

**This page is not part of the application and is for your information only.
This page has not to be sent to the Belgian CAA.**

Record of versions

Version number	Date of revision	Topics
0.1	01/04/2013	Initial version
1.0	01/03/2017	New layout

When to use this application form?

In case of applying for a Balloon Pilot Licence (BPL) or a Light Aircraft Pilot Licence (LAPL)

Which sections to fill in?

Section 1 – Application – has to be filled in systematically.

If you want to convert a valid ICAO licence to a Belgian PPL, fill in the “1.2 Application” section

- In this case, you have to provide the details of your ICAO licence and provide us a copy of it.
Otherwise fill in the “1.1 Application” section only.

Section 2 – Details of the applicant – has to be filled in systematically.

The details concerning the applicant are self-explanatory.

Section 3 – Address for correspondence – has to be filled in if the address for correspondence is different from your personal address.

Section 4 – Medical fitness

You have to provide us with a copy of your medical certificate issued in conformity with Part-Medical.

Section 5 – Confirmation of theoretical knowledge examination – has to be filled in systematically.

You have to provide us with a certified copy of your examination results when the examinations were not taken with the Belgian CAA.

Section 6 – BPL course details – has to be filled in systematically.

You have to ask the Approved Training Organisation to fill in this section when the training is completed.

This section will be verified by the examiner BEFORE the skill test.

Remark: your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050).

Section 7 – LAPL(B) course details – has to be filled in systematically.

You have to ask the Approved Training Organisation to fill in this section when the training is completed.

This section will be verified by the examiner BEFORE the skill test.

Remark: your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050).

Section 8 – Extension to tethered flights.

You have to ask the instructor to fill in this section when the training is completed.

Section 9 – Confirmation of skill test – has to be filled in systematically.

This section will be filled in by the examiner.

Section 10 – Declaration of applicant – has to be filled in systematically.

Please specify how you wish to receive your licence from BCAA.

Remarks

Within 10 days after receipt of a skill test/proficiency check result, an appealable decision about the test/check results may be requested in writing to the Belgian Civil Aviation Authority.

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation. Furthermore, in case of obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence, in spite of the penalties susceptible to be imposed on the pilot, the decision of acceptance will be the object of a decision of immediate withdrawal.

Instruction time must be certified in your logbook by the appropriately rated or authorised instructor from whom it was received.

Assessment of competence, skill test and proficiency check must be certified in your logbook by the appropriately rated or authorised examiner from whom it was taken.

BALLOONS - Application form
Part-FCL Balloon pilot licence / Light aircraft pilot licence

Date of reception:

1.1 Application to be completed by the applicant

I am applying for the following balloon licence:

BPL with the following class:

Hot-air balloons or Hot-air airships Gas balloons

For the following group:

Group A Hot air balloons and hot air airships with a maximum envelope capacity of 3400m³.
Gas balloons with a maximum envelope capacity of 1260m³.

Group B Hot air balloons and hot air airships with an envelope capacity between 3401m³ and 6000 m³.
Gas balloons with an envelope capacity of more than 1260m³.

Group C Hot air balloons and hot air airships with an envelope capacity between 6001m³ and 10500 m³

Group D Hot air balloons and hot air airships with an envelope capacity of more than 10500m³.

Tethered Un-tethered Both

LAPL Balloons with the following class:

Hot-air balloons or Hot-air airships Gas balloons

Tethered Un-tethered Both

1.2 Application to be completed by the applicant

Conversion of a valid ICAO licence (if applicable):

ICAO licence to BPL

Particulars of third country ICAO licence held

Issuing authority	Type/Class of licence	Licence number	Expiry date

Supporting documentation required with the application:
Authentication form of licence issued by the ICAO competent authority and copy of your valid ICAO licence

2. Applicant details to be completed by the applicant

Belgian national register of natural persons number:

Title: Name: First name(s):

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent address:

Town/Country: Postcode:

Telephone: Alternative telephone number:

E-mail:

Supporting documentation required with the application:
Copy of your valid passport, EEA/EU national identity card or full EU photographic driving licence

3. Address for correspondence (if different from above)	to be completed by the applicant
Postal address:	
..... Postcode:	

4. Medical fitness
Note: Your medical certificate must be valid on the licence issue date.
Supporting documentation required with the application: Copy of Part-MED medical certificate (Class LAPL, 1 or 2)

5. Confirmation of theoretical knowledge examination	to be completed by the applicant
I have taken my theoretical examination with the following competent authority:	
Supporting documentation required with the application: Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)	

6. BPL course details	to be completed by the approved training organisation
I certify that (applicant) has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum for the grant of a Balloon Pilot Licence. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Balloon Pilot Licence.	
Date course started: Date course completed:	
The course consisted of: (refer to Part-FCL Subpart C)	
..... Total hours (MNM: 16 h)	
..... Hours dual flight instruction (MNM: 12 h)	
..... Date of supervised solo flight time (MNM: 1 flight of 30 minutes duration)	
..... Total inflations (MNM: 10)	
..... Total take-offs and landings (MNM: 20)	
Approved training organisation (ATO): ATO approval N°	
Competent authority issuing approval:	
Name of person having the rights to engage the responsibility of the ATO:	
Signature: Date:	
Supporting documentation required with the application: Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA) Original flying logbooks	

7. LAPL course details **to be completed by the approved training organisation**

I certify that (applicant) has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum for the grant of a Light Aircraft Pilot Licence. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Light Aircraft Pilot Licence.

Date course started: Date course completed:

The course consisted of: (refer to Part-FCL Subpart B)

..... Total hours (MNM: 16 h)

..... Date of pre-entry flight test (if applicable)

..... Credit for PIC experience on balloons after ATO assessment (if applicable)

(Applicants with prior experience as PIC on Balloons may be credited towards the LAPL(B) flying experience requirements. The amount of credit shall be decided by the ATO where the pilot undergoes the training course, on the basis of a pre-entry flight test.)

..... Hours dual flight instruction (MNM: 12 h)

..... Date of supervised solo flight time (MNM: 1 flight of 30 minutes duration)

..... Total inflations (MNM: 10)

..... Total take-offs and landings (MNM: 20)

Approved training organisation (ATO): ATO approval N°

Competent authority issuing approval:

Name of person having the rights to engage the responsibility of the ATO:

Signature: Date:

Supporting documentation required with the application:
Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)
Original flying logbooks

8. Extension to tethered flights **to be completed by the instructor**

I certify that (applicant) has satisfactorily completed at least 3 tethered instruction flights:

Dates:

Name of instructor: Licence N°

Authorising competent authority:

Signature (instructor): Date:

Supporting documentation required with the application:
Original flying logbooks

9. Confirmation of skill test **to be completed by the examiner**

I certify that (applicant) has satisfactorily completed:

BPL skill test Pass date:

LAPL(B) skill test Pass date:

I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification, training and experience requirements for the grant of the licence or rating for which the skill test is taken.

Balloon type and registration:

Name of examiner: Examiner N°

Authorising competent authority:

Signature (examiner): Date:

Supporting documentation required with the application:

Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days from the skill test.

Applicants are advised that the licence will not be issued until the corresponding Examiners Report Form is received.

10. Declaration of applicant **to be completed by the applicant**

I declare that the information provided on this form is correct.

I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.

I wish to pick up my licence from the BCAA during the opening hours.

I wish that BCAA send my licence to my postal address.

Signature (applicant): Date: