

BRITISH GLIDING ASSOCIATION

APPLICATION TO THE CAA FOR AN *ADDITION* TO AN *EXISTING* PART-SFCL SAILPLANE PILOT LICENCE (updated July 2025)

Please read the form completion guidance notes

Please complete the form in clear block capitals using black ink

Payment - Please use the attached payment form.

FALSE REPRESENTATION STATEMENT

It is an offence under UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both

1. APPLICANT'S PERSONAL PARTICULARS (please complete as legibly as possible)

CAA Reference Number. This is important. Please be careful to accurately note your licence number, eg 1234567E

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Title.....Surname.....

Forenames..... Date of Birth.....

Email Address (please print carefully).....

Tel No.....Mobile No.....

2. APPLICANTS ADDITIONAL CONVERSION REQUIREMENT AND BGA RECOMMENDATION TO THE CAA (please read the guidance notes before ticking a box – shaded areas for BGA use only)

Additional privileges required:

Aerobatics basic ☐		Aerobatics advanced ☐		Sailplane cloud flying ☐	
TMG night ☐		Sailplane Towing ☐		TMG ☐	
Basic Instructor privileges required: Leave 'Valid from' date blank.				Basic Instructor Sailplanes ☐	
				Valid from.....	

Flight Instructor privileges required: Leave 'Valid from' date blank.

Sailplanes/Powered Sailplanes – restricted FI(S) Valid from:.....		Sailplanes/Powered Sailplanes – unrestricted FI(S) Valid from:.....		Aerobatics FI(S) Valid from:.....	
Sailplane towing FI(S) Valid from.....		Sailplane cloud flying FI(S) Valid from.....		Basic instructor coach FI(S) (a)(8) Valid from.....	
TMG instruction in TMG FI(S) Valid from:.....		TMG night FI(S) Valid from:.....		Flight instructor coach FI(S) (a)(7) Valid from.....	

Examiner privileges required: Leave 'Valid from' date blank. Unless you hold the required BGA / National flight examiner privileges, you must complete the requirements of SFCL420.

FE(S) for SPL excluding TMG (SFCL.415 (a))	☐	FE (S) TMG extension (SFCL.415 (b))	☐
Valid from:.....		Valid from:.....	
FE(S) for FI(S) sailplanes excluding TMG (SFCL.415 (c) (i))	☐	FE(S) for FI(S) TMG (SFCL.415 (c) (ii))	☐
Valid from:.....		Valid from:.....	
Blank		Senior Examiner (Sailplanes)	☐
		Valid from.....	

3. SFCL COMPLIANCE REQUIREMENT (for use where the additional privilege is made via SFCL compliance)

a. **Declaration by the BGA DTO** (not required where a course completion certificate is submitted with this application)

I certify that.....(name) has satisfactorily completed an *approved* course of training for
.....(name of privilege/rating/certificate) in accordance with the relevant
syllabus.

Flying hours during the course:

Take-offs during the course:

Sailplanes/TMGs used:

Name of Head of Training:

Signature:

Date:

b. **Assessment of Competence** (not required where a skills test report is submitted with this application) **or**
Demonstration of Competence

for..... (name of privilege/rating/certificate)

Theoretical knowledge – Pass/ Partial Pass / Fail

Practical part – Pass/ Partial Pass/ Fail

(Fail only) Before retest, I recommend further ground training/ further flight training / no further training required

I the undersigned have received information from the applicant and found that experience and instruction comply with the applicable requirements of SFCL, and confirm that all the required manoeuvres and exercises have been completed, unless specified otherwise in the event of fail, and

Confirm that my examiner authorisation or instructor certificate is issued by the UK CAA and includes the relevant privileges.

Name:

Signature:

SPL number:

Date:

4. APPLICANT DECLARATION (required by all applicants)

I declare; that I understand the privileges, requirements and limitations that apply to the Part-SFCL licence that I have applied for; and that I understand that it is my responsibility to ensure that I am capable of safely exercising the privileges attached to the Part-SFCL SPL that I am issued with.

Applicant signature:..... Date.....

INSTRUCTIONS FOR THE APPLICANT

1. All applicants must:

- a) quote their SPL number, eg 123456E
- b) supply a certified copy of their SPL
- c) supply other required evidence – see 5 below
- d) supply required logbook summary evidence – see 6 below
- e) submit the correct payment

2. Where the addition is made via SFCL compliant training, applicants must additionally supply:

- a) the completed course programme **including** instructor certified training records and course completion certificate
 - where no course programme applies, complete the DTO declaration at 3a above.
- b) where an assessment is required, an examiners assessment report or the 'Assessment of Competence or Demonstration of Competence' at 3b above. Note that reports for assessments of examiner candidates are submitted direct by senior examiners.

CERTIFYING DOCUMENTS

The following people can act as document certifiers where required in this application; Club Chairman, CFI or Secretary, BGA authorised Examiner, CAA authorised Examiner. Insert on the copy to be enclosed with the application, '*I have seen the original document and I certify that this is a complete and accurate copy of the original*', certifier must sign and date, certifiers name must be printed in block capitals. Must include position or capacity, eg. Club Secretary

BGA USE ONLY - BGA OFFICE DECLARATION

We are satisfied that the application for the grant of an addition to the SPL privileges held by the person named on this application has been assessed and we are satisfied that all the requirements have been satisfactorily completed. We hereby recommend that the licence is issued with the additional privileges identified above by the BGA.

Name:..... Signature:.....

Position:..... Date:.....

CAA USE ONLY

Date of Issue..... Loaded by.....

Checked by..... Signed by.....

5. APPLICATION EVIDENCE CHECKLIST (delete where not applicable to this application)

Note: All evidence must be certified copies (originals must not be sent) as per Section1 of the guidance notes. Uncertified copies will not be accepted and the application will be returned. For details of evidence required see guidance notes.

Conversion Requirement	Required Evidence	Certified & Included	BGA USE
TMG	Valid SLMG or TMG Rating, or SEP (land) Rating together with valid SLMG privileges or Compliance with SFCL.150 SPL (b) and (f) and submit certified copy of course completion certificate.	☐	☐
TMG night	Valid night rating, or Compliance with SFCL.210 (b), (c), (d) and submit certified copy of course completion certificate.	☐	☐
Sailplane towing	30 hours and 60 take-offs PIC in SLMG or TMG and 10 flights towing as PIC in an SLMG or TMG, or Compliance with SFCL.205 (b)(1) & (2), (d) and (e) and submit certified copy of course completion certificate.	☐	☐
Basic Instructor (Sailplanes)	Valid BGA Basic Instructor Rating or Compliance with SFCL.310 and submit certified copy of course completion certificate and test report.	☐	☐
Flight Instructor (Sailplanes)	Valid BGA Assistant or Full Rating Or Compliance with SFCL.320 and submit certified copy of course completion certificate and test report.	☐	☐
FI(S) Sailplane Towing	Logbook statement of instructing towing, or Compliance with SFCL.315 (a) (5)(ii)	☐	☐
FI(S) Aerobatics	BGA holds evidence of BGA aerobatic instructor certificate, or evidence of a valid FI(A) certificate without a "no aerobatics" restriction, or Compliance with SFCL.315 (a) (5)(i) and (ii).	☐	☐
FI(S) Sailplane Cloud Flying	BGA holds evidence of BGA SCFE instruction qualification, or Compliance with SFCL.315 (a) (5)(ii).		☐
BI(S) or FI(S) instruction i.e. BIC or FIC.	BGA holds evidence of BGA BIC or FIC qualification as appropriate, or For FI(S) Compliance with SFCL.315 (a) (7). For BI(S) Compliance with SFCL.315 (a) (8)		☐
FI (S) TMG Training in TMG	Valid CAA issued FI rating, with either SLMG or TMG instructing privileges or Compliance with SFCL.315 (a) (4).	☐	☐
FI(S) TMG Night	Valid CAA issued FI rating, with either SLMG or TMG and night instructing privileges or Compliance with SFCL.315 (a) (6).	☐	☐

The following are **conversion requirements based on BGA/national examining privileges**. Where those privileges are not held, you must comply with SFCL.420 including an FE(S) standardisation course *relevant to the privileges being sought*.

	Included	BGA
FE(S) SPL (SFCL.415 (a)) To convert, you will need to: • Meet the requirement for a Flight Instructor (Sailplanes) certificate, and • Hold a BGA Full Instructor rating as recorded by the BGA (therefore nothing to be submitted), and • Submit evidence of 300 hours flight time in sailplanes of which 150 hours or 300 launches is flight instruction, and • Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) The BGA office will complete the validity from date.	☐ 	☐
FE(S) SPL TMG Extension (SFCL.415 (b)) To convert, you will need to: • Meet the requirement for a Flight Instructor (Sailplanes) certificate, and • Supply a certified copy of your valid CAA issued Flight Examiner authorisation with SLMG or TMG examiner privileges, and • Submit evidence of 50 hrs flight instruction in TMGs, and • Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) The BGA office will complete the validity from date.	☐ 	☐
FE(S) Flight Instructor (Sailplanes) – no TMG (SFCL.415 (c) (1) (i)) To convert, you will need to: • Meet the requirement for a Flight Instructor (Sailplanes) certificate, and • Hold a BGA Regional Examiner or Flight Instructor Examiner authorisation as recorded by the BGA (therefore nothing to be submitted), and • Supply evidence of 10 hrs or 30 launches instructing for an FI(S) certificate (excluding in TMGs), and • Supply evidence of 500 hours as pilot of a sailplane, and • Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) The BGA office will complete the validity from date.	☐ 	☐
FE(S) Flight Instructor (Sailplanes) – TMG (SFCL.415 (c) (1) (ii)) To convert you will need to: • Meet the requirement for a Flight Instructor (Sailplanes) certificate, and • Supply a certified copy of your valid CAA issued Flight Instructor Examiner authorisation with SLMG or TMG examiner privileges, and • Supply evidence of 10 hours or 30 take-offs and landings instructing for an FI(S) certificate in TMGs, and • Supply evidence of 500 hours as pilot of a sailplane, and • Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) The BGA office will complete the validity from date.	☐ 	☐

Senior Examiner Sailplanes/Powered Sailplanes

If you wish to be a Senior Examiner (Sailplanes), you will need to be specifically authorised as such. You will need to be recommended specifically by the BGA and comply with AMC1 SFCL.445; SFCL.460 FE(S) Certificate 'Qualification of Senior Examiners', and

- Hold a Flight Examiner (Sailplanes) certificate and
- Hold a BGA RE/Flight Instructor Examiner authorisation as recorded by the BGA – therefore nothing to be submitted, and
- Provide a certified copy of your CAA Senior Examiner Briefing attendance certificate, and
- The BGA will need to receive a copy of the CAA Form TS10 (supplied as required by the testing Senior Examiner)

The BGA office will complete the validity from date.

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6. APPLICANTS LOGBOOK SUMMARY (please only complete elements required for this application)

Original logbook evidence must be shown to a person authorised to certify as described in the form completion guidance at 1. That person must sign the certificate below. Original or copies of logbook evidence of hours and launches should not be submitted.

I confirm that I hold logbook evidence of:	Applicant signature
Sailplane towing in a TMG	
30 hours and 60 take-offs PIC in SLMG or TMG <u>and</u> 10 flights towing as PIC in an SLMG or TMG	
For Basic Instructing only	
50 hours PIC in gliders	
For Instructing	
100 hours and 200 launches PIC in gliders	
Instructing in a TMG	
30 hours PIC in SLMG or TMG	
Examining	
<u>For SPL</u> - 300 hours PIC of which 150 hours or 300 launches is flight instruction.	
<u>For TMG extension</u> - 50 hours of flight instruction in TMGs	
<u>For FI(S) sailplanes excluding TMG</u> 500 hours flight time in sailplanes, including 10 hours or 30 launches instructing for an FI(S) certificate in sailplanes excluding TMGs	
<u>For FI(S) TMG</u> 500 hours flight time in sailplanes, including 10 hours or 30 takeoffs/landings instructing for an FI(S) certificate in TMGs	

I have seen the applicant's logbook evidence and I certify that the above summary is accurate.

Signed:

Name:

Date:

CFI/Secretary/Chairman//BGA FIE/CAA Examiner
(delete as applicable)

7. PAYMENT

All fees are payable to the BGA in advance with the application.

Fees are detailed at <https://members.gliding.co.uk/fees-and-charges/>

To pay via Bank transfer, please reference your name & 'SPL' and include the transaction evidence in this application.

British Gliding Association
Account No 00041622
Sort code 30-94-97

Cheques must be payable to 'The British Gliding Association'

If paying by credit or debit card, please complete the following:

Card Holders Name (in full)																														
Amount in £ sterling	£																													
Card No																														
Expiry Date	____/____								Valid From								____/____													
Card Security No. (last 3 numbers)	<table border="1"><tr><td></td><td></td><td></td></tr></table>																													
Address of Cardholder if different from applicant	Postcode:																													

Send the completed application form, certified copies of documents and payment to:

British Gliding Association
8 Merus Court
Meridian Business Park
Leicester LE19 1RJ

Or email to
Lizzie@gliding.co.uk