

REPLACEMENT OF LOST DOCUMENTS

It is a legal requirement that important aircraft documents are kept safely and are readily available to operators and pilots of the aircraft to which they relate.

Should you be unfortunate enough to lose any, or all of your aircraft documents, please note the following:

- **Permit to Fly (Encapsulated back-to-back with Conditions)**
Contact the CAA at Gatwick via email: apply@caa.co.uk or telephone: 0330 0221908. CAA may ask you for written confirmation that the document is lost and will make a charge for the issue of a replacement.
- **LAA Operating Limitations (Encapsulated)**
Contact LAA Engineering via email: engineering@laa.uk.com , or telephone 01280 846786, stating that the document has been lost. Remember to quote the G- registration of your aircraft. There is a £20 charge for the issue of a replacement.
- **Certificate of Validity (Encapsulated – supplied by LAA annually at permit renewal)**
Contact LAA Engineering via email: engineering@laa.uk.com or telephone 01280 846786, stating that the document has been lost. Remember to quote the G- registration of your aircraft. There is a £20 charge for the issue of a replacement.

The above three documents all form constituent parts of the 'Permit to Fly'. If the Permit to Fly is lost, as well as one or both of the other two documents, then we suggest that you contact the CAA first as CAA will send the replacement Permit to Fly certificate to LAA in order that we can update the details on the aircraft record, LAA then forward the document to the owner.

After informing CAA of the loss of the Permit to Fly then please advise LAA of any other Permit documents that need replacing.

- **Certificate of Registration**
Contact the CAA Aircraft Registrations Section in London via email: regaircraft@caa.co.uk or telephone 0330 0221917. CAA will ask you for written confirmation that the document is lost and will make a charge for a replacement.
- **Noise Certificate (Microlights)**
Contact the CAA Noise Certification Dept at Gatwick – telephone: 01293 573309. CAA will ask you for written confirmation that the document is lost and will make a charge for a replacement.
- **Airframe and/or Engine Logbooks**
Contact LAA Engineering – telephone: 01280 846786 (ext.1) asking to speak to Ken Craigie, Chief Inspector for advice.
- **Weight Schedule**
It may be possible to obtain a copy of a weight schedule from the original weighing company, or from LAA Engineering (if a copy has been supplied previously to LAA). If no copy is available it will be necessary to reweigh the aircraft and raise a new weight schedule, supplying a copy of the new weight schedule to LAA Engineering for the aircraft records. A blank format form can be downloaded via the LAA website ref LAA/WB (Metric or Imperial), or contact LAA Engineering.