

INDIVIDUAL / SOLE TRADER ReOC Application

Guide to completing Form 101-06

Please complete Form 101-06 using the following information as a guide.

Applicant- 1

Legal entity / full name

This is the person's name

ARN

Each person named on the application must have their own Aviation Reference Number (A.R.N.). You cannot use the ARN of another person in this space. If the applicant does not already have an ARN, then the quickest way to obtain one is via the my.casa.gov.au portal. You will need to provide details of some ID when applying. Driver's Licence, passport, or birth certificate are fine. The full list of ID options can be found on the CASA website [Individual ARN Application Page](#).

ReOC Number

Leave blank

Contact number

Mobile or landline

Email address

Usual business email address

Contact person- 2

Same as above

Do NOT check this box

Full Name

Enter the name of the person who is best suited to answering questions about the application.

Position

Enter the position or title of the person who will be the contact

Email Address

Enter the email address of the main contact person

Application type – 3

Check the initial issue box

Business Names – 4

If the applicant has one or more **registered** business names then **Add** them here. Please do not repeat the applicant's name in this section of the form.

An example:

Joe Deveny trading as Joes' Drone Service

Joe Deveny goes in Section 1 and *Joe's Drone Service* goes in Section 4.

CEO / Managing Director details – 5

Full name of the CEO / Managing Director

Enter the name here including any middle names

ARN

Enter the CEO's Aviation Reference Number (A.R.N.) here.

The nominated CEO must have a personal ARN. If they don't already have one, the fastest way to obtain one is via the my.casa.gov.au portal. They will need to provide details of some ID when applying. Driver's Licence, passport, or birth certificate are fine. The full list of ID options can be found on the CASA website [Individual ARN Application Page](#).

Contact number

Mobile or landline

Email address

Enter the CEO's email address

Relevant management experience

Keep it brief

Chief remote pilot details – 6

Same as Chief Executive Officer

If applicable - Check this box and go to *RPA Type Operated* below

If not applicable – Don't check the box and go to the *Full name of the Chief Remote Pilot* below

Full name of Chief Remote Pilot

Enter the name here including any middle names

ARN

Enter the Chief Remote Pilot's ARN

Contact number

Mobile (preferred) or landline

Email address

Enter the Chief Remote Pilot's email address

RPA Type Operated

Enter the make and model/s of RPA that the CRP has flown

Total RPA flying time

Enter RPA flying time, which must be a minimum of 5 hours to obtain a RePL

Provide details of the Chief Remote Pilot's relevant qualifications, knowledge, and experience
Keep it brief. If you are new to the aviation industry and have just gained a RePL, then RePL is all that is needed.

Maintenance Controller details – 7

Same as Chief Executive Officer / Same as Chief Remote Pilot

If applicable check one or both and move to section 8

If the Maintenance Controller is someone other than the CEO and CRP, then add their details. The Maintenance Controller must have their own personal ARN. If they don't already have one the fastest way to obtain one is via the my.casa.gov.au portal. They will need to provide details of some ID when applying. Driver's Licence, passport, or birth certificate are fine. The full list of ID options can be found on the CASA website [Individual ARN Application Page](#).

Fit and proper person(s) information- 8

Answer the questions 8 – 15 truthfully. CASA takes a very dim view of people who do not honestly answer these questions.

If you have answered yes to any of questions 8 -11, then a National Police Check, which has been issued within the last 12 months, must be sent with the application. **Applications in this category cannot currently be processed by Delegates and must be sent directly to CASA for processing.**

CASA will require the application to submitted with Form 101-02 rather than Form 101-06.

Proposed operations – 16

Add the details of the RPA to be listed initially in the ReOC manuals.

The acceptable categories are aeroplane, helicopter, multi-rotor, powered-lift, and airship

Manufacturer make and model as listed on the user manual for the RPA

Gross weight as listed in the user manual for the RPA

Check the *RPAS Aerial Work* checkbox for each line

DO NOT list any RPA over 25kg MTOW as delegates cannot currently process applications with RPA heavier than 25kg. If you have a larger RPA it will need to be processed as a variation to the ReOC after the initial ReOC is issued.

Add	Remove	Category	Manufacturer make and model	Gross Weight	RPAS Aerial Work
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Multicopter	DJI Mavic 3T	1050g	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Powered-Lift	WingtraOne Gen II	4.5kg	<input checked="" type="checkbox"/>

Example RPA details

Application checklist – 17

Check the applicable boxes

Declaration – 18

The applicant named in Section 1 must add their details, sign, and date this section.