



Air Traffic Control Licence Application

Guidance

These guidelines are designed to assist in the completion of the DASR Form 906 to apply for the issue, re-issue or withdrawal of an Air Traffic Control (ATC) Licence in accordance with Defence Aviation Safety Regulation (DASR) Air Navigation Service Providers (ANSP).

About this form and application process

Application Process

Completing this form is the first step in the application process for ATC Licence issue, re-issue or withdrawal. Once received, an ATC Licensing Delegate of the Safety Authority (DoSA) will assess the application, including all supporting documentation.

Applicants are to complete and sign the application form electronically and submit to the relevant DoSA.

Another member may complete and sign the form on behalf of the ATC Licence applicant, provided they hold appropriate authority (see Section 5 guidance).

NOTE: A DoSA may not consider an application, or cease to consider it further, if the applicant has not demonstrated that they meet all ATC Licence eligibility requirements.

DASR Form 906

This DASR Form 906 is the official DASA form to apply for an ATC Licence issue, re-issue or withdrawal in accordance with DASR ANSP. This form is part of an application pack and should be submitted with appropriate evidence to support the application.

Withdrawal of Application

The applicant may withdraw the application in writing at any time.

Section 1 – Applicant Details

Applicant details include full name (including all middle names), date of birth, nationality, contact number, Defence email address and current unit/sub-unit (eg 452SQN AMB FLT).

Section 2 – Application Type

The applicant must select whether they are applying for ATC Licence issue, re-issue or withdrawal. For re-issues and withdrawals, the applicant should provide explanatory comments.

For ATC Licence withdrawal applications, the applicant may proceed to Section 5 after completing Section 2.

Section 3 – Rating and Endorsement Information

The applicant must select the rating(s) and endorsement(s) pertaining to the ATC Licence application. The applicant must select at least one rating and at least one related endorsement (eg Aerodrome Control rating and Surface Movement Control endorsement).

The supporting evidence provided in Section 5 must relate to the rating(s) and endorsement(s) selected in Section 3.



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Section 4 – Eligibility Criteria Checklist

To be eligible for an ATC Licence, the applicant must:

1. be at least 18 years of age
2. hold a valid aviation medical certificate in accordance with *DASR MED*
3. meet the eligibility requirements for at least one rating and at least one endorsement, as defined by the relevant ANSP
4. speak English clearly, and understand spoken English, to a standard that allows clear spoken two-way communication in the course of performing an ATC function.

The applicant must attach relevant supporting evidence for criteria 2 and 3 above.

Section 5 – Applicant Declaration

The applicant must sign the application form, declaring that all information provided is complete and correct.

If the applicant is signing the declaration, they do not need to complete Sections 5.3 and 5.4.

Another member may complete and sign the application form on behalf of the ATC Licence applicant, provided they hold appropriate authority (for example, an executive within the applicant's chain of command).

If another member signs the declaration on behalf of the applicant, the other member must state their appointment in Section 5.3.

The applicant must attach the ATC Licence, signed by the 'holder' and prepared for DoSA signature on approval. Only the applicant may sign the ATC Licence as the ATC Licence 'holder'.

Section 6 – DoSA Assessment and Declaration

Section 6 must only be completed by an Authority-appointed ATC Licensing DoSA.

After reviewing all attached documentation, the DoSA must complete Section 6 and sign the DoSA declaration. The DoSA must ensure the completed DASR Form 906 is stored electronically in accordance with Defence record-keeping practices.

After completing Section 6, the DoSA must issue subsequent ATC Licence documentation in accordance with the DASA Instruction(s) referenced in their DoSA appointment letter.

Privacy Policy

DASA requires the provision of information as listed in this form. DASA will treat all information received as confidential and will not disclose information to any third parties, unless that disclosure is required or authorised by law.

Form Submission

Submit the electronic application form to the ATC Licensing DoSA via email or Objective clipboard notification, as appropriate.

Please direct any queries related to the form content or functionality to dasa.davnopsanspad@defence.gov.au.



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Application

1. Applicant Details

1.1 Full name

(including all middle names)

1.2 Date of birth

1.3 Nationality

1.4 Contact number

1.5 Defence email address

1.6 Unit & sub-unit

2. Application Type (select one)

☐ Issue ☐ Re-Issue ☐ Withdrawal (proceed to Section 5 after providing comments below)

Comments: (required if 'Re-Issue' or 'Withdrawal' selected)

3. Rating and Endorsement Information (select at least one rating and at least one related endorsement)

3.1 Rating

☐ Aerodrome Control (ADC)

☐ Approach Control (Surveillance) (ACS)

3.2 Endorsement

☐ Surface Movement Control (SMC)

☐ Tower Control (TWR)

☐ Planner (PLNR)

☐ Approach Control (APP)

☐ Centre (CENR)



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4. Eligibility Criteria Checklist *(provide supporting evidence as required)*

4.1 The Applicant named in Section 1:

<input type="checkbox"/>	1. is at least 18 years of age
<input type="checkbox"/>	2. holds a valid aviation medical certificate in accordance with <i>DASR MED</i> <i>(attach evidence)</i>
<input type="checkbox"/>	3. meets the eligibility requirements for at least one rating and at least one endorsement <i>(attach evidence)</i>
<input type="checkbox"/>	4. speaks English clearly, and understands spoken English, to a standard that allows clear spoken two-way communication in the course of performing an ATC function

5. Applicant Declaration *(to be completed by applicant or another member with appropriate authority)*

5.1 Declaration:

- ☐ I declare that the information provided on this form is true and correct.
- ☐ I have supplied all supporting documentation required for the ATC Licensing DoSA to assess the application.
- ☐ I have supplied the ATC Licence signed by the applicant, prepared for DoSA signature upon approval.
- ☐ I understand that the ATC Licensing DoSA may request further evidence to support this application.

Date	Full Name	Signature

5.2 Declaration signed by: ☐ Applicant ☐ Another member *(complete section 5.3)*

5.3 Appointment of member signing on behalf of Applicant:

6. DoSA Assessment and Declaration *(to be completed only by an Authority-appointed ATC Licensing DoSA)*

6.1 Record Objective ID:

6.2 Application Assessment:

<input type="checkbox"/> Application Approved	<input type="checkbox"/> Application Requires Re-Submit	<input type="checkbox"/> Application Not Approved
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6.3 ATC Licence Outcome:

<input type="checkbox"/> ATC Licence Issue	<input type="checkbox"/> ATC Licence Re-Issue	<input type="checkbox"/> ATC Licence Withdrawal
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6.4 Comments:

Date	Full Name	Signature