

**Application for issue or renewal of an
Aerodrome Operating Certificate under CAR Part 139**



Application requirements and instructions for completing the form

- a) Please ensure all documents are enclosed. No application will be processed until all required documentation and applicable fees are received.
- b) The application must include
 - completed rule compliance matrix [24139-04](#) and any other as applicable to your type of operation.
 - a complete exposition as required by rule 139.77.
- c) Applications must be received, with all completed information
 - for initial issue at least 90 days prior to intended operation;
 - for renewal at least 60 days prior to certificate expiry.
- d) Further notes and instructions are included in the grey margins of the different sections.
- e) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.

1. Organisation Details

CAA Participant Number (if known)		Companies Office No.	
Legal Name of Organisation			
<p><i>A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the Companies Office Certificate of Incorporation for initial issue or for an amendment involving a change to the legal name of the organisation.</i></p>			
Trading or Division name (if any)			
Address for Service	Postal Address		
<i>The Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a PO Box) and to promptly notify the Director of any changes.</i>	<i>(if different from Address for Service)</i>		
Post Code		Post Code	
Phone		Phone	
Email		Email	
Your reference or purchase order			
Details of the person who may be contacted for further information			
Name		Position	
Phone		Email	

2. Questionnaire

<p><i>These two questions must be answered for the initial issue and for the renewal of a certificate.</i></p>	<p>Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?</p>	<p>Yes / No</p>
	<p>Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?</p>	<p>Yes / No</p>

Note - if "Yes", please provide details with this application on separate sheets.

3. Aeroplanes for Which the Aerodrome Facilities are Intended

Mark the appropriate boxes

Aeroplanes having a certificated seating capacity in excess of 30 passengers	<input type="checkbox"/>	Aeroplanes above 5700 kg maximum certificated take-off weight	<input type="checkbox"/>
Aeroplanes at or below 5700 kg maximum certificated take-off weight	<input type="checkbox"/>	Helicopters	<input type="checkbox"/>

4. Aerodrome Limitations (Ref. Rules 139.53 and 139.77(5))

Brief summary of any limitations on the use of the aerodrome that arise from the aerodrome design, or the facilities or services intended at the aerodrome.

5. Exposition

<p>List the manuals that constitute the exposition required by CAR 139.77</p> <p>For renewal list the publications already held by CAA and their latest amendment status.</p>	Manual Titles	Amendment No. and date

Also complete and submit the applicable [CAR Part 139 Rule Compliance Matrix](#) to show compliance with the rule requirements in the exposition.

6. Senior Persons

Separate forms must accompany this application for each of the nominated senior persons as shown below.
 Note also the transitional provisions related to SMS in Rule 139.551

Initial issue:
 Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Renewal:

- <u>Changed persons:</u> Form CAA 24FPP or 24FPPDEC , and CV	- <u>Unchanged persons:</u> Their names and titles must be confirmed in this section and form CAA 24FPP or 24FPPDEC must be included. They need not submit a CV where they are continuing in their CAA accepted senior person role.
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Nominated persons area(s) of responsibility as per 139.51(a)	Name & company title	Participant No. (if known)
Chief Executive		

<p>Indicate any senior persons that are being removed from the organisation's certificate.</p>	Removed persons	
	<p>I hereby nominate the above person(s) for the responsibilities indicated.</p>	
<p>Signature of Chief Executive or Board Chairperson</p>	<p>Date</p>	

7. Exemptions

<p>List any exemptions you hold (list numbers and applicable rules).</p>	
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8. Declaration by Chief Executive

<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of a body corporate, to a maximum fine of \$50,000.</p>	<p>I have obtained a current copy of NZCAR Part 139 and all relevant advisory circulars, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.</p> <p>This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 1990, Section 12.</p>	
	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.</p>	
<p>Full Name of Chief Executive</p>	<p>Participant Number (if known)</p>	
<p>Signature</p>	<p>Date of application</p>	

9. Fees and Charges

<p>Initial issue:</p>	<p>A minimum charge of two hours at the prevailing standard hourly rate is payable in advance.</p> <p>The charge is credited towards the total and a final adjustment will be made on completion of certification. The charge is at the prevailing standard hourly rate for the time taken to assess and process the application.</p> <p>Follow the link for information on fees and charges.</p>
<p>Renewal:</p>	<p>Charge at the prevailing standard hourly rate for the time involved.</p>

Pay by bank transfer:

**Civil Aviation Authority
Westpac, Lower Hutt**

03-0531-0406878-00

Particulars: Invoice or receipt number (if known), or rule part number applied for (e.g., 139Cert)

Code: CAA Participant Number (if known)

Reference: Aircraft Registration Mark, Organisation or Name (as applicable)

Pay by credit card:

To pay by credit card, please contact the CAA on **(04) 560 9400** and ask for Finance.
Do not send cash and cheques. Do not send credit card details via email.

10. Applicant's Checklist – please take the time to check and complete this section

Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.

**Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.*

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|------------------------------------------------------------------------|--------------------------|
| 1. All necessary sections completed | <input type="checkbox"/> |
| 2. Completed rule compliance matrix enclosed | <input type="checkbox"/> |
| 3. Completed company exposition enclosed | <input type="checkbox"/> |
| 4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed | <input type="checkbox"/> |
| 5. Payment made (as applicable) | <input type="checkbox"/> |
| 6. Purchase order number (as applicable) | <input type="checkbox"/> |
| 7. Additional attachments enclosed as per this list: | <input type="checkbox"/> |

Submit the completed application together with supporting documentation to either:

Email: aeronautical.services@caa.govt.nz

Post: Aeronautical Services, Civil Aviation Authority, PO Box 3555, Wellington 6140

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations