

INFORMATION REQUIRED BY LAA ON COMPLETION OF YOUR PROJECT

When you are nearing completion of your build project please contact LAA Engineering office via Tel 01280 846786 or email: engineering@laa.uk.com to request a Project Completion pack and stating your build project serial number. The Completion Pack contains the up-to-date forms and information you will need in order to submit your application for Permit to Fly.

When the build process reaches the end and the prospect of flying the aircraft becomes a reality, it is all too easy to rush the paperwork. Unless this part of the job is correctly completed, LAA cannot process your application. The following summary of the documentation required on completion of a project should help to minimise delays in issuing the first Permit to Fly.

1. **LAA Application for Issue of a Permit to Fly form** fully completed and signed by the owner and the inspector (form available in LAA Project Completion Packs)
2. Name and address of the proposed **lead pilot** and any **supplementary pilots** for carrying out the flight tests to be entered on the reverse of the Permit to Fly application form. The pilot(s) must have an adequate level of previous flying experience in total, and on similar types of aircraft and be suitably 'current'. If a pilot has not already done so within the last 5 years, in connection with a previous aircraft, then he/she will need to complete and return an **LAA Check Pilot Application Form** (form available from LAA website or LAA Engineering office).
3. Name and details of the **airfield** where the aircraft is to be based during test flying are to be entered on the reverse of the Permit to Fly application form (continue on a separate sheet if necessary). If not a licensed airfield, details of the size of the strip, suitability of the undershoot/overshoot areas for forced landing, availability of rescue services and familiarity of the proposed pilot in flying from the strip.
4. Completed **Build Inspection Schedule and Record**, with all details fully completed and signed accordingly. Details of modification state of the aircraft, including compliance with mandatory modifications and of any other modifications, substitutions etc introduced by the builder, to be listed on the relevant 'Declaration of Design' section towards the back of the Build Inspection Record. Refer to the TADS before completing the Declaration of Design (see LAA website to download latest issue of the TADS).
5. **Initial Permit Issue Fee** (the application fee is to be submitted together with your Permit to Fly application).
Initial Permit Issue fees vary according to aircraft Max gross weight (see TADS for weight information). For current fees, refer to the Engineering Fees section of the LAA website, Light Aviation magazine, or contact LAA Engineering office.
6. **LAA Weight and Balance form** LAA/WB (Metric or Imperial) showing weighing results, date of weighing, and sample loadings to show whether aircraft will fall within allowable weight and cg limits when loaded under most adverse expected loading conditions. You need to **keep a copy** of the weight and balance form yourself, for future reference and to form part of the aircraft's essential records.
7. For a Rotax engined aircraft, details of engine history and a copy of Skydrive **Rotax engine installation checklist** (checklist obtainable from LAA Engineering). This is to be clearly marked in the appropriate place to provide confirmation that all mandatory bulletins and directives relating to the engine and gearbox have been complied with.

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8. For a Continental or Lycoming engined aircraft, details of history and an up-to-date **compliance listing** detailing all applicable ADs and Service Bulletins.
9. For a VW engined aircraft, details of engine history and **VW engine conversion inspection checklist**. This form is available from LAA Engineering.
10. Completed **Fuel Flow checklist form LAA/IC-FF** (available in project completion packs or from the LAA website).
11. For a Microlight aircraft, a copy of the **Noise Certificate** issued for your aircraft by the CAA, or (if a noise test will be required) confirmation that an application for a Noise Certificate has been made to the CAA Noise Certification Department. Noise certificate application forms can be downloaded from the CAA website, contact the CAA on Tel 01293 573309 or 01293 573134 in the event of any queries. If the aircraft concerned has a ground adjustable pitch propeller, it is recommended that you do not apply for a noise certificate until after the flight tests have taken place and the pitch of the propeller has been finalised. Note that LAA cannot recommend issue of the full Permit to Fly until the noise certificate has been issued.
12. If avionics equipment is fitted, a completed **Application for Approval of Aircraft Avionics Installation LAA/MOD 7 form** (available in project completion packs or from LAA website).
13. Where the kit manufacturer provides a Final Inspection Checklist (e.g. Europa) a copy of the completed final inspection checklist to be provided, signed up by your inspector. Note that Europa provides a Rotax engine installation final inspection checklist which must be submitted in addition to the Skydrive Rotax engine checklist.
14. Copy of the **CAA Registration Certificate** for the aircraft, please don't send us the 'original' document. This is the certificate you are sent when you apply for your G-**** registration. Apply to CAA Registration Dept. at CAA House, 45-59 Kingsway, London WC2 6TE, or telephone 020 7453 6666. When applying for your CAA Registration, remember that the aircraft serial number to quote is the LAA project number, not the kit number.

WHAT HAPPENS NEXT?

- The aircraft must not be flown until authorised to do so by LAA Engineering.
- After the above application details have been sent to LAA Engineering, the details will be checked through and we will either send the owner the flight test authorisation paperwork and flight test schedule, or enter into correspondence over queries or outstanding requirements.
- If modifications have been incorporated of a design not yet cleared by LAA Engineering, it is inevitable that the application will be delayed while the modifications are investigated, and then either cleared, changed or removed. To avoid this problem, modifications should NOT be incorporated until cleared to do so by LAA Engineering.
- The flight test authorisation issued by LAA Engineering consists of either a '**Permit Flight Release Certificate**' or, if it is a prototype aircraft, a '**Permit to Fly for test purposes**'.

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- In addition, note that before the aircraft may be flown, a PMR (Permit Maintenance Release) must be signed by a suitably approved LAA inspector. The LAA inspector may have already signed a PMR after carrying out his 'final inspection'; on the other hand he may choose to sign the PMR later, giving him an opportunity to give the aircraft a final once-over just prior to the first flight. Either way, it is essential that the aircraft is not flown until a PMR has been signed and a Permit Flight Release Certificate has been issued (or Permit to Fly for test purposes).
- Maintenance and repairs etc carried out during the test flight programme will need to be signed off by a LAA inspector signing a PMR. If test flying is not complete before the Permit Flight Release Certificate expires (normally valid for one month) then this will be reissued by LAA on request.
- A legal requirement exists for the details of all flights to be entered into the **airframe** and **engine logbooks** of the CAA-approved type. In the case of in-flight adjustable pitch and constant-speed propellers, a **propeller logbook** is also required. Custom Logbooks are obtainable from pilots' shops such as LAA bookshop.

INSURANCE:

A law was introduced on 30th April 2005 requiring **mandatory third party and passenger liability insurance**. The CAA enforce this regulation by requiring proof of insurance before the aircraft can be registered or a change of ownership recorded.

Your attention is drawn to the declaration that you have made to the CAA in accordance with EC Regulation 785/2004 on Insurance Requirements For Air Carriers and Aircraft Operators, and the Civil Aviation (Insurance) Regulations 2005, that you will not permit the aircraft to be flown unless you have first provided the CAA with a copy of a valid Certificate of Insurance or other evidence of insurance.

Evidence that the aircraft is insured in compliance with the regulations must be submitted to the Aircraft Registration Section of the CAA at this address: Aircraft Registrar, Civil Aviation Authority, Aircraft Registration CAA House, 45-59 Kingsway, London, WC2B 6TE or via email to aircraft.reg@caa.co.uk. This must be done before the aircraft is flown – even if the aircraft has been insured in compliance with the regulations, it cannot be legally flown until evidence of insurance has been provided to the CAA.

ON COMPLETION OF TEST FLYING:

When the required test flying is completed, you will be required to return the completed **flight test schedule(s)** and **photocopies of the applicable airframe logbook entries** to LAA Engineering.