***Application for Registration of an Aircraft***

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| ***Information for completing this application*** *This application form is designed to enable you to successfully apply for a Certificate of Aircraft Registration.* *To help you complete this form, please familiarise yourself with* [*AC 47-1*](https://www.aviation.govt.nz/rules/advisory-circulars/)*.**With this application form, we request that you submit a photograph of the data plate, along with any supporting documentation. Instructions and guidance for completing this form can be found in the grey sections. If you don't already have a CAA participant number, please also include proof of identity.**Payment can be made via the Civil Aviation Authority (CAA) payment portal. See section 6 of this form for the fee and payment details.* *If you wish to choose a registration mark of your choice (if not already reserved), please include the additional Allocation of Mark fee with your payment. Take note of the receipt reference number and include it with this application.****Submit the completed application form and supporting documentation via email to*** ***aircraftregistrar@caa.govt.nz******.*** |

***When should this form be used?***

Use this form if you have lawful entitlement to possession of an aircraft for a period of 28 days or longer and wish to register it on the New Zealand Register of Aircraft, and for a Certificate of Registration to be granted. The aircraft must not currently be on the Register of Aircraft: <https://www.aviation.govt.nz/aircraft/aircraft-registration/aircraft-register-search/>.

Section 2 of the Civil Aviation Act 1990 defines “owner” of an aircraft to be the person lawfully entitled to possession of the aircraft for 28 days or longer. Although the Act and Rules refer to owner, a Certificate of Registration is not a legal title for the aircraft – it is simply a record of the person who is responsible for the aircraft. It is the “owner’s” responsibility under the Act and Rules to notify the CAA of any change in possession that would require a change in the registered owner of the aircraft.

***Who should complete this form?***

This form is to be completed by the person(s) having lawful entitlement to possession of an aircraft for 28 days or more.

Where there is more than one operator/owner e.g., a syndicate or partnership, the operator/owner should nominate an individual to sign this form as the main contact for the CAA.

For partnerships and syndicates, the CAA requires both a main contact and a secondary contact, completed in Section 3. Please retain a list of all members available on request which include their full names, addresses, and contact numbers.

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the operator/owner. Note that missing or incomplete information may cause delays in registering your aircraft.

***Privacy statement for the purposes of principle 3 of the Privacy Act 2020:***

The CAA collects information on this form to process your application for a Certificate of Registration for an aircraft. Information provided may also be used by the CAA for wider aviation safety and security regulatory purposes. The information contained in this form will be held by the CAA and submitted to the New Zealand Register of Aircraft. A version of the register, which includes the name and postal address of an aircraft owner, appears on the CAA website, and is publicly accessible.

The information sought on this application form is required before a Certificate of Registration will be granted. If you do not provide the information, a Certificate of Registration will not be granted. Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways and other government and non-government agencies) in accordance with the Official Information Act 1982.

You may request access to, and correction of, personal information supplied on this form. At any time in the future you are also entitled to:

* obtain confirmation whether personal information is held about you and, if so:
* obtain access to that information, subject to the provisions of the Privacy Act 2020, and
* request that the CAA correct any personal information it holds about you.

You can contact the CAA via email: oia@caa.govt.nz

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| 1. **Aircraft details (details shown on the manufacturers data plate on the aircraft)**
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| Please include a photograph of the data plate and any supporting documentation – verifying the information required below (i.e. make, model, serial number, notice of deregistration, non-registration). On receipt of all the necessary documentation and the application fee the aircraft will be registered. Once registered and entered on the New Zealand Register of Aircraft the Certificate of Registration will be issued and emailed to the address listed in this application If the aircraft is not type certified, e.g., a microlight or homebuilt, please provide a copy of the documentation supplied with the kit or plans that shows the aircraft model and serial number, to ensure the aircraft is correctly registered |
| Manufacturer:  |       | Serial Number: |       |
| Model: |       | Date of Manufacture: |       |
| Aircraft Registration Marks – select one of the following*If you are requesting allocation of a particular mark, please contact* *aircraftregistrar@caa.govt.nz* *to ensure the mark is available.* |
| [ ]  Please allocate the next mark on the Register |  |
| [ ]  The following mark has already been reserved (prepaid) | ZK- |       |
| [ ]  I request reservation and allocation of the following mark (additional fee of $197.00 fee payable) | ZK- |       |
| 1. **Aircraft history**
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| The aircraft is: *(please tick applicable options)* | [ ]  Previously registered in New Zealand | Previous or existing NZ registration mark: ZK- |       |
| [ ]  Newly manufactured in New Zealand | For a sport aircraft, was assembled from: | [ ]  A kit | *OR* | [ ]  Plans |
| [ ]  Imported | Previous state of registry:  |       |
|  | Previous mark: |       |
| Note: Imported aircraft require notification of deregistration from the foreign authority – it is your responsibility, in conjunction with the previous owner, to ensure the CAA is provided with this. For non-type certificated aircraft, evidence of deregistration, non-registration from the previous (export) state authority, or evidence the aircraft was completely assembled in New Zealand must be provided. |
| For a sport or recreational aircraft, I apply for registration in the following aircraft category: |
| [ ]  Amateur built | [ ]  LSA | Microlight: | [ ]  Class 1 | [ ]  Class 2 |
| 1. **Particulars of individual/partnership or syndicate/organisation or company to hold Certificate of Registration**
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| State whether: | [ ]  Individual | [ ]  Partnership/syndicate | [ ]  Organisation/company |

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| *State which name you would like on the Certificate of Registration:* |
| [ ]  Name of individual  | [ ]  Name of organisation  |

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| ***If registering as an individual:***  |
| Name:  |       |
| CAA participant number *(If known):* |       | Date of birth *(Required for identification purposes)* |       |

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| ***If registering as a partnership or syndicate/company or organisation:*** |
| Name of organisation: |       |
| CAA participant number *(if known):* |       |
| *Primary contact for partnership or syndicate:* |
| Name of individual: |       |
| CAA participant number *(if known):* |       | Date of birth *(Required for identification purposes)* |       |
| *Secondary contact for partnership or syndicate:* |
| Name of individual: |       |
| CAA participant number *(if known):* |       | Date of birth *(Required for identification purposes)* |       |

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| Nature of Interest in this aircraft: | [ ]  Legal owner | [ ]  Operator |
| Name of legal owner: |       |

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| *Section 8 of the Civil Aviation Act requires applicants to provide a physical address for service in New Zealand, not a Post Office Box and to promptly notify the Director of any changes to this address.* | Address for service  | Postal address *(If different from address for service)* |
|       |       |
| Mobile: |       | Email: |       |

1. **Fit and proper self-declaration**

A requirement for a Certificate of Registration is that the person(s) with lawful entitlement to possess an aircraft must be fit and proper individuals.

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| [ ]  I have read and understood [sections 9](https://www.legislation.govt.nz/act/public/1990/0098/latest/DLM215701.html) [and 10](https://www.legislation.govt.nz/act/public/1990/0098/latest/DLM215709.html) of the Civil Aviation Act 1990 and declare that I am a fit and proper person. |

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| 1. **Declaration**
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| *If registering as a company/organisation/syndicate or partnership:*

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| [ ]  I am authorised to sign on behalf of my partnership or syndicate/company or organisation. |

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| I declare that, to the best of my knowledge, the information supplied in this application and any documentation attached is true and correct. |
| Name: |       | Position/title: *(If applicable)* |       |
| Signature: | A white square with a blue border  Description automatically generated | Date:  |       |

*Note: An agent cannot sign this form on behalf of the applicant taking possession unless they have legal authority.*

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| 1. **Fees**
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| **Fee schedule (Including GST):** |
|  | Initial registration  | $296.00  |
|  | Reservation or allocation of a particular registration mark *(if applicable)* | $197.00 |
|  | Total: | $       |
|  | Confirmed receipt number: | #       |
| Please pay online at <https://sec.caa.govt.nz/onlinepayment> and submit a copy of the receipt that will be emailed to you with this application. ***Do not send cash****.*  |
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| 1. **Your responsibilities as a holder of an aircraft Certificate of Registration**
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| [**Rule 47.57 –**](https://www.aviation.govt.nz/rules/rule-part/show/47/2)1. If the holder of a New Zealand certificate of registration ceases to have lawful entitlement to possession of the registered aircraft for a period of 28 days or longer, the certificate expires on the date the certificate holder ceases to have lawful entitlement to possession of the aircraft.
2. The certificate holder whose certificate expires in accordance with paragraph (a) must –
	1. (1) within 14 days after the date of such expiry, ensure the completion of –

(ii)  form CAA 24047/03—* 1. (1) and submit the form to the Director with a payment of the appropriate fee prescribed by regulations made under the Act; or
	2. (2) where applicable, notify the Director in accordance with rule 47.67(b).

Payment of the Annual Registration Fee and Participation Levy is due annually 1 July.To inform the Director of any change of address immediately, email aircraftregistrar@caa.govt.nz or visit [https://www.aviation.govt.nz/about-us/contact-us/change-of-address](https://www.aviation.govt.nz/about-us/contact-us/change-of-address/). |