

**Aircraft Information:**

1) Aircraft Registration G - \_\_\_\_\_

**Nominated Aircraft Owner's Application and Declaration:****(BMAA Aircraft Ownership Trustee Grid to be enclosed for aircraft owned by more than 1 person – see guidance note 2 overleaf)**

I apply to the BMAA for the issue of a Certificate of Validity for the aircraft described above.  
I have not withheld or falsified any information relevant to the application.

2) Owner's name: \_\_\_\_\_ 3) Owner's BMAA number: \_\_\_\_\_

4) Date of application: \_\_\_\_\_ 5) Owner's signature: \_\_\_\_\_

6) Owner's email address: \_\_\_\_\_

All Certificates will be emailed to the owner as standard practice.

7) Please post me a paper copy of the Certificate of Validity (add £2.00 to BMAA fee) Tick if required.

**Payment details. Select one option only:**8)  I have made payment through the 'My Account' section of the BMAA website<sup>2</sup> I enclose a cheque made payable to the "BMAA".<sup>2</sup>To view the 'My Account' section, you need to be a registered user and logged in to the website

Details of fees are published on the BMAA website.

**To be included with your application:**

- Application form signed and dated
- **BMAA Ownership trustee grid (applies to all aircraft with more than 1 owner including company-owned aircraft)**
- Inspection worksheet fully completed by BMAA inspector
- Check flight schedule fully completed by check pilot
- Payment details submitted
- *AW/028 Weight report (if applicable)*
- *AW/091 Special Inspection report (if applicable)*
- *AW/026 Certificate of Validity Suspension (if applicable)*

**Submission details:**Send by post to:

BMAA, Unit 6 Somerville Court, Banbury Business Park, Adderbury, Oxfordshire, OX17 3SN.

or email (as pdf) to:[permits@bmaa.org](mailto:permits@bmaa.org)or upload via your membership account at:[www.bmaa.org](http://www.bmaa.org)**HAVE YOU INCLUDED EVERYTHING REQUIRED WITH YOUR APPLICATION?**

## BMAA Form AW/001 Guidance Notes

### Purpose of the Form AW/001

- AW/001 is an application form requesting that the BMAA issues a Certificate of Validity to validate an existing Permit to Fly for a BMAA aircraft.
- The information requested on the form is the minimum required to process the application.
- The owner's application and declaration confirm their personal details and that they have made an honest application.

**Check list for Form completion. This check list does not form part of the application and so need not be submitted with the application.**

Item No	Description	Purpose	Completed correctly (Y or N)
1)	Aircraft Registration G-	To identify the aircraft for which the application is made.	
2)	Owners' names	For the purposes of this application an aircraft owner is registered as such with the CAA and the details are displayed on G-INFO. This can be either as a sole owner of the aircraft, a member of a syndicate or group to which the aircraft is registered or as a director of a company registered as the owner of the aircraft.  Applications can only be made by aircraft owners.	
3)	Owners' BMAA number	From the 1st January 2019, the BMAA will only be revalidating permits for aircraft which are owned in their entirety by BMAA members. All members of syndicates/groups, and all company directors of company-owned aircraft, are therefore required to be current BMAA members at the time of permit revalidation.  <b>A BMAA Aircraft Ownership Trustee Grid must be submitted with the permit revalidation forms for all aircraft which are owned by more than 1 person - including company owned aircraft.</b>  The above may not apply to aircraft owned solely by a towing syndicate. Trustees for aircraft which are owned by, and used solely for the purposes of, hang-glider towing syndicates should contact the BMAA before making the application.	
4)	Date of application	To confirm that the application and declaration was made following a successful inspection and check flight. These dates will be recorded on the Inspection Worksheet and Check Flight Schedule.	
5)	Owner's signature	To confirm the Application and Declaration and prevent fraudulent applications. Must be handwritten. Unfortunately we cannot accept any form of electronic signature at present.	
6)	Owner's email address	Certificates of Validity are emailed to the applicant at the email address provided.	
7)	Please post me a paper copy of the Certificate of Validity	To reduce fees chargeable to applicants all Certificates of Validity are sent by email. Applications requesting a hard copy are subject to an additional fee to cover printing and postage.	
8)	Payment method	Confirm whether paid through the website or cheque enclosed.	
9)	Submission details	The application form should be submitted to the BMAA together with the completed Inspection Worksheet and Check Flight Schedule. <ul style="list-style-type: none"> <li>○ AW/028 Weight report (if applicable)</li> <li>○ AW/091 Special Inspection report (if applicable)</li> <li>○ AW/026 Certificate of Validity Suspension (if applicable)</li> </ul>	

Please note that we have done everything we can to make the application process as simple as possible. Please ensure that the application documents and payment are correct, otherwise applications will be subject to delay.

You can trace the progress of your application on the BMAA web site by following the link "Where's my paperwork" from the webpage footer. This is updated at the end of each working day.