



A LAYMAN'S GUIDE TO TRANSITIONING TO AN EASA LICENCE

By LAA Pilot Coaching Scheme Chairman, Jon Cooke

The good news is that since September 2012 when the CAA implemented the start of the UK's transition to EASA licensing, the inevitable hiccups have been resolved and turnaround from application to receiving your shiny new licence has come down to, typically, a perfectly respectable three weeks. This does of course depend upon the applicant completing the application correctly and having all the required documentation to hand. This article is designed to guide you through that process.

You now have the option of submitting your EASA Part FCL application online but only if you are applying for conversion of your licence. **If you're adding a rating or**

certificate then you must still complete the paper form SRG 1104.

When completing the online application you will initially be asked for information about you and your licence. The first question which may pose a problem is, *'Please confirm that you hold a current and valid English Language proficiency at the correct level for this application.'*

Any CAA-approved examiner can complete this for you. Alternatively LAA Pilot Coaching Scheme representatives should be at most events where the LAA has a stand throughout 2014, to complete Language Proficiency endorsements and answer your licensing and training questions. This will mean you don't have to concern yourself with

(Above) Remember, if you wish to operate EASA aeroplanes you will need to convert to an EASA licence by April 2015 (April 2014 if you wish to exercise the privileges of an IMCR or IR). You can also fly Annex II aircraft with an EASA licence.

this issue again! If you don't know what level you hold or if it's valid, you will need to call or e-mail the CAA to find out. Guidance about Language Proficiency can be found on the LAA website, CAA website, and *CAP 804*. Any local CAA examiner will also be able to complete this for you. Your EASA licence will not be issued without a valid Language Proficiency endorsement.

You will then be asked to add details of



If you only ever intend operating Annex II aircraft you can do so indefinitely on a UK PPL or NPPL, provided the class rating and medical are valid.

your existing ratings. Adding these details is optional as the CAA holds some of your records, but you should complete this where possible as the CAA will use their existing records if this section is not completed. During the application process you will be required to upload certified copies of your SEP Certificate of Revalidation from your existing licence, plus any other ratings which you hold such as IMC, Night, etc. These need to be copied, certified by an examiner, then scanned onto your computer so that you can upload them at the appropriate time during the application process.

Conversion of additional ratings is possible where evidence of experience can be shown. The required experience for conversion of Aerobatic and Tow ratings is detailed in CAP 804, Section 4, Part P. If you are providing logbook evidence then this must be copied, certified, and scanned so that it can be submitted with your online application.

You are also required to include details of your flying experience, including total flight time, Pilot in Command time, and for SLMG/SSEA rating holders your experience and number of take-offs and landings in the last 24 months.

Since the training for an EASA PPL licence includes radio navigation, in order to convert a UK PPL to a EASA PPL licence you are required to include with your application the following confirmation: *'I confirm that I have demonstrated use of radio navigation aids to the satisfaction of the Chief Flying Instructor or Head of Training at a Registered Facility or Approved Training Organisation who has certified my logbook.'*

You will have a choice of confirmed, not confirmed, and not applicable. In this statement, you are certifying that you have received training in position fixing and tracking using radio navigation aids, NOT basic instrument flying such as unusual attitudes and flying using the attitude indicator which was in the old PPL syllabus. For a EASA LAPL application this confirmation is not required since radio aid position fixing and tracking is not in the LAPL syllabus.

You will also need to attach to this application a scanned copy of your personal ID (passport or EEA/EU national ID card or full EU photographic driving licence). This must be attached to the certifier's declaration: *'I have seen the original document and I certify that this is a complete and accurate copy of the original', with his/her signature, name (in block capitals) and position or capacity.*

Alternatively, you may forward all required certified documentation by post. The Head of an Approved Training Organisation, or the holder of a registration for a Registered Training Facility (RTF), or an examiner authorised by the UK CAA may act as certifier for any documentation required to be submitted with your application. LAA coaches annotated in blue on the LAA coach map can complete this for you.

SUBMITTING BY PAPER

The process for submitting by paper form is similar to the process described above, except that Form SRG 1104 must be printed off from the CAA website and completed. If you are submitting for addition of a rating then a paper form must also be used.

Sections 1, 2, 3 and 4 require you to fill in details about you, your licence and medical.

Section 5 is where you will include details of your existing and expired ratings such as SEP, MEP, SSEA, IMC, Night, etc (see example forms below).

In this, you fill in expiry dates and examiner name and number taken from the Certificate of Revalidation in your existing licence. For an SEP last revalidated by experience, it will look like the example above. For CPL and ATPL holders, it will be worth including IMC and Night ratings in this section annotating that they are embedded in your current licence. This will ensure that they are included in your new EASA licence!

Section 6 is where you tick which licence you are applying for. There is the option: *'I wish to retain or be issued with a UK National Pilot's Licence to hold a type rating for Annex II aircraft.'*

It is not necessary to tick this box, since your new EASA licence will contain the privilege to act as Pilot in Command on EASA and non-EASA aircraft. You will be charged an additional fee if you wish to be issued with a UK licence in addition to the EASA licence. Remember, your existing UK licence continues to be valid with LAPL privileges on EASA aircraft until 8 April 2015, and for use on non-EASA aircraft for the validity of the licence providing the class rating and medical are current and valid.

Section 7 is for additional ratings such as the Tow Rating and Aerobatic Rating. CAP 804, Section 4, Part P details the conversion requirements and information required to support your application. In many cases this will require a certified copy of logbook entries.

Section 9 has the same flying experience to complete as the electronic version of the form described above, together with a tick box for the statement about demonstration of use of radio navigation aids.

FEES

The fee payable to the CAA varies and depends on the type of licence that you currently hold and what you are converting to. Typical examples are:

Conversion to an EASA Pilot Licence from limited validity JAR or National Licence:

Professional Pilot's Licence £139

Private Pilot's Licence £73

Conversion of an Unlimited validity National UK Private Pilot's Licence is £65

Conversion of a National Private Pilot's Licence (NPPL) to an EASA Light Aircraft Pilot Licence (LAPL) £41

You will also be charged a £6 courier fee for return of your licence and logbooks, unless you opt out.

If you choose a UK national licence to be issued to allow you to fly UK Annex II aircraft, an additional charge of £35 applies. Note that you do not need this as your EASA licence will allow you to fly EASA and non-EASA aircraft.

The CAA has an online fee calculator to help you to find the cost for your type of application. Further information is available in the current *Personnel Licensing Scheme of Charges, ORS5, No. 269.*

SUMMARY

Before you apply, collect together photocopies of the required documentation and ask your local examiner to certify them. All LAA coaches annotated in blue on the LAA coach map are LAA coaches (www.tinyurl.com/laacoach).

Make a note of your flying experience, and check that you fulfil the radio navigation experience requirement if applying for a EASA PPL – if you don't fulfil this requirement, you could contact a local LAA coach or flying school who will be able to complete this with you.

If you haven't done so already, obtain your Language Proficiency Level 6 which is then valid for life.

Finally, when completing the paperwork, keep a copy for your reference until your new licence arrives.

Hopefully this information will help you to understand what is required when you complete your application for conversion to an EASA licence – you have until 8 April 2015 if you fly EASA aircraft to do this. Safe flying!

LINKS

The following quick links should help you to find the information you will need to complete your licence conversion:

All CAA forms can be found at:

www.caa.co.uk/fclforms

SRG1104 Paper and Online application forms: www.caa.co.uk/srg1104

CAP 804: www.caa.co.uk/cap804

LAA Pilot Coaching Scheme map:

www.tinyurl.com/laacoach ■

**(Left and below)
Section 5 of Form SRG 1104**

6. APPLICATION (See Guidance Notes) (tick as appropriate)				To be completed by the Applicant			
I am applying for the following Part-FCL licence (please tick as appropriate):							
Light Aircraft Pilot Licence (LAPL)							
Aeroplanes	<input type="checkbox"/>	Helicopters	<input type="checkbox"/>	Sailplanes	<input type="checkbox"/>	Balloons	<input type="checkbox"/>
Private Pilots Licence (PPL)							
Aeroplane	<input type="checkbox"/>	Helicopter	<input type="checkbox"/>	Airship	<input type="checkbox"/>		
Sailplane Pilots Licence	<input type="checkbox"/>			Balloon Pilots Licence	<input type="checkbox"/>		
Commercial Pilot Licence (CPL)							
Aeroplane	<input type="checkbox"/>	Helicopter	<input type="checkbox"/>	Airship	<input type="checkbox"/>		
Airline Transport Pilot Licence (ATPL)							

5. RATINGS HELD						To be FULLY completed by the Applicant
Please give the date of the most recent Skill Test (LST), Licensing Proficiency Check (LPC) or Revalidation by Experience for each type and/or class rating, to be endorsed on your Part-FCL Licence.						
Rating or Certificate held	Single-Pilot (SP) or Multi-Pilot (MP)	Date of Test	Date of IR Test (if applicable)	Expiry Date of Rating	Examiners Licence Number and Name	CAA Use Only
SEP	SP	N/A	N/A	14/5/14	J Bloggs 313313A	