DASA has designed the following guidelines to assist the applicant to complete DASR Form 158 for Air Navigation Service Provider Certificate Service Provision Conditions – Request for Variation, under Defence Aviation Safety Regulation (DASR) Air Navigation Service Providers (ANSP).

IMPORTANT

It is the applicant’s responsibility to apply for DASA approval only if they have a requirement for the approval and can demonstrate compliance with all of the relevant regulatory requirements.

Please carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material (available on the [DASA website](http://www.defence.gov.au/DASP/DASR-Regulations/Default.asp)).

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About this form and the application process

Completing this application form is the first step in the process to request a variation to the ANSP Certificate (ANSPC) Service Provision Conditions (SPC). When received, DASA will review the application including all supporting documentation provided.

Applicants must complete and sign the application form electronically and submit the signed form to DASA using the email address [dasa.registry@defence.gov.au](mailto:dasa.registry@defence.gov.au)

NOTE: DASA may reject an application if the applicant has not complied with all DASR requirements.

DASR Form 158

DASR Form 158 is the official DASA form for an ANSP to request a variation to their ANSPC SPC under the DASR ANSP. This form is considered part of an application pack and should be submitted with appropriate evidence to support the application.

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Withdrawal of application

The applicant may withdraw an application, in writing, at any time. The applicant should send the withdrawal request to [dasa.registry@defence.gov.au](mailto:dasa.aerodromes@defence.gov.au).

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Section 1 – Air Navigation Service Provider information

Please include the name of the organisation as it appears on your ANSPC and details of the organisation’s contact person for this Request for Variation. DASA expects the contact person will be a member of the ANSP’s nominated Key Staff and should be a minimum rank of O5.

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Section 2 – Reason for application

Application for variation to an SPC is required, at a minimum, when there is:

1. an addition, removal of, or a change to an Air Navigation Service (ANS)
2. a request to impose or remove specific approvals
3. a request to impose or remove operational limitations
4. a significant change to the systems used to provide the ANS⎯including new or re-issued System Operating Permits
5. a significant change to third party arrangements involved in the provision of or support of an ANS.

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Section 3 – Updated ANSP Exposition

The applicant should provide an Objective hyperlink to the updated ANSPE to facilitate DASA assessment of regulatory compliance.

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Section 4 – Requested change details

The ANSP should identify all changes in the ANSPE that require DASA approval. Each change item should include the nature of the requested change from the drop down menu, the associated ANSPE reference, and an Objective hyperlink to any artefacts outside of the ANSPE that substantiate DASR compliance.

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Section 5 – Applicant declaration

Upon signing the DASR Form 158, the ANSP contact person declares the information provided is true and correct, and all documentation required to process the application is provided to DASA.

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**Section 6 – DASA USE ONLY**

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Privacy policy

DASA requires the provision of information as listed in this form. DASA will treat all such information received as ‘in confidence’ and will not disclose this information to any third parties—unless disclosure is required or authorised by law. DASA will safeguard personal information. However, DASA publish approvals on its website in accordance with extant DASA policy.

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Form submission

Submit the electronic application form to DASA by email: [dasa.registry@defence.gov.au](mailto:dasa.registry@defence.gov.au)

NOTE: If there is insufficient space in any of the fields, please attach additional information to this form.

|  |  |  |
| --- | --- | --- |
| 1. Air Navigation Service Provider information | | |
| **1.1 Organisation name** |  | |
| 1.2 Contact person | Title/Rank |  |
| Full name |  |
| Position title |  |
| Phone |  |
| Email |  |

|  |
| --- |
| **2. Reason for application** |
| Add/remove/change an ANS  Impose/remove specific approval(s) |
| Impose/remove operational limitation(s)  Change to system(s) used to provide ANS |
| Change to third party arrangements  Other *(please specify in box below)* |
|  |

|  |  |
| --- | --- |
| **3. Updated ANSP Exposition** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Requested change details** | | | |
| **ID** | **Requested change** | **ANSPE reference (section/para)** | **Affected OIP** |
| 1. | Choose an item. |  |  |
| 2. | Choose an item. |  |  |
| 3. | Choose an item. |  |  |
| 4. | Choose an item. |  |  |
| 5. | Choose an item. |  |  |

|  |  |  |
| --- | --- | --- |
| **5. Applicant declaration***(contact person to complete)* | | |
| I declare that the information provided in this form is true and correct.  I declare that I have supplied all supporting documentation required for DASA to assess this application for regulatory compliance.  I confirm that the ANSP has developed suitable changes to organisational systems to support the proposed ANSPC Service Provision Conditions change(s). | | |
|  |  |  |
| Date | Name/Position | Signature |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. DASA USE ONLY | | | |
| 6.1 Record Objective ID: |  | | |
| 6.2 FastTrack reference: |  | | |
| 6.3 Application outcome: | | | |
| Application approved | Application requires resubmit | | Application not approved |
| 6.4 Additional comments: | | | |
|  | | | |
|  | |  |  |
| **Date** | | Name/Position | Signature |