



PERMIT APPLICATION CHECKLIST

Before submitting your permit application please check that you have completed and enclosed the necessary items. Failure to enclose all required items will result in a delay of your permit application and add to the Tech Office workload. Please check the list below before submitting paperwork to ensure a swift turnaround.

CHECK THE FOLLOWING	YES	NO
Have you enclosed all of the paperwork including; a) Signed and stamped permit application given to you by your inspector b) Certificate of fitness of flight (NMAI/AW/007) c) Betts test results (Where applicable) d) Weight and Balance Report (Where applicable) e) Check flight report (Where applicable)		
Is your NMAI Membership paid and up to date? This runs from May to May each year. If your membership is lapsed please enclose it with this application or pay online at www.nmai.ie . <i>Paperwork will not be processed until membership is paid</i>		
Have you enclosed the appropriate fee for the permit application? Enclose it with this application or pay online at www.nmai.ie . The current permit renewal fee is €180.		
If you are renewing your 3 year permit (year 2 and 3), have you included the Validity Sheet for the CTO to sign? <i>If the CTO is available, it may be possible to fly into Limetree and have this signed providing all of the above paperwork is in order</i>		

Providing you have answered yes to all of the above (where applicable) your paperwork can be submitted to the Tech Office. The NMAI CTO may request additional information if necessary to process the application further.

Completed paperwork along with any fees should be forwarded to;

NMAI Tech Office
Limetree Airfield
Portarlinton
Co. Laois

Queries relating to permits can be sent to techoffice@nmai.ie