

## PERMIT AIRCRAFT PAPERWORK CHECKLIST

Failure to keep aircraft documentation up to date could compromise your insurance and/or involve risk of prosecution and a substantial fine or imprisonment.

This list describes the minimum paperwork records which you should have for your aeroplane or gyroplane. We suggest you keep these in a dedicated folder. It is not a requirement to do so but some aircraft owners choose to secure the Certificate of Validity to the inside of the cockpit as an instant reminder of the date the Permit to Fly needs to be re-validated.

Third party and passenger liability insurance is now mandatory for all aircraft registered in the UK. Adverts and contact details for various insurance brokers can be found in the monthly magazine 'Light Aviation'.

### You Must Have:

- Certificate of Registration
- Permit to Fly. This includes on the back the 'Conditions' and a separate but associated document, the 'Operating Limitations'.
- Certificate of Validity (expires annually)
- Logbooks (of the CAA approved type) - Airframe/Engine/Propeller (variable pitch props only) and associated maintenance records. The log books and worksheets provide a recorded history of work carried out including the required 'certification' of work by inspectors signing a PMR (Permit Maintenance Release).
- Certificate of Insurance
- Weight and Balance Schedule

### You May Also Need:

- Noise Certificate (Microlights only).
- Aircraft Radio Licence (radio equipped aircraft only, including handheld 'portable' radios)

### Specialised Requirements:

- Exemption to allow operation without normal G- registration markings (applicable ex-military and replica aircraft only). This is usually issued for a limited time period only and needs updating as appropriate.
- Exemption to operate without shoulder harness or diagonal strap at front seat position (applicable only to certain aircraft types where it has been agreed to be impractical to fit an upper-body restraint).
- Permission to display pseudo military markings on replica or restored military aircraft



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### Notes:

**Certificate of Registration** must be changed each time the aircraft changes ownership. Apply to CAA Registrations Dept, 45-59 Kingsway, London WC2 6TE. Tel: 020 7453 6666.

Procedures for **re-validating the Permit to Fly** are detailed in the LAA Permit renewal application form, which is only obtainable from your LAA inspector. See also standard LAA engineering information panel in most issues of Light Aviation. For a list of LAA inspectors see LAA web site [www.laa.uk.com](http://www.laa.uk.com)

LAA publish a customised version of the Airframe and Engine **logbook** which are specialised for use with Permit to Fly aircraft, these are available from LAA head office.

**Weight and Balance Schedule forms** are available from LAA Engineering, although many alternative formats are equally suitable. See Safety Sense Leaflet 09, which may be downloaded from the CAA website [www.caa.co.uk](http://www.caa.co.uk)

**Noise Certificate** is obtained from CAA Noise Department, Aviation House, South Area, Gatwick Airport, West Sussex RH6 OYR. Tel: 01293 573309.

**Aircraft Radio Licence** application forms are available from LAA or from Aeronautical Radio Licensing, Directorate of Airspace Policy, CAA House, K6 G6, 45-59 Kingsway, London, WC2B 6TE Tel 020 7453 6555. This license currently costs £20 and expires annually.

Owners seeking permission to operate **without displaying registration letters** should negotiate directly with CAA Registrations Dept, 45-59 Kingsway, London WC2 6TE.

Exemptions to operate **without upper-body restraint** are negotiated from the CAA Project Department via LAA Engineering.

Permissions to display military markings are obtained from the Air Force concerned.

### International Flights

Note that the Permit to Fly does not confer any automatic 'right of flight' outside of the UK and permission may need to be sought from the national aviation authority of the countries visited.

Schedule 11 of the ANO requires that for international travel in a Permit to Fly aircraft, the following documents must be carried in the aircraft:

Certificate of Registration

Permit to Fly and Certificate of Validity

Aircraft Radio Licence

Flight Crew Licenses (i.e. PPL and RT licence)

Copy of the notified procedures to be followed by the PIC of an intercepted aircraft, and the notified visual signals for use by intercepting and intercepted aircraft. These are included in Safety Sense Leaflet 11 which may be downloaded from the CAA website [www.caa.co.uk](http://www.caa.co.uk)

For more Information on International Flights refer to TL 2.08