



BMAA TECHNICAL INFORMATION LEAFLET (TIL)

TIL 076 ISSUE 2

A8-1/21 PERMIT TO FLY APPLICATION PROCESS

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1. Introduction

This leaflet is a guide for UK type-approval holders (normally approved to BCAR A8-1 or A8-21) on how to apply to the BMAA for issue of a National Permit to Fly (NPtF) for Microlight aeroplanes. This process will normally be used for newly manufactured aircraft, but may be used for used aircraft (that have or have not previously held a UK NPtF).

The BMAA added the ability to issue NPtF on behalf of the CAA to the scope of its BCAR A8-26 approval in May 2019. It is the first organisation to be able to do this, and follows a change in the Air Navigation Order 2016 that allows the CAA to delegate this responsibility.

Nothing within this document should be taken to override a type-approval holder's CAA-approved procedures. If there is a conflict please advise the BMAA, and raise with the CAA, to resolve.

This document (issue 1) is issued in June 2019. Comments or queries on this document should be emailed to technical.office@bmaa.org.

1.1. Foreign flight exemption

In the past NPtF issued by the CAA contained an exemption from the Air Navigation Order provision prohibiting aircraft on a NPtF flying in foreign airspace.

This exemption wording is not on the NPtF issued by the BMAA. The CAA has issued General Exemption E 4877 (<https://publicapps.caa.co.uk/docs/33/1305.pdf>) to achieve the same effect.

2. Application

2.1. Prerequisites

Note processing of the application cannot start without the following actions being completed by the manufacturer:

1. **Registered on G-INFO** - the aircraft must be registered correctly (and visible on G-INFO)
2. **BMAA Membership** - the new owner/s need to have current BMAA membership
3. **Payment received** - correct payment for the application must have been received
<https://www.bmaa.org/catalogue/continued-airworthiness---permit-fees/initial-bmaa-permit-to-fly-certificate--not-normal-renewals->

2.2. Application contents

Please email the entire application to technical.office@bmaa.org:

1. **Application form BMAA/AW/090** - signed by a suitably authorised company signatory
2. **Aircraft Statement of Conformity**
3. **Weight and Balance reports** - signed by a suitably authorised company signatory
4. **Proof of flight testing** - signed by a suitably authorised company signatory
5. **Status of SB's & MPD's** - signed by a suitably authorised company signatory
6. **Supporting documentation (as applicable):**
 - a. Instrumentation fit report
 - b. Modifications report
 - c. Concessions report
 - d. Miscellaneous report/s

3. Explanatory notes

3.1. Application form and supporting documentation

Form BMAA/AW/090, 'Report and Recommendation for the Issue of a National Permit to Fly and Certificate of Validity'. A Word copy of the form is available by emailing technical.office@bmaa.org.

The additional information requested in Section 4 of the application form is required to assist the BMAA in supporting the aircraft's continued airworthiness. If any of this information is not contained in the Statement of Conformity, please provide it in supporting documentation.

3.2. Aircraft Statement of Conformity

A BCAR A8-21 organisation should use the Aircraft Statement of Conformity format in BCAR A8-21.

A BCAR A8-1 organisation should use the Aircraft Statement of Conformity format specified in their CAA-agreed procedures. If BMAA considers the format unsatisfactory in any respect they will advise. In lieu of a format in their procedures BMAA recommend using the Aircraft Statement of Conformity format in BCAR A8-21.

3.3. Weight and Balance reports

The intention of the Weight and Balance reports are to:

- Provide the actual empty weight and CG location of the aircraft in its delivered configuration (i.e. WITH optional equipment fitted).
- Demonstrate compliance with the balance requirements (in its delivered configuration). BCAR Section S paragraph S23 applies for Microlight aeroplanes.
- Declare and demonstrate compliance with the basic empty weight requirement. This may be WITHOUT optional equipment fitted if necessary. BCAR Section S paragraphs S25 and S29 apply for Microlight aeroplanes.

We strongly recommend use of BMAA form BMAA/AW/028 for this purpose, which is in the form of a MS Excel spreadsheet.

4. Miscellaneous

4.1. Fee

The fee consists of an administrative fee for issue of the NPTF Certificate, plus the normal (annual) fee for the first year's validity.

Please see the BMAA's list of current airworthiness fees.

<https://www.bmaa.org/catalogue/continued-airworthiness---permit-fees/initial-bmaa-permit-to-fly-certificate--not-normal-renewals->

4.2. Service Standard

5 working days from receipt of all correct documentation and payment (subject to access to the required CAA systems, such as 'Permits Online').