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| BGA Airworthiness and Maintenance Procedure | AMP 1-13 |
| REGISTRATION PROCEDURE FOR SAILPLANES | |

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| Version 2 | 5th January 2024 |
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UK regulation requires all Part 21 sailplanes to be registered with the CAA.

This leaflet details the registration procedure for Part 21 sailplanes. The procedure results in the CAA issuing a certificate of registration. Please note that a certificate of registration has no relevance to airworthiness.

Step by step guide to registration

Step 1

Read this information, and then read the CAA website specific information applicable to registering gliders at <https://www.caa.co.uk/aircraft-register/registration-information/how-to-register-an-aircraft/>

The CAA website notes that before applying for a registration, you should contact the BGA to reserve a BGA number and trigraph. There is no charge for allocation of a BGA number or trigraph.

Step 2

Contact the BGA office - 0116 2892956 office@gliding.co.uk

Once a BGA number and trigraph (three letter identification) has been issued, a CAA registration can be applied for.

Step 3

Apply to the CAA for a registration. Application for CAA registration is made on CAA form CA1. This is available to download from www.caa.co.uk.

Important notes;

- By default, applicants will be allocated a CAA registration mark. Where for example the BGA tri-graph TTT has been allocated, the CAA will issue registration G-CTTT. If this mark has already been allocated, the C will be replaced by another letter (usually D) to give a unique registration.
- Please note that if your trigraph contains the letter Q then the CAA will be unable to issue a trigraph-related registration as the letter Q cannot be issued as part of a G-XXXX registration.
- The BGA may be able to issue an alternative trigraph replacing the "Q" with "O". If you are interested in this option, please contact the BGA before to applying to the CAA for a registration mark. Alternatively, the CAA will provide a standard sequential registration mark. If this affects you, you will be allowed to choose from approx 75 marks that are 'in sequence' at the time of application. To do this, you should enter 'please telephone' in the 'Proposed Mark' section of question 4 on the CAA

registration application form CA1. The CAA will contact you upon receipt of the application form to allow you to make your choice.

- Alternatively, applicants can specify an 'out-of-sequence' registration mark of their choice, akin to a personalised car number plate. This option carries an additional CAA charge.

The following detail may be helpful when completing the form;

- If the glider is owned by a co-ownership syndicate then the owners' details should be entered in 6a with the group name in 6b.
- In cases where there are three or more individual owners of an aircraft, it is recommended that one of the owners, or at the most two, are nominated as trustees of the syndicate. The details of the other shareholders need to be given on a CAA registration department supplied 'trustee grid' form. In this way any member may leave or join the group without the need to re-register the glider on every occasion and thus incurring a fee. Unfortunately, the glider must be re-registered if the trustee leaves the group.
- 9a must be completed. The month and year is sufficient.
- For owners with large numbers of gliders (eg clubs) the CAA advise that they should be able to accept a single CA1 application containing all the constant information and a separate schedule of the variable elements, such as the glider type, date of ownership, etc. In these circumstances, you should contact the CAA registration department directly and they will devise a schedule format that is appropriate for your needs. The usual CAA fee will still apply on a per-glider basis.

You will need to include additional information to support the application;

- A compliant insurance certificate (your insurer should provide that as standard)
- CAA registration

If registering a new aircraft, a certificate of non-registration must accompany the application

If registering a used aircraft on its first import into the UK, a certificate of de registration must accompany the registration

Step 4

Apply the registration markings.

The Basics

Sailplanes must display the allocated nationality (G- ABCD) and registration marks in accordance with CAP 523 or be in possession of a valid exemption granted by the CAA. The registration marks must be displayed on both sides of the fuselage and the underside of the left (port) wing. CAP523 details the size, format and position of the marks and can be downloaded from the CAA web site. Additional guidance is given below.

Situational awareness - unique fin marking

A BGA Operational Regulation requires that a unique fin marking is displayed as large as practicable on each side of the fin and/or rudder of the sailplane in a substantially vertical plane. The trigraph – see Step 2 above – provides that unique marking. Alternatively,

competition numbers are available from the BGA at a small additional charge (in support of the British Team).

Identification Plate

All aircraft require a metal identification plate bearing the nationality and registration marks (G-xxxx). It is recommended that the BGA number is also engraved.

Registration Markings – General Guidance

Due to the physical, structural and aerodynamic limitations of the majority of modern sailplanes, the following guidance on the size, position, colour and type of registration marks is offered to assist in interpreting CAP 523 'The Display of Nationality and Registration Marks on Aircraft: Guidance for Owners'.

Please note that if the size, position or colour of the registration marks is incorrect or not displayed to the best advantage the CAA could insist that they are redone.

Embellished fonts should not be used as these can be difficult to read from a distance and, in any event, are not allowed for registration marks.

Fuselage:

The registration marks should be centred on the tail boom about midway between the trailing edge of the wing and the leading edge of the fin or tailplane.

The height of the letters should be approximately one quarter of the circumference of the tail boom at the midway point. (1m circumference fuselage would mean 250mm high letters).

Wing:

The registration marks should be centred about the mid section or the predominantly constant section of the underside of the left (port) wing. Marks can cross segmented wing sections but cannot cross optional and removable tip sections. Marks should not cross onto flaps and ailerons but may cross air brake caps.

Edge margins should be left at approx 150 mm from the leading edge (tops of letters) and 100mm from the trailing edge of the wing (not control surface).

If the wing has factory fitted turbulator tapes or is 'blown', advice should be sought from the manufacturer prior to applying registration marks in case there are any aerodynamic considerations to be aware of.

Size:

CAP 523 lays down the size, proportions and format of the letters taking into account the structural limitations above. Embellished fonts are not allowed.

Colour:

Letters should be in a contrasting colour to the background. However, on GRP aircraft, dark colours must be avoided due to heat degradation of some structures. Always follow the sailplane manufacturer's advice but, in the absence of any other guidelines, for white GRP aircraft, letters should be mid-grey, mid-blue or an equivalent contrasting colour.

Light colours will probably offer insufficient contrast and therefore will not normally be acceptable.

Application and thickness:

For most normal applications, stick-on vinyl letters will be perfectly adequate and be the most

economical option.

It should be noted that vinyl does not adhere to some fabric covered surfaces particularly well and painting may be the best solution.

Remember to cut the letters at wing intersections or airbrake caps and clear any vents or drains. Letters should be positioned well clear of static instrument ports.

For some high performance applications the letters can be painted very thinly or even set into the gel coat. Both these applications are more labour intensive and therefore more costly.

Fireproof identification plate.

The nationality and registration marks should be engraved on a small plate made from stainless steel or similar material. It is recommended that the letters should be approximately 10mm high in plain font.

The registration letters may be incorporated on the aircraft serial number plate using appropriately sized letters.

Supplies

Some glider spares suppliers and repairers have vinyl letter cutting machines and supplies of suitable vinyl for registration marks. They may also have equipment for engraving fireproof identification plates.

Trophy engravers can also supply fireproof identification plates using jewellers' silver plate. This would be an acceptable alternative to stainless steel.

Vinyl templates can also be used as masks for painting registration marks onto the aircraft.

Exemptions

Exemption from the need to display CAA registration markings are available in a limited number of cases, normally to enable aircraft to display historically accurate military liveries and marks. Details and application forms are available from the CAA website. Note that for aircraft to bear military markings, permission must be obtained from the Ministry of Defence or the appropriate foreign government.

And finally (re change of ownership)....

Please keep the BGA informed so that we can support you with important information.

Change of trustee ownership details must be notified to the BGA to enable us to maintain accurate records and to ensure the owner continues to receive important airworthiness information (there is no charge for this process). Please note that the CAA will only accept change of ownership details from owners.