

IMPORTANT

Before completing this form, its contents should be read carefully. Completed applications should be sent to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji, together with the documents required and personal Flying Log Book. Your attention is drawn to the provisions of the Air Navigation Regulations in respect of Regulation 128 *Forgery, etc., of documents*, of the Air Navigation Regulations.

SECTION 1 PERSONAL PARTICULARS OF APPLICANT (in BLOCK CAPITALS please)

Full Name (Surname first)

Validation Number

Personal Residential or Postal Address

and contact number

Personal E-mail

Operator/ Training Institute

SECTION 2 APPLICATION

I apply to convert my Foreign Balloon Licence to a **Fiji Commercial Pilot's Licence (Balloons)**

Evidence of the following is also attached in support of this application:

Medical Fitness

a current Class 1 (Minimum) medical examination conducted by a CAAFF approved DME (including audiogram, electro-cardiogram and any other test deemed necessary by the medical examiner)

Knowledge

a pass in the Fiji Air Law Examination

Produce evidence of language proficiency assessment level minimum 4 and above.

Hold a valid Foreign Licence & Medical Validation issued by the PEL Office

hold a current **Commercial Pilot's Licence (Balloons)** issued by an ICAO contracting State.

Fees - Refer Civil Aviation (Fees and Charges) Regulation)

Conversion Flight Test Fee (Refer to Civil Aviation (Fees and Charges) Regulation)

the licence issue fee (Refer to Civil Aviation (Fees and Charges) Regulation)

Photograph

one passport size colour photograph

Proof of Identification

Passport, or Birth Certificate with Photo ID

Police Clearance

Police Clearance

Consent

I consent to CAAFF obtaining confirmation about the authenticity of my foreign pilot licence from the relevant issuing Authority

ALLOW 5 WORKING DAYS FROM RECEIPT DATE OF THIS APPLICATION AS PER CAAFF SERVICE CHARTER

SECTION 3 FIT AND PROPER PERSON

THE INFORMATION SOLICITED HEREUNDER IS REQUIRED PURSUANT TO ANR REGULATION 53 (2) OF THE AIR NAVIGATION REGULATIONS 1981 WHICH PROVIDES FOR THE REQUIREMENT FOR FIT AND PROPER PERSON.

- a) Have you previously had an application for an Aviation Document rejected or have you been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a higher licence?)
- b) Have you been convicted on any criminal charge or are you presently facing charges for a transport safety offence?
- c) Have you been convicted on any criminal charge or are you presently facing charges for a criminal offence?
- d) Have you any history of physical or mental health or serious behavioural problems?

If answering "YES" to questions b, c or d above, please provide details on separate sheets enclosed in a sealed envelope marked "**Confidential, Chief Executive, Civil Aviation Authority of Fiji, include name, client No (if known), organisation name**", and attach to this application.

Note: The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 17A(5)(b) of the Civil Aviation Authority Act 1979 and Regulation 128 of the Air Navigation Regulations 1981 and the applicant is subject to prosecution as well as the revocation, suspension or cancellation of their aviation document or in the event of initial issue, the rejection of the application.

I hereby certify that to the best of my knowledge and belief the statements made and the information supplied on this form is true and correct and that the enclosed copies of my personal documents are authentic and that information shown on them is true and correct.

I hereby consent to the Civil Aviation Authority of Fiji obtaining confirmation about the authenticity of my foreign pilot licence from the relevant issuing Authority.

I hereby authorise the Civil Aviation Authority of Fiji to use the information concerning me on this form or attached hereto for any purpose as required or authorised by Law and I authorise such information to be disclosed by the CAAF to any person who requires such information to carry out any function as lawfully directed by the CAAF. I consent to the disclosure by any court of law of any details of any convictions I may have pursuant to this application, to the Chief Executive, Civil Aviation Authority of Fiji.

Signature of Applicant

Date:

SECTION 4 DETAILS OF PRINCIPAL FOREIGN PILOTS LICENCE HELD (in BLOCK CAPITALS please)

State of issue:

Date of issue:

Type of licence and number:

Date of License expiry:

Date and place of last medical examination:

Date:

Date of expiry of medical (class 1 or 2):

Details of other licensee held (if any)

FOR OFFICIAL USE ONLY

Examiner authority checked

		Calculation
Fee		
Part:		
Item:		
Time: From		
: To		
Travel: From		
To		
Transport		
Accommodation		
Overhead		
Receipt No.		
Date:		

ACCEPT

REJECT because

Signature

Date

SECTION 5**CERTIFICATE OF TEST FOR CONVERSION OF A FOREIGN LICENCE TO A FIJI
LICENCE (BALLOON)**

Surname:

First Names:

Location:

Balloon Type:

Registration:

Flight Time:

I, being a person duly authorised in writing by the Civil Aviation Authority of Fiji to conduct Foreign Licence conversion, hereby certify that I have flown in a Balloon with _____ at the controls and that the applicant carried out satisfactorily* and unassisted, under the conditions stated, the manoeuvres and drills against which my signature appears below:

PHASE 1		
1	A/C Documentation	
2	A/C Performance	
3	Weight and Balance	
4	Fuel	
5	Emergency Equipment	
6	Weather Interpretation	
PHASE 2		
PILOTING TECHNIQUE - VISUAL		
1	Flight notification correctly made to ATC/FS, or Flight Note left at base	
2	Take-off point selected considering terrain, tracking and pinpoint features, sensitive areas and airspace boundaries	
3	Crew briefings clear, concise and complete	
4	Flight plan discussed with driver; maps in vehicle	
5	Appropriate balloon and pilot documents and required equipment carried; used and kept accessible during flight.	
6	Inflation carried out safely and in controlled manner.	
7	Passenger briefing clear, concise and complete	
8	Pre-take off checks completion; conscious go/no-go decision made	
9	Correct radio procedures used with ATC/FS, other traffic and crew	

VISUAL TEST CONTINUED		
10	Controlled Airspace (actual or simulated) clearances and procedures observed	
11	No sustained errors in map reading; major features and sensitive areas accurately located	
12	Fuel management appropriate to system and number of tanks correctly carried out and explained	
13	Planned route achieved or revised passed to crew; crew kept informed of plan	
14	Sensitive areas, main roads and built-up areas cleared at appropriate altitude; such areas anticipated when low flying	
15	Weather conditions observed in flight; VFR observed/obeyed	
16	Cruise and descents made at nominated rate	
17	Rapid descent made with safe and smooth recovery	
18	Intermediate landing(s) made in good choice of site, approach path; power line/obstruction check; crew advised of intentions and passengers briefed	
19	Final landing as above, landing briefing to passengers carried out positively, completely and with confidence	
20	Crew and passengers kept informed during flight	
21	Command judgment demonstrated throughout preparation, flight and retrieve	
22	Landowner code followed throughout flight and retrieve	
23	Emergency procedures carried out confidently and correctly	

Assessment Code: √ = Pass x = Fail NT = Not Tested

Comments:

Name of Flight Examiner (Print): Licence: Number:

Certified that this report is an accurate assessment of the test carried out

Signature: Date:

SECTION 6 FLYING EXPERIENCE

I have had the following flying experience as recorded in my personal Pilot's Flying Logbook:

6.1	Totals	
	Balloon Hours	Simulator Hours
• Total Flight Time		
• Co-pilot		
• PIC under supervision		
• Pilot in Command		

Signed Date

Flight times Certified correct by Training Manager of

Name in BLOCK CAPITALS Licence number and type

GENERAL NOTES

- 1 'Satisfactorily' means that the applicant is in full control of the helicopter at all times, and that the successful outcome of a manoeuvre is never in doubt. 'Unassisted' means without verbal prompting or physical assistance with the flying controls.
- 2 Endorsement of the licence will date from the completion of these tests.
- 3 Only persons holding written authorisation from the Civil Aviation Authority of Fiji in respect of the balloon used for this test may sign for the satisfactory completion of any test on this form.
- 4 This issue of CAAF **PL 104L** is for use in respect of **Conversion of a Foreign Licence -Balloon**. Applications for the supply of this form should be made to the Civil Aviation Authority of Fiji, Private Mail Bag (NAP 0354), Nadi Airport, Fiji, telephone (679) 8923155.