.1.2.1 When making an application for an observation, test or check specified in Table 12, to be conducted or observed by a CAA examiner or inspector, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 12**

| <b>Ref.</b> | <b>Description</b>  | <b>Charge</b> |
|-------------|---|---------------|
| a) i)       | For carrying out of, or observing, a skill test conducted in an aircraft or flight simulator for the issue of a Professional Pilot's Licence, class or type rating or instrument rating | £785          |
| ii)         | In the case of an application which is for the purpose of completing a partial pass awarded to the applicant  | £534          |
| b)          | For a proficiency check conducted in an aircraft or flight simulator for a class or type rating or instrument rating  | £202          |
| c)          | For a skill test conducted in an aircraft or flight simulator for the issue of a Private Pilot's Licence or an instrument meteorological conditions rating                              | £195          |
| d)          | For a proficiency check conducted in an aircraft or flight simulator for an instrument meteorological conditions rating   | £202          |
| e)          | For a flight test to be conducted for the purpose of assessing the applicant's physical fitness to undertake the functions of a member of the flight crew of an aircraft                | £181          |

(This note is not part of the Scheme)

<sup>1</sup> If the applicant cancels the flight test for reasons which, in the opinion of the examiner, are insufficient, the charge paid shall not be refunded by the CAA and a further application for another flight test will be required together with payment to the CAA of the appropriate charge.

3.13.1.2.2 Where the observation, test or check is to be carried out at a place other than one specified by the CAA, the applicant shall pay to the CAA a charge in accordance with Table 13:

**Table 13**

| Ref. | Description   | Charge              |
|------|---|---------------------|
| a)   | In addition to the charge at a), b), c), or d) of Table 12, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it but the total charge for each application shall not exceed £4,240 | £4,240<br>(maximum) |
| b)   | In addition to the charge at e) of Table 12, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it but the total charge for each application shall not exceed £1,070                | £1,070<br>(maximum) |

### 3.13.2 Approval of specific use of an aircraft

When making an application for the approval or renewal of an approval of an aircraft specified in Table 14, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 14**

| Ref. | Description   | Charge |
|------|---|--------|
| a)   | For the approval of an aircraft to be used for the purpose of a General Flight Test or a Skill or Proficiency Test for a professional licence or for a flight test for an instrument rating | £180   |
| b)   | For the renewal of an approval described in a) above, where such an approval has ceased to be in force for a period of more than three months   | £180   |

### 3.14 Validation of flight crew licences

3.14.1 When making an application for an examination or test to be conducted by or on behalf of the CAA for the issue of a certificate of validation of a flight crew licence, the applicant shall pay to the CAA for a medical examination, for a ground examination and for a flying test appropriate to the grant of a licence equivalent to that for which validation is sought, in each case the charge specified in this Scheme.

3.14.2 When making an application for initial issue of, or variation to, a certificate of validation of a flight crew licence, the applicant shall pay to the CAA a charge in accordance with Table 15:

**Table 15**

| Ref. | Description   | Per validation |
|------|---|----------------|
| a)   | For the issue of a certificate of validation          | £310           |
| b)   | One extension to the validation of a non-EASA licence | £155           |
| c)   | Variation of a certificate of validation              | £54            |

### 3.15 **Language Proficiency (LP) Level Assessment – Licence Endorsement Amendment**

When making an application to amend the LP licence endorsement, the applicant shall pay to the CAA a charge of £20 to update and re-issue the flight crew licence.

**Note:** The above charge for an LP licence endorsement amendment shall not be levied where it is associated with the conversion or replacement of a flight crew licence under charges within Tables 1 or 2 above.

## 4 **CERTIFICATION, AUTHORISATION AND APPROVALS OF PERSONS AND ASSOCIATED TRAINING COURSES**

### 4.1 **Certified or authorised examiners and persons approved to conduct training courses**

#### 4.1.1 **Persons certified or authorised as examiners**

4.1.1.1 When making an application for an assessment of competence for authorisation, certification or recertification as an examiner as specified in Table 16, the applicant shall pay to the CAA the charge in accordance with that Table:

**Table 16**

| Ref. | Sub-ref. | Description  | Initial authorisation / certification | Re-certification     |                                      |
|------|----------|--|---------------------------------------|----------------------|--------------------------------------|
|      |          |  |                                       | Conducted by the CAA | Conducted by a CAA authorised person |
| a)   |          | Aircraft Certified for Single Pilot Operation (excluding Balloons and Airships): |                                       |                      |                                      |
|      | i)       | Class or type rating or synthetic flight examiner (CRE/TRE/SFE)                  | £1,109                                | £1,109               | £324                                 |
|      | ii)      | Instrument rating examiner (IRE)   | £1,109                                | £1,109               | £324                                 |
|      | iii)     | Class or type and instrument rating examiner (CRE, TRE, SFE)                     | £1,641                                | £1,641               | £448                                 |
|      | iv)      | Senior Examiner (SE) (Revalidation examiner)                                     | £1,109                                | £1,109               | N/A                                  |
|      | v)       | Additional type or class where a test is not required                            | £148                                  | £148                 | £148                                 |
| b)   |          | Aircraft Certified for Multi Pilot Operation (excluding Balloons and Airships):  |                                       |                      |                                      |
|      | i)       | Type rating or synthetic flight examiner (TRE/ SFE)                              | £1,377                                | £1,377               | £406                                 |
|      | ii)      | Instrument rating examiner (IRE)   | £1,377                                | £1,377               | £406                                 |
|      | iii)     | Type and instrument rating examiner (TRE/SFE)                                    | £1,641                                | £1,641               | £448                                 |
|      | iv)      | Senior Examiner (SE) (Revalidation Examiner)                                     | £1,377                                | £1,377               | N/A                                  |
|      | v)       | Additional type or class where a test is not required                            | £148                                  | £148                 | £148                                 |
| c)   | i)       | Balloons or Airships<br>Type rating examiner (TRE)                               | £232                                  | £232                 | £77                                  |

- 4.1.1.2 When making an application for an assessment for certification or authorisation as an examiner specified in Table 17, the applicant shall pay to the CAA the charge specified in that Table:

**Table 17**

| Ref. | Sub-ref. | Description   | Charge |
|------|----------|---|--------|
| a)   |          | For certification or re-certification as a flight instructor examiner (FIE)   | £781   |
| b)   |          | For authorisation or re-authorisation as a type rating examiner for the Flight Engineer's Licence (TRE(E))  | £1,377 |
| c)   |          | For certification or re-certification as a flight examiner (FE) for the Private Pilot's Licence   | £338   |
| d)   |          | For certification or re-certification as a flight examiner (FE) for the Professional Pilot's Licence  | £1,065 |
| e)   |          | For certification or re-certification as a ground (GR) examiner for the Private Pilot's Licence, Light Aircraft Pilot's Licence or National Private Pilot's Licence                                 | £239   |
| f)   |          | A Flight Radiotelephony (RTF) examiner for a Radiotelephony Operator's Licence:   |        |
|      | i)       | for certification   | £321   |
|      | ii)      | for re-certification  | £239   |
| g)   |          | For an observation/assessment by the CAA for authorisation/certification or reauthorisation/recertification as a Revalidation Examiner (RETRE(E)) or a Senior Examiner (SE(E)) for flight engineers | £1,377 |

#### 4.1.1.3 Amendment to an examiner certificate

When an application is made to update details on an examiner certificate which is not consequent upon any other licensing action, the applicant shall pay to the CAA a charge of £46.

#### 4.1.2 Persons authorised as instructors

When making an application for an assessment of competence by the CAA for certification or re-certification as an instructor specified in Table 18, for an assessment of competence by the CAA, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 18**

| Ref. | Sub-ref. | Description   | Charge |
|------|----------|---|--------|
| a)   |          | Where the person is authorised to carry out flight instruction for type rating purposes only, and the instruction required is for single pilot helicopter operation where the observation is carried out by the CAA | £527   |
| b)   |          | Where the person is authorised to carry out Type Rating Instructor (TRI) / Synthetic Flight Instructor (SFI) / Synthetic Training Instructor (STI) training for single and multi pilot requirements where;          |        |
|      | i)       | an observation is conducted by the CAA:   |        |
|      |          | aa) for a multi pilot aeroplane or helicopter   | £1,377 |
|      |          | bb) for a single pilot aeroplane or helicopter  | £527   |
|      | ii)      | an observation is not conducted by the CAA:   |        |
|      |          | aa) for simulated instrument flight   | £338   |

#### 4.1.3 **Persons approved to provide courses of training or instruction**

When making an application for approval or re-approval as a person approved to provide courses of training or instruction specified in Table 19, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 19**

| Ref. | Sub-ref. | Description   | Charge |
|------|----------|---|--------|
| a)   |          | For the flight instructor rating, flight instructor rating (restricted), type rating instructor rating (helicopters) on single pilot helicopter types, or instrument rating instructor rating or class rating instructor rating | £338   |
| b)   | i)       | For a multi crew co-operation instructor (MCCI) course;<br>where the observation is carried out by the CAA  | £338   |
|      | ii)      | where the observation is carried out by a person authorised by the CAA for this purpose   | £202   |
| c)   |          | For an instructor authorised to conduct the observation of an MCCI course under b) above  | £781   |
| d)   |          | In the case of a one-off approval for training in simulated instrument flight   | £113   |
| e)   |          | For carrying out flight instruction for type rating purposes only, and the instruction required for multi-crew co-operation, where the observation is carried out by the CAA  | £1,377 |
| f)   |          | For carrying out synthetic flight instruction in a flight simulator for type rating purposes only, and the instruction required for multi-crew cooperation, where the applicant does not hold a Professional Pilot's Licence    | £338   |

**NOTE:** With reference to paragraphs 4.1.1 to 4.1.3 above, where a test or observation is required to be carried out by an employee of the CAA, then the application fee for such a test or observation shall relate to only one attempt made by the applicant. Should the applicant fail, then a further fee (as above) is required in order to re-take the test or observation.

#### 4.1.4 **Amendment of particulars**

When making an application for the amendment of the particulars set out on an appointment or re-appointment as a certified examiner or as a person approved to conduct courses of training, the applicant shall pay to the CAA a charge of £46.

#### 4.2 **Validation of non-UK CAA certified EASA Aircrew Regulation examiners**

When making an application for a non-UK CAA certified EASA Aircrew Regulation examiner to be able to examine UK licensed pilots/student pilots, the applicant shall pay to the CAA a charge of £630, unless the applicant elects to accept an online briefing in accordance with paragraph 4.3.

#### 4.3 **Non-UK CAA certified EASA Aircrew Regulation examiner online briefings**

Non-UK CAA certified EASA Aircrew Regulation examiners are required to be briefed by the UK CAA under the EASA Aircrew Regulation, FCL.1015 in order to be permitted to conduct tests, checks or assessments of competence on a UK pilot applicant or licence holder. The CAA has made available an online facility so that non-UK certified examiners may have access to the UK briefing material over a three-year period. A charge of £60 shall be payable to the CAA online on first application and for each renewal thereafter.

#### 4.4 **Certification of non-EU Licensed instructors to instruct on EASA flight crew training courses at venues outside of the EU**

When making an application for certification to instruct on EASA training courses at venues outside of the EU, the applicant shall pay to the CAA a charge as specified in Table 20:

**Table 20**

| Ref. | Description                               | Per certificate |
|------|---|-----------------|
| a)   | Where the CAA carries out the test        | £1,377          |
| b)   | Where the CAA does not carry out the test | £121            |

#### 4.5 **Crew resource management**

When making an application for an observation or test specified in Table 21, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 21**

| Ref. | Sub-ref. | Description   | Charge |
|------|----------|---|--------|
| a)   |          | To be observed for the issue of a three-year Crew Resource Management Instructor (CRMI) authorisation:  |        |
|      | i)       | where the observation required for the issue, revalidation or renewal of the authorisation is carried out by a Crew Resource Management Instructor Examiner (CRMIE)                         | £137   |
|      | ii)      | where the observation required for the issue, revalidation or renewal of the authorisation is carried out by an employee of the CAA at a time and place agreed with the CAA                 | £1,109 |
| b)   |          | To be observed by an employee of the CAA for the issue, revalidation or renewal of a three-year CRMIE authorisation   | £1,377 |
| c)   |          | For a test to be conducted by a duly authorised non-CAA Revalidation Crew Resource Management Instructor Examiner (RECRMIE) for the issue, revalidation or renewal of a CRMIE authorisation | £137   |

#### 4.6 **Pilot Licences – Approval of a person or organisation to furnish reports**

When making an application for the grant of an approval for a person or organisation to furnish reports and make recommendations to the CAA for applications for the grant of a Pilot Licence, the applicant shall pay to the CAA a charge in accordance with Table 22 a).

A fixed annual charge shall be payable on demand in accordance with Table 22 b) by all persons or organisations then holding a valid approval to furnish reports to the CAA to recommend the grant of a Pilot Licence.

**Table 22**

| <b>Ref.</b> | <b>Description</b>   | <b>Charge</b>                   |
|-------------|--|---------------------------------|
| Col. 1      | Column 2   | Column 3                        |
| a)          | For the initial grant of the approval, the applicant shall pay to the CAA the charge as shown in Column 3.<br>If the total cost of the investigations made by the CAA exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA shall be payable by the applicant, having regard to the excess hours incurred by the CAA in making the investigations, at a rate of £172 per hour, but not exceeding £5,418 (maximum) in any year, or part of the year, during which the investigations are carried out. The CAA shall invoice the applicant in arrears for any excess hour charges incurred over the standard 8 hours paid for by the charge as shown in Column 3. | £1,376<br>(plus excess charges) |
| b)          | The approval holder shall be invoiced by the CAA for the payment of an annual charge due on 1 April.   | £1,376                          |

#### 4.7 **Approval of courses for cabin crew initial safety training provided by an organisation which is the holder of an air operator's certificate**

When making an application for the grant of an approval for an organisation, other than an AOC operator, to provide courses of cabin crew initial safety training, the applicant shall pay to the CAA a charge of £7,136 and in the case of renewal of such an approval, a charge of £1,812.

## 5 **APPROVAL OF FLIGHT SIMULATORS AND THEIR USE AND FLIGHT SIMULATOR TRAINING ORGANISATIONS AND THEIR USERS**

### 5.1 **Full flight simulators and flight training devices**

5.1.1 The application charge comprises an initial charge and in certain cases an additional charge as described in paragraph 5.7.

When making an application specified in Table 23, the applicant shall pay to the CAA a charge in accordance with that Table:

**Table 23**

| <b>Ref.</b> | <b>Description</b>  | <b>Charge</b> |
|-------------|---|---------------|
| a)          | For an evaluation for an initial qualification of a full flight simulator for its use   | £17,240       |
| b)          | For an evaluation for a recurrent qualification of a full flight simulator for its use  | £4,310        |
| c)          | For an evaluation for an initial qualification of a flight training device for its use  | £8,620        |
| d)          | For an evaluation for a recurrent qualification of a flight training device for its use   | £3,103        |
| e)          | For a special evaluation, pursuant to JAR-STD or EASA Aircrew Regulation Part-ORA.FSTD, for a qualification of either a full flight simulator or for a flight training device for its use | £3,103        |

- 5.1.2 a) Where a return visit to an organisation is required by the CAA to address outstanding evaluation issues or updates to documentation, the applicant shall pay to the CAA a charge as invoiced by the CAA based on the number of work hours incurred, at a rate of £172 per hour.
- b) Where the US/UK Bilateral Aviation Safety Agreement / Simulator Implementation Procedures (BASA/SIP) requires the CAA to carry out additional evaluation work to ensure that the Special Conditions within the BASA/SIP have been satisfied, the applicant shall pay to the CAA a charge as invoiced by the CAA based on the number of work hours incurred, at a rate of £172 per hour.

5.2 **Flight navigation procedure trainers (FNPT) and basic instrument training devices (BITD)**

- 5.2.1 When making an application specified in Table 24, the applicant shall pay to the CAA a charge in accordance with that Table subject to any resultant additional charges under paragraph 5.2.2 below:

**Table 24**

| Ref. | Description   | Initial application | Renewal or continuation | Additional subsequent configuration |
|------|---|---------------------|-------------------------|-------------------------------------|
| a)   | For the qualification of a flight navigation procedure trainer 1 for its use                                      | £4,011              | £913                    | £913                                |
| b)   | For the qualification of a flight navigation procedure trainer 2 or 3 for its use                                 | £7,431              | £1,676                  | £1,676                              |
| c)   | For the qualification of a flight navigation procedure trainer 2 or 3 for use on a multi-crew co-operation course | £9,685              | £2,415                  | £1,643                              |
| d)   | For the qualification of a basic instrument training device   | £4,011              | £918                    | N/A                                 |

5.2.2 **Additional charge**

Additional charges shall be payable by the applicant or holder of an FNPT or BITD qualification where the cost of processing the application for qualification of a device or the oversight costs of the FNPT/BITD qualification in any one year exceeds the fixed initial application charge or the fixed renewal or continuation charge shown under Table 24. Any additional charges payable will be at the rate of £172 for each hour incurred and will be invoiced in arrears. The total charge payable under any application for qualification or qualification oversight in any one year will not exceed £20,000.

5.3 **Simulator training organisations**

When making an application or in the circumstances specified in Table 25, the applicant shall pay to the CAA a charge calculated in accordance with that Table:



**Table 25**

| Ref. | Description   | Charge               |
|------|---|----------------------|
| a)   | When a quality system audit or compliance monitoring system audit has been scheduled to take place by the CAA, in order to determine compliance with the requirements under the EASA Aircrew Regulation, Part- ORA.FSTD. (In certain cases, an additional charge, as described in paragraph 5.7, may become payable.) | £2,585               |
| b)   | Upon receipt by the CAA of a simulator evaluation report compiled by an organisation that wishes to extend its flight simulator qualification, for the CAA to review and grant the extended qualification.  | £751                 |
| c)   | For the CAA to observe the self-evaluation process for extended qualification of a flight simulator or flight training device.  | £1,849<br>per person |

**NOTE:** Where an FSTD is being transferred to another organisation that does not already operate FSTDs, then the applicant i.e. the receiving organisation, shall pay to the CAA the appropriate recurrent charge as specified under Table 23 b) or d) or Table 24 for the appropriate device plus the charge under Table 25 a) in respect of an audit of its quality system or compliance monitoring system.

Where an FSTD is being transferred to another organisation that already operates FSTDs, then the applicant i.e. the receiving organisation, shall pay to the CAA the appropriate recurrent charge as specified under Table 23 b) or d) or Table 24 for the appropriate device.

#### 5.4 Simulator user approvals under the EU-Ops Regulation

When making an application of a description specified in Table 26, the applicant shall pay to the CAA a charge calculated in accordance with that Table:

**Table 26**

| Ref. | Sub-ref. | Description   | Charge |
|------|----------|---|--------|
| a)   | i)       | For approval or renewal of approval by an operator of aircraft, which is not an approved JAA/EASA approved training organisation, to use a full flight simulator or a flight training device. | £729   |
|      | ii)      | To amend the particulars of a simulator user approval   | £253   |

#### 5.5 Other simulator charges

When making an application of a description specified in Table 27, the applicant shall pay to the CAA a charge calculated in accordance with that Table:

**Table 27**

| Ref. | Description  | Charge |
|------|--|--------|
| a)   | For the CAA to evaluate a specific feature of a flight simulator or flight training device where the CAA deems an evaluation less than that required for a special evaluation is appropriate | £578   |

## 5.6 Additional simulator charges

An additional charge is payable for an initial or recurrent full flight simulator evaluation for qualification and for an initial or recurrent flight training device evaluation for qualification or for special evaluations or quality system audits or compliance monitoring system audits where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours for that application. The standard hours for each application type are specified in Table 28.

The charge payable to the CAA for each hour in excess of the standard hours is £172.

**Table 28**

| <b>Activity charge description</b>                           | <b>Standard hours</b> |
|--|-----------------------|
| Initial full flight simulator evaluation qualification       | 100                   |
| Recurrent full flight simulator evaluation qualification     | 25                    |
| Initial flight training device evaluation qualification      | 50                    |
| Recurrent flight training device evaluation qualification    | 18                    |
| Special evaluations  | 18                    |
| Quality system audits or compliance monitoring system audits | 18                    |

## 6 Registration of Private Pilot's Licence training facilities

When making an application for an amendment of the registration certificate particulars, or for the annual continuation charge, the applicant shall pay to the CAA a charge as specified in Table 29:

**Table 29**

| <b>Ref.</b> | <b>Description</b>   | <b>Charge</b> |
|-------------|--|---------------|
| a)          | To amend the particulars set out in the registration certificate | £54           |
| b)          | The annual continuation charge payable on 1 April each year      | £102          |

## 7 APPROVAL OF PILOT TRAINING ORGANISATIONS

### 7.1 Individuals and Organisations undertaking courses of training for the Private Pilot Licence and Light Aircraft Pilot Licence or Table 36 training courses, as an Approved Training Organisation

#### 7.1.1 Conversion of Registered Training Facilities to Approved Training Organisations

When making an application to convert an existing Registered Training Facility (RTF) to an Approved Training Organisation (ATO) for the purpose of delivering flight and/or theoretical knowledge training for a PPL or for the inclusion of flight and/or theoretical knowledge training for the PPL where the RTF operation is already part of an existing ATO operation, the applicant shall pay a charge as specified in Table 30.

**Table 30**

| Ref. | Charge Type   | Charge   |
|------|---|--|
| a)   | <b>An existing RTF</b> applying to be an ATO for PPL and other training previously undertaken as an RTF, and for the LAPL (where in the same class of aircraft as the PPL and if applied for at the same time as the PPL), where there are no additional activities being added.<br><br>i) Using the Approved Training Organisation template manual published by the CAA<br><br>ii) Not using the Approved Training Organisation template manual published by the CAA | £100 per RTF with no extra site charges<br><br>£1,000 per RTF plus any excess charges at £172 per hour up to a maximum of £2,500 per application per annum with no extra site charges. |
| b)   | <b>An existing ATO</b> applying to consolidate PPL and other training previously undertaken as at RTF and the LAPL, (where in the same class of aircraft as the PPL and if applied for at the same time as the PPL), into the existing approved training manual or using the CAA template manual.   | £100 per organisation with no extra site charges   |

7.1.2 **Initial application for approval as an ATO for the purpose of delivering flight and/or theoretical knowledge training for a PPL and/or LAPL, and/or delivering one or more Table 36 courses, where the applicant was not previously an RTF prior to 17 September 2012**

When making application for the initial grant as an ATO to conduct courses of training, the applicant shall pay to the CAA a charge as specified in Table 31.

**Table 31**

| Ref. | Charge Type   | Charge   |
|------|---|--|
| a)   | <b>Initial application</b> for the applicant to become an ATO for the purpose of training for the PPL and/or LAPL, in the same class of aircraft as the PPL, and/or delivering one or more Table 36 courses:<br><br>i) Using the Approved Training Organisation template manual published by the CAA<br><br>ii) Not using the Approved Training Organisation template manual published by the CAA | £516 per application plus any excess hour charges at £172 per hour up to £2,500 per application per annum.<br><br>£1,000 per application plus any excess hour charges at £172 per hour up to £2,500 per application per annum. |

### 7.1.3 Application to vary an ATO to include additional courses and/or sites

When making an application to vary an ATO to either add an additional course of training and/or add an additional site, the applicant shall pay to the CAA a charge as specified in Table 32.

**Table 32**

| Ref. | Charge Type   | Charge   |
|------|---|--|
| a)   | <b>Variation application</b> from an existing ATO applying to add another course(s) as listed under Table 36.                             | £172 per application plus any excess hour charges at £172 per hour up to £2,500 per application per annum. |
| b)   | <b>Additional site charge</b> where the scope of training is for a Table 36 course, and where there are no other changes to the approval. | £54 per additional site.   |

### 7.1.4 Annual continuation charge relating to all ATOs teaching PPL and/or LAPL training courses and/or delivering one or more Table 36 courses (New charges)

An annual ATO approval continuation charge is payable by all ATO approval holders in respect of training courses for the PPL and/or LAPL course of training, and/or delivering one or more Table 36 courses, invoiced by the CAA and payable on 1 April as specified in Table 33.

**Table 33**

| Ref. | Charge Type                                       | Charge  |
|------|---|---|
| a)   | <b>Annual continuation charge</b> due on 1 April. | £430 irrespective of the number of Table 36 courses or associated additional sites.<br><br><b>NB Annual charge to apply as from 1 April 2015.</b> |

### 7.2 Approved organisations for flight training

When making an application specified in Tables 34 and 35 for the approval or annual continuation charge for an approval of a flying training organisation, the applicant shall pay to the CAA a charge calculated in accordance with the relevant Table. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 34 and 35, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge in accordance with Tables 34 and 35, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

7.2.1 **Integrated courses of training****Table 34**

| <b>Ref.</b> | <b>Sub-ref.</b> | <b>Description</b>   | <b>Initial Approval</b> | <b>Annual continuation charge payable on 1 April</b> |
|-------------|-----------------|--|-------------------------|--|
| a)          | i)              | MPL  | £15,370                 | £13,174  |
|             | ii)             | MPLcourse where the course is subsequent to an ATPL(A) course or an initial MPL(A) course  | £7,685                  | £6,587   |
|             | iii)            | ATPL (A)   | £12,911                 | £11,637  |
|             | iv) aa)         | CPL / IR (A)*  | £11,637                 | £10,298  |
|             | bb)             | CPL(A)*  | £8,728                  | £7,389   |
|             |                 | * Where this is in addition to courses of training for the ATPL(A) at a) iii) above then no fee will be charged  | N/A                     | N/A  |
|             | v) aa)          | ATPL(H)  | £11,637                 | £10,298  |
|             | bb)             | Where this is an addition to courses of training for the ATPL(A) at a) iii) a reduced annual continuation charge shall apply   | N/A                     | £3,668   |
|             | vi) aa)         | CPL(H)   | £8,728                  | £7,389   |
|             | bb)             | Where this is in addition to courses of training for the ATPL(A) at a) i) a reduced annual continuation charge shall apply   | N/A                     | £1,018   |
|             | vii)            | The CPL(As)  | £5,534                  | £4,469   |
| b)          |                 | <b>Variation of a Training Organisation course approval</b><br>For variation to extend the scope of a training organisation course approval requiring the review of course manuals / syllabus. | £1,294                  | N/A  |

**NOTE 1:** Please note section 16 below regarding costs associated with overseas additional site applications and audit visits.

7.2.2 **Modular courses of training****Table 35**

| Ref. | Sub-ref. | Description  | Initial Approval | Annual continuation charge payable on 1 April |
|------|----------|--|------------------|---|
| a)   |          | The charges for the following modular courses will be applied on initial applications for approval and/or variation to the approval. The following fees will not be charged on continuation of approval when an integrated approval is already held in the same class, where a class is either Aeroplane, Helicopter or Airship. |                  |   |
|      | i)       | CPL(A), CPL(H) or CPL(As)  | £1,294           | £1,156  |
|      | ii)      | IR(A), IR(H), IR(As) or the Competency-Based Instrument Rating (when adopted into EU legislation)  | £1,294           | £1,156  |
|      | iii)     | ATPL(A) and/or ATPL(H) Theoretical Knowledge and/or; CPL(A), and/or CPL(H) and/or CPL(As) Theoretical Knowledge and/or; IR(A) and/or IR(H) and/or IR(As)   | £1,746           | £1,448  |
|      | iv)      | MCC(A), MCC(H) or MCC(As)  | £1,294           | £1,156  |
| b)   | i)       | To provide a single course of training for a: <ul style="list-style-type: none"> <li>• Single engine turbo prop aircraft (high performance) or a</li> <li>• Multi-engine class rating or a</li> <li>• Multi-engine class rating variant (i.e. where differences training is required)</li> </ul>                                 | £493             | £493  |
|      | ii)      | Additional theoretical knowledge for HPA   | £493             | £493  |
| c)   |          | <b>Variation of a Training Organisation course approval</b><br>For variation to extend the scope of a training organisation course approval requiring the review of course manuals / syllabus.   | £1,294           | N/A   |

**NOTE 1:** Please note section 16 below regarding costs associated with overseas additional site applications and audit visits.

### 7.2.3 Additional training course approvals

When making an application for the variation of an Approved Training Organisation approval to approve the addition of any training course specified in Table 36, the applicant shall pay to the CAA a charge of £172 per application.

**Table 36**

| <b>Training course type</b>   |
|---|
| Private Pilot Licence (PPL) (flight and / or theoretical knowledge training)                  |
| Light Aircraft Pilot Licence (LAPL) (flight and / or theoretical knowledge training)          |
| Single Pilot Single-engine piston aeroplane class rating (including landplanes and seaplanes) |
| Single Pilot Single-engine turbo-prop aeroplane class rating (non high-performance)           |
| Sailplane Pilot Licence   |
| Balloon Pilot Licence   |
| LAPL extension of privileges course (e.g. Sailplane to TMG)                                   |
| LAPL to PPL upgrade   |
| LAPL(B) to BPL upgrade  |
| LAPL(S) to SPL upgrade  |
| LAPL including TMG to PPL upgrade   |
| LAPL extension to TMG   |
| LAPL tethered flight extension  |
| LAPL extension (Balloon) (to another Balloon class)   |
| Sailplane Cloud Flying rating (when adopted into EU legislation)                              |
| En-Route Instrument Rating (when adopted into EU legislation)                                 |
| Aerobatic rating  |
| Sailplane Towing rating   |
| Banner towing rating  |
| Night rating  |
| Mountain rating   |
| Balloon Pilot Licence tethered flight extension   |
| Balloon Pilot Licence extension course (to another Balloon class or group)                    |

### 7.3 Approval for the conduct of type rating training and conversion courses

7.3.1 When making an application for approval for the conduct of single-pilot type rating training and conversion courses, the applicant shall pay to the CAA the charges as specified in Table 37. Where the time of processing the initial application exceeds the fee payable as quoted in Table 37, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge in accordance with Table 37, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 37 Single Pilot Aircraft Type Rating Training Courses**

| Ref. | Description   | Initial Approval (per aircraft type) | Annual continuation charge payable on 1 April |
|------|---|--------------------------------------|---|
| a)   | Single-Pilot Aeroplane or Helicopter training < 2,730 kg  | £493                                 | £493 (for all aircraft types together)        |
| b)   | Single-Pilot Aeroplane or Helicopter training (2,730 kg to 5,700 kg)  | £493                                 | £493 (per aircraft type)                      |
| c)   | To provide a course of training for differences training in respect of a Single-Pilot Type Rating required under EASA Aircrew Regulation or the EASA type rating list or UK National Regulation | £493                                 | N/A   |

7.3.2 When making an application for initial approval for the conduct of multi-pilot type rating training and conversion courses, where the applicant is not already an Approved Training Organisation, the applicant shall pay to the CAA the charges as specified in Table 38. Where the time of processing the initial application exceeds the fee payable as quoted in Table 38, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

**Table 38 Multi-Pilot Aircraft Type Training – Initial ATO application for type rating training and conversion courses**

| Aircraft weight       | Type Course including ZFTT | Type Course including MCC only | Full Type Course (without MCC or ZFTT) | Abridged Type Course (without MCC or ZFTT) |
|-----------------------|----------------------------|--------------------------------|--|--|
| < 5,700 kg            | £5,835                     | £4,078                         | £3,476                                 | £3,476                                     |
| 5,700 kg to 15,000 kg | £5,835                     | £5,143                         | £4,541                                 | £4,541                                     |
| > 15,000 kg           | £5,835                     | £5,498                         | £4,896                                 | £4,896                                     |



- 7.3.3 When making an application to add a second or additional course to an application or existing approval, the applicant shall pay to the CAA a charge according to aircraft weight, as specified in Table 39. Where the time of processing the initial application exceeds the fee payable as quoted in Table 39, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

**Table 39 – Existing ATO – Variation to Approval or Additional Courses**

| Aircraft weight       | Charges               |                      |                 |                 |                    |                             |                            |
|-----------------------|-----------------------|----------------------|-----------------|-----------------|--------------------|-----------------------------|----------------------------|
|                       | Full course incl ZFTT | Full course incl MCC | Standard course | Abridged course | Differences course | Add ZFTT to existing course | Add MCC to existing course |
| < 5,700 kg            | £3,069                | £1,312               | £710            | £710            | £355               | £939                        | £602                       |
| 5,700 kg to 15,000 kg | £3,069                | £2,377               | £1,775          | £1,775          | £888               | £939                        | £602                       |
| > 15,000 kg           | £3,069                | £2,732               | £2,130          | £2,130          | £1,065             | £939                        | £602                       |

**NOTE 1:** Where a company makes application for an abridged course including ZFTT, and where the applicant already holds a full course in the same type with ZFTT, and where the same FSTD is to be used, the applicant shall pay the Abridged fee course only rather than the course plus ZFTT fee according to the weight of the aircraft.

**NOTE 2:** Please note section 16 regarding costs associated with overseas additional site applications and audit visits.

- 7.3.4 Holders of approvals in respect of multi-pilot type rating training and conversion courses, specified in Table 40, shall be liable to an annual continuation charge, payable to the CAA on 1 April each year as specified in Table 40. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 40 – Charges for continuation of approval for type rating training and conversion courses**

| Aircraft weight       | Charges               |                      |                 |                 |                    |
|-----------------------|-----------------------|----------------------|-----------------|-----------------|--------------------|
|                       | Full course incl ZFTT | Full course incl MCC | Standard course | Abridged course | Differences course |
| < 5,700 kg            | £3,069                | £882                 | £710            | £710            | £355               |
| 5,700 kg to 15,000 kg | £3,069                | £1,947               | £1,775          | £1,775          | £888               |
| > 15,000 kg           | £3,069                | £2,302               | £2,130          | £2,130          | £1,065             |

**NOTE 1:** Where an organisation has approval for an abridged course including ZFTT, and where the applicant already holds a full course in the same type with ZFTT, and where the same FSTD is to be used, the applicant shall pay to the CAA the abridged course charge only rather than the course plus ZFTT charge.

**NOTE 2:** Please note section 16 regarding costs associated with overseas additional site applications and audit visits.

### 7.3.5 **Approval of other training organisations for type ratings**

When making an application specified in Table 41, the applicant shall pay to the CAA in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 41, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge as specified in Table 41 shall be payable on 1 April by all approval holders. The CAA will raise an invoice on the approval holders in respect of the annual continuation charge which will be payable on demand.

**Table 41**

| Ref. | Sub-ref. | Approval activity  | Initial Charge | Continuation charge payable on 1 April |
|------|----------|--|----------------|--|
| a)   |          | For the initial approval of, or for the annual continuation approval charge payable to the CAA on 1 April each year, for the following courses, for each type applied for: |                |  |
|      | i)       | To conduct ground training only for the type rating  | £1,422         | £1,422                                 |
|      | ii)      | A course of flight training for the type rating only   | £1,422         | £1,422                                 |
|      | iii)     | To conduct synthetic flight training for the type rating only  | £711           | £711                                   |

### 7.3.6 **Type rating for new or unusual types of aircraft**

When making an application for the inclusion in a pilot's licence of an aircraft rating for an aircraft type where no application for an aircraft rating for that type has been granted by the CAA during the period of two years immediately preceding the date of the application in question, the applicant shall pay to the CAA, in addition to any other charge payable by virtue of this Scheme in relation to the application, a charge of an amount decided and invoiced by the CAA having regard to the cost to the CAA of:

- a) training an employee of the CAA to act as pilot in command of that type of aircraft; and
- b) training an employee of the CAA to a standard of technical knowledge of that type of aircraft which in the opinion of the CAA will enable that employee of the CAA to examine the applicant for the purpose of his application;

but not exceeding £118,000.

## 7.4 **Approval of courses for Examiner and Instructor Training**

### 7.4.1 **Instructor and Examiner Refresher Seminars**

When making an application for the approval of a course specified in Table 42 or Table 43, the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 42 and 43, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual continuation charge in accordance with Table 42 or 43, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

#### 7.4.1.1 Instructor refresher seminars

**Table 42**

| Ref. | Description   | Initial Approval | Annual continuation charge payable on 1 April |
|------|---|------------------|---|
| a)   | To provide seminars for the FI, FI(R), CRI, IRI, AFI or STI | £721             | £360  |

#### 7.4.1.2 Examiner refresher seminars

**Table 43**

| Ref. | Description  | Initial Approval | Annual continuation charge payable on 1 April |
|------|--|------------------|---|
| a)   | TRE(A) and / or SFE (A) MPA<br>TRE(A) and / or SFE (A) SP HPCA<br>TRE(H) and / or SFE(H)       | £1,000           | £500  |
| b)   | CRE(A)<br>IRE (A) and / or IRE(H)<br>FIE(A) and / or FIE (H)<br>FE CPL(A) and / or FE CPL(H)   | £1,000           | £500  |
| c)   | FE PPL(A) ,FE PPL(H), FE PPL(As)<br>FE LAPL(A), FE LAPL(H), FE LAPL (SPL) or FE LAPL (Balloon) | £1,000           | £500  |
| d)   | FE SPL and / or FE BPL   | £1,000           | £500  |

**NOTE 1:** A maximum of two aircraft categories can be applied for per seminar, where aircraft categories are aeroplane, helicopter, powered-lift, balloon, sailplane or airships.

**NOTE 2:** A single initial approval fee and a single continuation charge will be charged in respect of a group of seminars where a group is a), b), c) or d).

### 7.4.2 Instructor Certificate courses

#### 7.4.2.1 Approval of Single-Pilot Instructor courses

When making an application for the initial approval of a course specified in Table 44, the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 44, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge in accordance with Table 44, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 44 Single-Pilot Instructor courses**

| <b>Ref.</b> | <b>Sub-ref.</b> | <b>Course Type</b>  | <b>Initial Approval</b> | <b>Annual continuation charge payable on 1 April</b> |
|-------------|-----------------|---|-------------------------|--|
| a)          | i)              | Application or continuation for a single course of training for a instructor's certificate in respect of one of the following: <ul style="list-style-type: none"> <li>• FI (Restricted)</li> <li>• IRI</li> <li>• CRI</li> <li>• MCCI</li> <li>• STI</li> <li>• Flight Test Instructor</li> <li>• Mountain Rating Instructor</li> <li>• TRI (for single pilot single engine helicopters)</li> </ul> | 647                     | 578<br>(For all courses approved)                    |
|             | ii)             | To provide courses of training for an AFIC(M)   | 325                     | 287  |

**7.4.2.2 Approval of Multi-Pilot TRI and SFI Certificate courses**

When making an application for the initial approval of a course specified in Table 45 the applicant shall pay to the CAA in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Table 45, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge in accordance with Table 45, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 45 Multi-Pilot TRI and SFI Certificate courses**

| Ref. | Sub Ref.   | Course Type  | Initial Approval | Annual continuation charge payable on 1 April |
|------|--|--|------------------|---|
| a)   | For the initial application for the first or only type specific course, including the Teaching and Learning element for one of the following courses on either an aircraft or an FSTD: |  |                  |   |
|      | i)   | a helicopter $\leq$ 3,175Kg MTWA   | £1,980           | £660  |
|      | ii)  | a helicopter $>$ 3,175Kg MTWA  | £3,205           | £1,068  |
|      | iii)   | any other aircraft (excluding helicopters $\leq$ 15,000 kg MTWA/MTOM (including or excluding LIFUS where training is conducted on an FSTD) | £4,762           | £1,587  |
|      | iv)  | any other aircraft (excluding helicopters) $>$ 15,000kg MTWA (including or excluding LIFUS where training is conducted on an FSTD)         | £5,532           | £1,844  |
| b)   | For all subsequent type specific courses for one of the following courses on either an aircraft or an FSTD:  |  |                  |   |
|      | i)   | a helicopter $\leq$ 3,175Kg MTWA/MTOM  | £1,377           | £459  |
|      | ii)  | a helicopter $>$ 3,175Kg MTWA/MTOM   | £1,980           | £660  |
|      | iii)   | any other aircraft (excluding helicopters $\leq$ 15,000kg MTWA/MTOM (including or excluding LIFUS where training is conducted on an FSTD)  | £3,222           | £1,074  |
|      | iv)  | any other aircraft (excluding helicopters) $>$ 15,000kg MTWA/MTOM (including or excluding LIFUS where training is conducted on an FSTD)    | £3,992           | £1,331  |
| c)   |  | For a simulator to zero flight time upgrade / LIFUS for single and multi-pilot requirements for TRI, SFI or STI                            | £1,641           | N/A   |
| d)   | To extend a type course conducted on a FSTD to include Take Offs and Landings  |  |                  |   |
|      | i)   | FSTD (Helicopters)   | £1,377           | £459  |
|      | ii)  | FSTD (all aircraft excluding Helicopters)  | £1,683           | £561  |
| e)   |  | For a Core course (Teaching and Learning element of a TRI course) to be added to an existing type specific course                          | £1,000           | N/A   |
| f)   |  | For a core course conducted at a third party site  | £1,294           | £1,294  |

**NOTE 1:** A company must ensure that at least one TRI/SFI course includes the Teaching and Learning module as per Table 45 section a); all subsequent approved TRI/SFI courses are to be applied for under Table 45 section b).

### 7.4.3 Examiner certificate courses

When making an application for the approval of a course specified in Table 46, the applicant shall pay to the CAA a charge in accordance with that Table. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 46, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual continuation charge in accordance with Table 46, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 46**

| Ref. | Description  | Initial application | Annual continuation charge payable on 1 April |
|------|--|---------------------|---|
| a)   | TRE(A) and / or SFE(A) including MPA or SPHPCA<br>TRE(PL) and / or SFE(PL)<br>TRE(H) and /or SFE(H) multi-pilot VFR and IFR              | £6,302              | £561  |
| b)   | TRE(H) and /or SFE(H) single-pilot VFR and IFR<br>IRE(A) or (H) or (As)<br>FE CPL<br>CRE(A) IRR  | £3,318              | £455  |
| c)   | FIE  | £2,114              | £455  |
| d)   | TRE(H) and /or SFE(H) single-pilot VFR to IFR<br>TRE(H) and /or SFE(H) single-pilot VFR<br>CRE(A) VFR<br>FE PPL, FE LAPL, FE SPL, FE BPL | £1,659              | £455  |
| e)   | CRE Additional privileges (i.e. Sea, SET, TMG, etc.)<br>Mountain Rating  | £520                | £455  |

**NOTE:** When a single application form is submitted to the CAA which contains more than one examiner standardisation course to be approved, then the initial application charge shall be a single charge relating to the examiner standardisation course that attracts the highest charge.

### 7.4.4 Senior examiner (Revalidation examiner) course attendance

When making an application to attend the senior examiner (revalidation examiner) (aeroplane or helicopter) course, the applicant shall pay to the CAA a charge of £3,222.

## 7.5 Use of simulators under EASA Aircrew Regulation

When making an application specified in Table 47 for the initial approval, variation of an approval in respect of a FSTD used by:

- a) an operator of aircraft that is also an EASA approved training organisation; or
- b) solely an EASA approved training organisation;

the applicant or holder shall pay to the CAA a charge in accordance with that Table.

**Table 47**

| Ref. | Description   | Charge |
|------|---|--------|
| a)   | <b>Initial application:</b><br>Application for assessment of an organisation for suitability to establish an internal process for adding or amending FSTDs to be used on one of its training courses      | £910   |
| b)   | <b>Variation application:</b><br>Application to vary the ATO certificate in respect of adding another FSTD to its training course(s), where this is not in conjunction with another specific application. | £65    |

## 7.6 Approval of a second or additional site

When making an application for a change to the main site or for approval or re-approval or continuation for a second or additional site for the conduct of courses listed in section 7 above, excepting Examiner and Instructor Seminars and Registered Facilities converting to Approved Training Organisations, the applicant shall pay to the CAA the relevant charge specified in Table 48.

An annual continuation charge in accordance with Table 48, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 48**

| Description                             | Initial / Variation application per site | Annual Continuation Charge per site |
|---|--|-------------------------------------|
| Additional site (Standard fee)          | £1,294                                   | £1,294                              |
| Additional site (Lower fee) see Note 2) | £493                                     | £493                                |

**NOTE 1:** A maximum of 10 additional sites will be charged both on initial or variation application or in respect of annual continuation.

**NOTE 2:** The lower site fee will be charged only in respect of organisations offering a maximum of 2 approved courses where the full cost of the course(s) is £1,294 or less.

Provided that where the cost incurred in processing the application exceeds the initial application charge then the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

## 7.7 Approval of Language Proficiency Assessment Bodies

When making an application to become, or continue to act as, an approved Language Proficiency Assessment Body, the applicant shall pay to the CAA the relevant charge specified in Table 49.

An annual contribution charge in accordance with Table 49, shall be payable on 1 April by all approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 49**

| Ref. | Application type  | Initial Charge | Annual continuation charge payable on 1 April |
|------|---|----------------|---|
| a)   | Initial application for grant of approval (including additional sites applied for on initial application) | £3,570         | £2,550  |
| b)   | Approval variation in respect of a change to the main site of the organisation                            | £1,530         | N/A   |
| c)   | Approval variation per site or for an administration amendment to the particulars set out in the approval | £54            | N/A   |

**NOTE 1:** Please note section 16 regarding costs associated with overseas additional site applications and audit visits.

## 7.8 Approval of Flight Test Rating Organisations

When making an application to become, or continue to act as, a Flight Test Rating organisation, the applicant shall pay to the CAA the relevant charge specified in Table 50. Where the time of processing the initial application exceeds the fee payable as quoted in Tables 50, the applicant shall pay to the CAA on demand additional charges as specified under section 7.9 and which explains how the time of processing is calculated.

An annual contribution charge in accordance with Table 50, shall be payable on 1 April by all approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 50**

| Ref. | Application type   | Initial Charge | Annual continuation charge payable on 1 April |
|------|--|----------------|---|
| a)   | <b>Flight Test Rating</b><br>To provide courses of training for a flight test rating | £8,600         | £8,600  |

## 7.9 Additional charges concerning initial course applications and variations to approval

7.9.1 When making an application for any other course approval or subsequent rating not shown elsewhere in the Scheme, the applicant shall pay to the CAA a charge of £1,000. Where the time of processing the application exceeds the fee payable, the applicant shall pay to the CAA additional charges of £172 per hour for the excess hours incurred.



- 7.9.2 Where an application is made in respect of any approval or certification under section 7, where the costs of processing any such application submitted exceed the number of hours calculated at £172 per hour represented by the application fee payable as quoted under section 7 above, excluding Registered Training Facilities converting to Approved Training Organisations, the applicant shall pay to the CAA additional charges based upon a charge of £172 per hour. Any additional charges incurred shall be invoiced in arrears by the CAA to the applicant.
- 7.9.3 Any additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £50,300 for integrated courses and multi-pilot multi-engine type rating courses or £10,000 for other courses or ratings in any year or part of a year in which the investigations for the approval are carried out. Any additional charges incurred shall be invoiced in arrears to the applicant.
- 7.9.4 Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the holder of the approval shall pay to the CAA a charge of £54.

#### 7.10 **Major organisational change**

For the investigations required by the CAA to satisfy itself that any approval given under section 7 should remain in force following a major organisational or managerial change, the holder of the approval shall pay to the CAA a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £50,300 in any year or part of a year during which the investigations are carried out.

## **8 Authorisation and approval of persons and organisations providing Part 66, Part 145 or Part147 engineer training**

### **8.1 Training courses via Direct Course Approval**

When making an application as specified in Table 51, the applicant shall pay to the CAA, subject to paragraph 8.5 and 8.6.

**Table 51**

| <b>Ref.</b> | <b>Authorisation / approval activity</b>  | <b>Charge</b> |
|-------------|---|---------------|
| a)          | For approval of a type rating training course for the purpose of gaining a type rating in an engineer's licence granted under Part 66 for an aircraft with a MTOM > 5,700 kg where the course is not approved under Part-147.                   | £1,179        |
| b)          | For approval of a type rating training course for the purpose of gaining a type rating in an engineer's licence granted under Part 66 for an aircraft with a MTOM ≤ 5,700 kg or below where the training course is not approved under Part-147. | £785          |
| c)          | For the approval of a Part-145 training organisation to conduct practical training courses in respect of gaining a <b>single</b> type rating in an aircraft engineer's licence .  | £650          |

## 8.2 Training courses via Part-147 Approval

8.2.1 When making an application as specified in Table 52 the applicant shall pay to the CAA, subject to paragraph 8.3 and 8.4, in accordance with that Table.

An annual contribution charge in accordance with Table 52, shall be payable on 1 April by the approval holders. The CAA will raise an invoice in respect of the annual continuation charge which will be payable on demand.

**Table 52 – Training via Part-147 Approval – Initial Application and Variations to Approvals**

| Ref. New | Authorisation / approval activity   | Initial Charge | Annual Continuation Charge on 1 April |
|----------|---|----------------|---------------------------------------|
| a)       | For the initial grant or continuation of an approval which includes a single basic class with a single rating / limitation combination                                | £3,621         | £3,621                                |
| b)       | For the initial grant or continuation of an approval which includes a single type class with a single rating / limitation combination (aircraft with a MTOM > 5700Kg) | £3,621         | £3,621                                |
| c)       | For the initial grant or continuation of an approval which includes a single type class with a single rating / limitation combination (aircraft with a MTOM < 5700Kg) | £1,965         | £1,965                                |
| d)       | For the addition of a basic class, including a single rating / limitation combination   | £1,811         | N/A                                   |
| e)       | For the addition of a type class including a single rating / limitation combination (aircraft with an MTOM > 5700Kg)  | £1,811         | N/A                                   |
| f)       | For the inclusion of each additional type rating / limitation combination (aircraft with an MTOM > 5700Kg)  | £430           | N/A                                   |
| g)       | For the inclusion of each additional type rating / limitation combination (aircraft with an MTOM < 5700Kg)  | £275           | N/A                                   |
| h)       | For the inclusion of a permanent site in the approval (including a change to the main site)   | £1,811         | £1,811                                |
| i)       | For the inclusion of a temporary site in the approval   | £430           | N/A                                   |
| j)       | For continuation of an approval which includes more than one class  | N/A            | £4,547                                |

## 8.3. Administrative change

Where no investigation is required, and just an administrative amendment of the particulars set out in an approval is necessary, the holder of the approval shall pay to the CAA a charge of £54.

#### 8.4 Major Organisational Change

For the investigations required by the CAA to satisfy itself that any approval given under section 8 should remain in force following a major organisational or managerial change, the holder of the approval shall pay to the CAA a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £50,300 in any year or part of a year during which the investigations are carried out.

### 9 LICENSING OF AIRTRAFFIC CONTROLLERS

#### 9.1 Grant and renewal of air traffic controller's licences

When making an application specified in Table 53, the applicant shall pay to the CAA in accordance with that Table:

**Table 53**

| Ref. | Application type  | Charge |
|------|---|--------|
| a)   | For the grant or renewal of a Student Air Traffic Controller's Licence  | £140   |
| b)   | For the grant or renewal of an Air Traffic Controller's Licence   | £846   |
| c)   | For the examination for a Unit Endorsement at each aerodrome or place   | £846   |
| d)   | For a rating endorsement to include the use of new or additional radar or other equipment in an existing Unit Endorsement | £846   |
| e)   | For the re-sitting of an examination or part of an examination for a Unit Endorsement                                     | £846   |

#### 9.2 Verification of licensing details

When making an application for the verification of an individual's ATCO licence details, the applicant shall pay to the CAA a charge of £44.

#### 9.3 Initial air traffic controller training organisations

9.3.1 On making application for the certification as a training organisation to provide courses for the initial training of air traffic controllers, the applicant shall pay to the CAA a charge of £32,857.

9.3.2 Organisations holding a valid certificate issued by the CAA to provide courses for the initial training of air traffic controllers, shall pay an annual charge of £32,857 payable to the CAA on 1 April each year.

**NOTE:** 'Initial training' is defined as that which provides basic and rating training leading to the grant of a student air traffic controller licence.

## 10 MEDICAL EXAMINATIONS FOR PERSONNEL LICENCES

### 10.1 Medical examinations for personnel licences

- a) Subject to sub-paragraph b) below, when making an application for a medical examination to be conducted by the CAA, the applicant shall pay to the CAA the total charge appropriate to the type of medical certificate applied for, as specified in Table 54.
- b) With reference to EASA Initial Class 2 medical examinations as specified in Table 54, some approval activities are dependent upon applicant age and licensing requirements and may not be required. Therefore, whilst the charge shown represents the general charge for this examination type, the total charge specified may not reflect the final charge actually made by the CAA which may, on a case by case basis, be less than the specified charge.

**NOTE:** Charges made by aeromedical examiners (AMEs) may vary from those in Table 54 as the AMEs are independent of the CAA.

**Table 54**

| Approval activity  | Medical Certificates |                      |                    |                          |                       |                      |
|--|----------------------|----------------------|--------------------|--------------------------|-----------------------|----------------------|
|  | EASA Initial Class 1 | EASA Initial Class 2 | UK Initial Class 1 | European Initial Class 3 | EASA LAPL Examination | EASA LAPL Assessment |
| Medical examination (including peak flow and urinalysis) | £78                  | £78                  | £78                | £78                      | £78                   |                      |
| Medical assessment                                       |                      |                      |                    |                          |                       | £47                  |
| Administration fee                                       | £42                  | £21                  | £21                | £42                      | £21                   | £21                  |
| Recording and reading of a resting electrocardiogram     | £67                  | £67                  | £67                | £67                      |                       |                      |
| Audiogram and report                                     | £32                  | £32                  | £32                | £32                      |                       |                      |
| Haemoglobin estimation and report                        | £18                  | £18                  |                    | £18                      |                       |                      |
| Lipid estimation and report                              | £19                  |                      |                    |                          |                       |                      |
| Spirometry and report                                    | £33                  |                      | £33                | £33                      |                       |                      |
| Extended ophthalmology                                   | £59                  |                      |                    | £59                      |                       |                      |
| <b>TOTAL CHARGE</b>                                      | <b>£348</b>          | <b>£216</b>          | <b>£231</b>        | <b>£329</b>              | <b>£99</b>            | <b>£68</b>           |

- b) The applicant shall also pay to the CAA the charge specified in Table 54 for each additional test or report that the CAA may require.
- c) When making an application for a medical examination to be conducted by the CAA which is required for the revalidation or renewal of a medical certificate, the applicant shall pay the examination fee and the administration fee specified in Table 54 appropriate to the medical certificate applied for, plus the charge specified in Table 54 for each test or report which the CAA may require.

**NOTE:** An EASA LAPL medical examination is required for the first examination followed by medical assessments until the pilot reaches 50 years of age after which medical examinations are required. However, an EASA LAPL examination may be required if necessary at any time up to 50 years of age.

## 10.2 Certification of aeromedical centres (AeMCs)

When making an application specified in Table 55 for the initial certification of an AeMC or being invoiced by the CAA to pay an annual charge for continuation of the certification, the applicant or approval holder shall pay to the CAA in accordance with that Table:

**Table 55**

| Ref. | Certification activity  | Initial Certification | Annual continuation charge payable from 1 April |
|------|---|-----------------------|---|
| a)   | Certification of an AeMC for the issue of EASA Class 1 and 2, EASA LAPL and UK Class 1 medical certificates but excluding European Class 3 medical certificates | £2,800                | £2,100  |
| b)   | Approval of an AeMC for the purpose of issuing European Class 3 medical certificates  | £1,400                | £1,050  |
| c)   | Certification and approval of an AeMC to carry out the above two activities   | £3,500                | £2,625  |

## 10.3 Certification and recertification of aeromedical examiners (AMEs)

When making an application specified in Table 56 for the initial certification of an AME or the annual recertification of the AME, the applicant or certificated AME shall pay to the CAA in accordance with that Table:

**Table 56**

| Ref. | Certification activity   | Initial certification | Annual recertification charge payable from 1 April |
|------|--|-----------------------|--|
| a)   | For issue of EASA Class 1, 2 and EASA LAPL, European Class 3 and UK Class 1 medical certificates | £1,250                | £317   |
| b)   | For issue of EASA Class 2 and EASA LAPL medical certificates only                                | £800                  | £233   |
| c)   | Upgrade from b) to a) above  | £700                  | N/A  |

## 10.4 Aeromedical examiners (AMEs) – submission of medical reports using the AME Online system

An AeMC or AME who on any specified date holds a CAA approval for the electronic transmission of the following medical certificate examination reports to the CAA, shall pay to the CAA on that specified date the charge specified in Table 57 for each medical examination carried out by the AeMC or AME during the previous three months, the results of which have been transmitted to the CAA by way of the approved electronic transmission.

**Table 57**

| Medical examination category                                | Charge (using AME online) |
|---|---------------------------|
| EASA/UK Class 1 or European Class 3 revalidation or renewal | £14                       |
| EASA Class 2 Initial, revalidation or renewal               | £8                        |

The specified dates for the purpose of these charges are 31 March, 30 June, 30 September and 31 December in each year.

**10.5 Approval of medical training courses**

When making an application from an organisation for the CAA to approve its training course in aviation medicine, the applicant shall pay to the CAA a charge of £4,200.

**10.6 Change of EU Member State of Licence**

When making an application by an individual to change the state of licence issue of a medical certificate to one issued by the UK from another EASA Member State or where the applicant applies to change the state of licence issue of a medical certificate from the UK to another country, the applicant shall pay to the CAA a charge of £75. The applicant shall be liable for the cost of any language translation fees.

**10.7 Oversight of non-UK certificated AeMCs or AMEs practising in the UK**

On instruction from a non-UK EASA National Aviation Authority (NAA), the UK CAA may be required to undertake a level of cooperative oversight of the non-UK certificated AeMCs or AMEs relating to that NAA that are practising in the UK. On agreement with the NAA as to the level of oversight to be performed by the UK CAA, an initial payment shall be made by the NAA based on the number of estimated hours required multiplied by an hourly rate of £300.

Additional charges will be invoiced by the CAA where the associated costs exceed the initial payment made by the NAA. The additional charges will be based on a charge rate of £300 per hour.

**11 FLIGHT INFORMATION SERVICE OFFICERS (FISOs)****11.1 Licensing of FISOs**

- a) When making an application for the grant of a FISO Licence, the applicant shall pay to the CAA a charge of £105, and for any written examination required for the above, the applicant shall pay to the CAA a charge of £118.
- b) When making an application for the naming of a place, or any additional place, in a FISO Licence, the applicant shall pay to the CAA a charge of £69, and for any examination conducted by the CAA for that purpose, the applicant shall pay to the CAA a charge of £652.

**11.2 Authorisation as an examiner for validity examinations**

When making an application for appointment as an examiner authorised to conduct examinations for the FISO Licence, the applicant shall pay to the CAA a charge of £652.

**12 RADIO OPERATOR'S CERTIFICATE OF COMPETENCE (ROCC)**

When making an application specified in Table 58 for the grant of an ROCC, the applicant shall pay to the CAA in accordance with that Table:

**Table 58**

| Ref. | Type of certificate                                    | Charge |
|------|--|--------|
| a)   | ROCC – Air Ground Communication Service (AGCS)         | £35    |
| b)   | ROCC (Offshore) – Offshore Communication Service (OCS) | £35    |
| c)   | ROCC (Parachute) – Parachuting                         | £35    |

**13 AIRCRAFT MAINTENANCE ENGINEER LICENSING**

## 13.1 Licences and examinations

When making an application for a licence to act as an Aircraft Maintenance Engineer or for the inclusion of a type or group rating in such a licence, the applicant shall pay to the CAA the specified charge as shown in Table 59:

**Table 59**

| Ref. | Description   | Charge            |
|------|---|-------------------|
| a)   | For the grant of a licence issued in accordance with BCAR Section L under Article 33(1) of the Order to include a Without Type Rating sub-division, for each application  | £275              |
| b)   | For the extension of a licence issued in accordance with BCAR Section L under Article 33(1) of the Order to include a Without Type Rating sub-division  | £131              |
| c)   | i) For the grant or extension of a basic licence issued in accordance with Part-66, for each category/sub-category combination  | £320              |
|      | ii) Where a Category C basic rating is applied for in isolation   | £131              |
|      | Where a Category C basic rating is applied for concurrently with Category B1, B2 or B3, no charge shall be payable for the grant of the Category C rating   |                   |
| d)   | For the grant of a Part-66 licence issued on conversion from a BCAR Section L licence, including any type rating held on the original licence   | £320              |
| e)   | For the grant of a Part-66 licence on the transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA where a BCAR Section L licence is not held   | £320              |
| f)   | For each attempt at a written examination module or part module conducted by the CAA  | £43               |
| g)   | For an examination paper to be re-marked  | £33               |
|      | The charge shall be refunded if a pass is subsequently awarded as a consequence of an error made by the CAA   |                   |
| h)   | For the refund, transfer or amendment of fees or when an examination has been re-arranged at the request of the applicant   | £33               |
| i)   | For the issue of a duplicate or replacement examination result notification or duplicate confirmation of a booking  | £33               |
| j)   | Subject to sub-paragraph k), for the inclusion of any type rating or group  | £131              |
|      | Except that where type ratings are included at the same time as a Part-66 licence is first issued, either on conversion of a BCAR Section L licence or on the basis of transfer of certification privileges granted in accordance with a company authorisation or approval scheme approved by the CAA, the maximum charge for all type ratings so included shall be | £391<br>(Maximum) |

**Table 59 (continued)**

| Ref. | Description  | Charge |
|------|--|--------|
| k)   | Where a type rating is applied for within Category C concurrently with the same type rating within Category B1, B2 or B3 no charge is payable for the Category C type rating | N/A    |
| l)   | For each individually received application for the removal of one or more limitations from a Part-66 licence   | £54    |
| m)   | Where limitations are requested to be removed as part of the conversion process, no charge shall be made   | N/A    |
| n)   | For the renewal of a licence valid for five years  | £320   |

**NOTE:** Where a licence is submitted for type addition, amendment or other change within the five year period, this licence action will trigger the requirement for a further five years of validity to be issued. The licence will be automatically re-issued for five years and only a proportional fee applied. The fee will be equal to the full renewal fee minus years lost on submission, rounded up to the nearest full year.

**As an example only,** if the licence had used 2 years 3 months of validity on presentation for a further licence amendment then the renewal charge would be:

Lost years: 5 years – 2 yrs 3 months

= 2 years 9 months rounded up to the nearest full year, being 3 years

Charge is  $(£320) \div 5 \times (5 - 3) = (£128)$ .

### 13.2 Licence assessment qualification

When making an application for the requirements as specified in Table 60, the applicant shall pay to the CAA in accordance with that Table:

**Table 60**

| Ref. | Description  | Charge                             |
|------|--|------------------------------------|
| a)   | For the assessment or re-assessment of a qualification for the purpose of exemption from any of the requirements for the issue or extension of a licence to act as an Aircraft Maintenance Engineer<br><br>If the cost of the assessment exceeds this amount, a charge of such amount as may be decided and invoiced by the CAA but not exceeding £36,300 in respect of each assessment or reassessment. | £1,811<br><br>£36,300<br>(Maximum) |
| b)   | For an assessment or re-assessment, particular to that applicant, of the evidence, examinations or tests which the CAA will require for his knowledge, experience, competence or skill for an engineer's licence   | £131                               |
| c)   | For the verification of licence documents for overseas validation or for the verification of an individual's licence details and history   | £44                                |



**14 ALTERNATIVE MEANS OF COMPLIANCE**

When making an application for the CAA to review an Alternative Means of Compliance (AltMOC) for an organisation or individual that would still allow the establishment of compliance with implementing rules made under Regulation (EC) No. 216/2008, the applicant shall pay to the CAA a charge of £480. Should the CAA review exceed three hours, the applicant shall to pay to the CAA additional charges of £172 per hour for the excess hours incurred or part thereof. These additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £10,000 in any year or part of a year in which the investigations are carried out. All charges (other than the charge payable on application) are to be paid within 30 days of invoice date.

**15 COPIES OF AND AMENDMENTSTO DOCUMENTS**

When making an application specified in Table 61, the applicant shall pay to the CAA in accordance with that Table:

**Table 61**

| <b>Ref.</b> | <b>Description</b>   | <b>Charge</b> |
|-------------|--|---------------|
| a)          | For the issue by the CAA of a copy or replacement of a document issued under Parts 3 to 8 of the Order   | £46           |
| b)          | For the amendment of the personal particulars, including a change of name consequent upon marriage or divorce, included in a licence or certificate to act as:<br>i) a flight crew member or an aircraft maintenance engineer or an air traffic controller or a flight information officer; or<br>ii) a radio operator.<br>Excludes change of address. | £46<br>£27    |
| c)          | For the issue by the CAA of a copy or replacement document for an air traffic controller licence, a student air traffic controller licence, or a flight information officer's licence issued under Parts 24 or 25 of the Order   | £27           |
| d)          | For a copy or replacement of a document retained by the CAA concerning flight crew, engineer or air traffic control licensing or a radio operator's certificate of competence  | £27           |

Items sent by courier service will be charged a fee according to the regional area destination of each posting in addition to the fees shown in Table 61.

## 16 ADDITIONAL CHARGE WHERE FUNCTIONS ARE PERFORMED ABROAD

An additional charge is payable to the CAA where, in connection with any function for which a charge is specified in this Scheme the CAA deems it necessary for an employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside of the country in which he or she is normally stationed.

The applicant or holder shall pay to the CAA on demand, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred by it.

The additional charge shall not exceed, for each employee of the CAA or each person appointed to act on behalf of the CAA, £13,260 per week, or part of a week, during which each such employee or any other person appointed to act on behalf of the CAA is absent from the country in which he or she is normally stationed.

For the purpose of this section the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country.

## 17 DEFINITIONS /GLOSSARY

17.1 For the purposes of this Scheme:

| ABBREVIATION                                   | DEFINITION   |
|--|--|
| AFI  | Assistant Flying Instructor's rating   |
| AFIC(M)  | Assistant Flight Instructor's Rating (Microlight)  |
| Approval                                       | Includes certification or authorisation  |
| As   | Airships   |
| ATO  | Approved Training Organisation   |
| ATPL(A), ATPL(H)                               | Airline Transport Pilot Licence (Aeroplanes) / (Helicopters)   |
| BCAR   | means British Civil Airworthiness Requirements   |
| BIFM   | Basic Instrument Flight Module   |
| BPL  | Balloon Pilot Licence  |
| Certified for Multi-Pilot Operation            | means an aircraft which is not certificated for single pilot operation   |
| CPL(A), CPL(H), CPL(As)                        | Commercial Pilot Licence (Aeroplane) / (Helicopter) / (Airship)  |
| CRE  | Class Rating Examiner  |
| CRI  | Class Rating Instructor  |
| Differences Training                           | means the necessary training as detailed in respect of EASA Aircrew Regulation and the EASA Type rating List in order for a pilot to change to another variant of the aeroplane or helicopter within one type rating |
| EASA   | means the European Aviation Safety Agency  |
| EASA Aircrew Regulation                        | means Commission Regulation (EU) No.1178/2011 as amended from time to time   |
| EASA Pilot licence or EASA Flight Crew licence | means a Part-FCL licence defined in the EASA Aircrew Regulation  |

| <b>ABBREVIATION</b>                       | <b>DEFINITION</b>   |
|---|---|
| EASA Air Operations Regulation            | refers to Commission Regulation (EU) No.965/2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No. 216/2008 of the European Parliament and the Council as amended from time to time.                 |
| EU-Ops                                    | means Annex 3 to Commission Regulation (EC) No. 3922/91 as amended by Commission Regulation (EC) No. 859/2008.  |
| FE  | Flight Examiner   |
| FI  | Flight Instructor rating  |
| FI (R)                                    | Flight Instructor (Restricted) rating   |
| FSTD                                      | Flight Simulation Training Device   |
| HPA                                       | High-performance aircraft   |
| Integrated Training                       | means the completion of all elements of instruction and training in one continuous approved course for a specific licence at an approved flying training organisation under the supervision of the head of training of that flying training organisation.                     |
| IFR                                       | Instrument Flight Rules   |
| IR  | Instrument Rating   |
| IRE                                       | Instrument Rating Examiner  |
| IRI                                       | Instrument Rating Instructor  |
| JAR Pilot Licence                         | means a JAR-compliant (flight crew) licence (as defined in article 2 of the EASA Air Crew Regulation) which had been issued by the UK CAA.  |
| LAPL                                      | Light Aircraft Pilot Licence  |
| LIFUS                                     | Line Flying Under Suspension  |
| MCC                                       | Multi-crew co-operation course  |
| MCCI                                      | Multi-crew co-operation course Instructor   |
| MTOM                                      | means maximum take-off mass   |
| MTWA                                      | means maximum take-off weight authorised  |
| Major organisational or managerial change | means a change which the CAA reasonably considers to be a major organisational or managerial change.  |
| Modular training                          | means the completion of instruction and training for a specific licence or rating where the flying and theoretical training can be completed at separate organisations approved for that purpose. Each part supervised by the Head of Training of that training organisation. |
| MPA                                       | Multi-pilot Aircraft  |
| MPL                                       | Multi-Crew Pilot Licence  |
| National UK Pilot licence                 | means a UK pilot licence granted under Part 7 of the Order  |
| The Order                                 | means the Air Navigation Order 2009 (as amended) and any reference to an Article or Part of the Order shall, if that Order be amended or revised, be taken to be a reference to the corresponding provisions of the Air Navigation Order for the time being in force.         |
| Part-66                                   | means Annex (III) so entitled to Commission Regulation (EU) No. 2042/2003 (as amended).   |
| Part-145                                  | means Annex (II) so entitled to Commission Regulation (EU) No. 2042/2003 (as amended).  |
| Part-147                                  | means Annex (IV) so entitled to Commission Regulation (EU) No. 2042/2003 (as amended).  |
| PIFM                                      | Procedural Instrument Flight Module   |

| ABBREVIATION  | DEFINITION  |
|---|---|
| PPL   | Private Pilot Licence   |
| Professional Pilot's Licence  | means a licence of one of the following classes:  |
| <p><b>European Licences:</b></p> <ul style="list-style-type: none"> <li>• Airline Transport Pilot Licence (Aeroplanes)</li> <li>• Airline Transport Pilot Licence (Helicopters)</li> <li>• Multi-Crew Pilot Licence (Aeroplane)</li> <li>• Commercial Pilot Licence (Aeroplane)</li> <li>• Commercial Pilot Licence (Helicopters)</li> <li>• Commercial Pilot Licence (Airships)</li> </ul>   | <p><b>UK National Licences:</b></p> <ul style="list-style-type: none"> <li>• Airline Transport Pilot's Licence (Aeroplanes)</li> <li>• Airline Transport Pilot's Licence (Helicopters)</li> <li>• Commercial Pilot's Licence (Aeroplane)</li> <li>• Commercial Pilot's Licence (Helicopters)</li> <li>• Commercial Pilot's Licence (Airships)</li> <li>• Commercial Pilot Licence (Balloons)</li> <li>• Commercial Pilot Licence (Glider)</li> <li>• Commercial Pilot Licence (Gyroplanes)</li> </ul> |
| Private Pilot's Licence   | means a licence of one of the following classes:  |
| <p><b>European Licences:</b></p> <ul style="list-style-type: none"> <li>• Private Pilot Licence (Aeroplanes)</li> <li>• Private Pilot Licence (Helicopters)</li> <li>• Private Pilot Licence (Airships)</li> <li>• Balloon Pilot Licence</li> <li>• Sailplane Pilot Licence</li> <li>• Light Aircraft Pilot Licence (Aeroplanes)</li> <li>• Light Aircraft Pilot Licence (Helicopters)</li> <li>• Light Aircraft Pilot Licence (Balloons)</li> <li>• Light Aircraft Pilot Licence (Sailplanes)</li> </ul> | <p><b>UK National Licences:</b></p> <ul style="list-style-type: none"> <li>• Private Pilot's Licence (Aeroplanes)</li> <li>• Private Pilot's Licence (Helicopters)</li> <li>• Private Pilot's Licence (Balloons and Airships)</li> <li>• Private Pilot's Licence (Gyroplanes)</li> </ul>  |
| Revalidation  | For the purposes of flight crew licences, 'revalidation' means the grant of a further specified period of validity for a licence, rating, qualification, approval or authorisation ('the licence etc.') which allows the holder to continue to exercise its privileges for a further specified period where the licence etc. is valid at the time the application is received.  |
| Renewal   | For the purposes of flight crew licences, 'renewal' means the grant of a further specified period of validity for a licence, rating, qualification, approval or authorisation ('the licence etc.') which allows the holder to exercise its privileges for a further specified period where the licence etc. is no longer valid at the time the application is received.   |
| Restriction   | referred to in sub-paragraph 3.6 means any statement on the licence that restricts the privileges.  |
| SET   | Single-engine Turbine   |
| SPL   | Sailplane Licence   |
| SFE   | Synthetic Flight Examiner   |
| SFI   | Synthetic Flight Instructor   |
| SPHPCA  | Single-pilot High-performance complex aircraft  |
| STI   | Synthetic Training Instructor   |
| TMG   | Touring Motor Glider  |
| TRE   | Type rating Examiner  |
| TRI   | Type rating Instructor  |
| VFR   | Visual Flight Rules   |
| Zero Flight Time Training / ZFTT  | means training given on an aircraft type rating course that is carried out entirely in a simulator.   |

References to an employee of the CAA include a member of the CAA.

References to full flight simulators, flight training devices, flight navigation procedure trainers and basic instrument training devices have the same meaning as in JAR-STD (Joint Aviation Requirements – synthetic Training Devices) or EASA Part-ORA.FSTD (EASA Aircrew Regulation).

References to crew resource management have the same meaning as in JAR-OPS 3 (Joint Aviation requirements – helicopter Operations) and in EU-Ops (for aeroplane operations) and in EASA Air Operations Regulation.

- 17.2 All other expressions used in this scheme shall, unless the context otherwise requires, and where appropriate, have the same respective meanings as in the Order, EASA Aircrew Regulation, EASA Air Operations Regulation, Part-66 or Part-147.

## **18 COMMENCEMENT**

This Scheme shall come into operation on 01 April 2014.