

## 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 A & A Section at Gatwick – telephone: 01293 768374. They will ask you for written confirmation that the document is lost and will make a charge of £44.00 for a replacement.
- **LAA Operating Limitations** (*Encapsulated*)  
Write to LAA Engineering stating that the document has been lost. Remember to quote the Registration of your aircraft. There is a £20 charge for replacement.
- **Certificate of Validity** (*Encapsulated – supplied by LAA annually at permit renewal*)  
Write to LAA Engineering stating that the document has been lost. Remember to quote the Registration of your aircraft. There is a £20 charge for replacement, or for re-issue following loss of the Permit to Fly document.

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 more of the other two documents, then we suggest that you contact the CAA first as CAA will send the replacement Permit to Fly document to LAA in order that we can update the aircraft record details, LAA then forward the document to the owner. **(NB: If the aircraft is currently in-permit then a corresponding Certificate of Validity will need to be issued by LAA bearing the same certificate number as the replacement Permit to Fly.**

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

- **Certificate of Registration**  
Contact the CAA Registrations Department in London – telephone: 020 7453 6666. They 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 Department at Gatwick – telephone: 01293 573309. They 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 might 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 new copy to LAA Engineering. Blank format available from LAA Engineering ref LAA/WB (Metric or Imperial), or from the LAA website.