1. PERSONAL DETAILS

FLIGHT RADIO TELEPHONY OPERATOR'S LICENCE - GRANT OR RENEWAL APPLICATION



Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

Doroonal reference n	umbor (if kn	2)4/D)]				
Personal reference number (if known)							Forename(s)						
Title							Date of birth (dd/mm/yyyy)						
Nationality							Town of birth						
Permanent address										•			
							Postcode						
E mail address								Fax Number					
Telephone Number								Alternative Telephone					
Address for correspondence (if different from above)													
Address for correspondence (if different from above)													
							Postcode						
2. PARTICULARS OF ANY OTHER FLIGHT CREW LICENCES HELD OR APPLIED FOR (see Guidance Notes)													
Include non UK licences or UK Medical Certificates if in use for qualifying flights													
Issuing Authority Type/Class of L			icence			Licence I		ce No.		Expiry Date			
3. CERTIFICATE OF EXAMINATION (see Guidance Notes)													
This part must be completed by the Authorised Examiner(s)						<u> </u>	.	EN	(0:	F No.			
					Date asse		Paper No	Mark %	Examiner Name	e/Sign	Examiner No		
(a) UK Communications (Written)*													
(b) HF Theory (Written)											RT		
(c) Radiotelephony Practical Test								N/A			RT		
*CPL/ATPL applicants who have passed the JAA Subject 90 Communications are exempt the UK written examination.													
4. CAA USE ONLY													
4. CAA USE ONLT													
Date						Enclos	Enclosures						
Receipt No.													
Cheque/PO/Cash Access/Visa/Switch	£												
		Name and Date						Re	mark DESP/LABEL				
Loaded by:						VH	VHF only						
Signed by:								orsement					
Desp by:						YES / NO							

5. CERTIFICATE OF TRAINING or EXPERIENCE for GRANT OR RENEWAL								
I certify that:	*is undergoing a recognised course of Pilot training *is employed by this Company and has satisfactorily exercised the privileges of the FRTOL during the 36 months preceding this application							
	*delete as appropriate							
Signature	Company Stamp							
Name								
Organisation/Company								
6. PAYMENT METHODS								
	linekin.							
All fees must be paid in advance, failure to do so will delay your application.								
The fees for licences, associated ratings and assessments are contained in the latest Scheme of Charges. This is available on our website - www.caa.co.uk - under Personnel Licensing.								
I am paying by (Please tick appropriate box).								
MASTERCARD SWITCH VISA CHEQUE OTHER								
Cheques MUST be made payable to CIVIL AVIATION AUTHORITY								
Please note that we do not accept AMERICAN EXPRESS or DINERS CARD.								
If paying by credit or debit card please complete the following. (block capitals)								
Card holder's name (in full)								
Amount £								
Card Number and Security Code								
Expiry date Card issue number (switch only)								
Address of Card Holder if different from Applicant								
7. DECLARATION								
7. DECEMBRION								
I declare that the information provided on this form is correct.								
I agree to receive Flight Crew Safety materal from the CAA only*/Safety material from authorised sources*. I do not wish to receive Safety material*.								
*delete as appropriate								
Signature								
It is an offence to make, with intent to deceive, any false representations for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.								
8. SUBMISSION INSTRUCTIONS (see Guidance Notes)								
Send your completed application form to:								
Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR.								
Together with:								
(a) the fee, if it is due								
(b) the Medical Certificate if undergoing a recognised course of Pilot training								
(c) evidence of experience for renewal of existing licence								

FLIGHT RADIO TELEPHONY OPERATOR'S LICENCE - GRANT OR RENEWAL APPLICATION



GUIDANCE

General Guidance

- 1) Sections 1, 2 and 7 must be completed by the applicant in all cases. Applicants wishing to renew an existing FRTOL but who do not hold any other UK Flight Crew Licence, shall provide evidence of operating an aircraft radio station in the 36 months immediately preceding this application. Evidence may take the form of a log book, clearly showing flights on which the holder operated an aircraft radio station, or a Certificate (Section 5) from an employer on whose behalf radio operation took place.
- 2) Applicants should be familiar with the Air Navigation Order (ANO) currently in force, which details the privileges of the Flight Radiotelephony Operator's Licence. This licence conveys no privileges for the operation of radio stations that are not installed in aircraft. Aircraft radio installations must have a separate radio station licence issued by the Radiocommunications Agency (RA).
- 3) If the licence is required for use on exercises carried out under the student pilot privileges of a Joint Aviation Authority (JAA) Medical Certificate, then that certificate should be submitted together with this application. Section 5 must be completed by the HT, or responsible person at the FTO/Registered Facility at which the applicant is undergoing a recognised course of Pilot training. No fee is payable.
- 4) If the licence is intended for use in conjunction with a current CAA issued flight crew licence, no fee is payable.

Section 3. Certificate of Examination

- Section 3 shall be completed by an Examiner authorised by the CAA to conduct tests and examinations for the Flight Radiotelephony Operator's Licence.
- Radiotelephony licences issued to professional pilots who have passed the CAA/JAA Navigation Group of subjects for the CPL/ATPL do
 not include the VHF only limitation. Other applicants who require to operate HF radiotelephony equipment (below 30 MHz) are required to
 pass the additional HF written examination in order to have the VHF only limitation removed. No fee is payable for the removal of this
 limitation.
- The syllabus and details of training to be completed for the issue of this licence are published annually by Aeronautical Information Circulars (White) together with details of Examiners authorised to conduct the examinations. The UK radiotelephony procedures are published in the CAA publication CAP 413 'Radio Telephony Manual'. Applicants should also read the relevant sections of the UK Aeronautical Information Publication (AIP). Candidates for JAA professional pilot licences should be aware that the 'Communications' syllabus is published in JAR-FCL Part 1 Subject 090. Applicants who have passed Subject 90 will be required to pass the UK Radiotelephony written examination and are exempt Section 3(a). Details of the date of passing Subject 90 should be included.

Section 6. Payment Method

- If no other flight crew licence is held or applied for, the appropriate fee, as set out in the current Scheme of Charges, is payable for the issue of a Flight Radiotelephony Operator's Licence.
- Radiotelephony examinations and tests can be taken at the centres listed in Aeronautical Information Circulars. These centres are normally
 associated with Flying Training Organisations or Educational Establishments. Applicants, who should make prior arrangements with the
 test centre concerned, will be required to pay an examination fee to the examiner or test centre. Details of examination centres are available
 on our website www.caa.co.uk under Personnel Licensing.