

Application for Issue, Renewal or Amendment of an Aviation Recreation Organisation Certificate, CAR Part 149

Application requirements and instructions for completing the form

- The CAA Standard Rate hourly charge applies. Follow the link for information on [fees and charges](#). NOTE: If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising the payment in Section 2.
- For initial issue or for a change of Senior Persons, separate form CAA [24FPP](#) will need to accompany this application for each of the senior persons nominated.
- Please ensure all documents are enclosed. No application will be processed until all required documentation is received.
- Submit the completed application and supporting documentation to either:**

Email: certification@caa.govt.nz

Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140

Initial issue

Renewal

Amendment

1. Organisation Details

CAA Participant Number (if known)	<input type="text"/>		
Legal Name of Organisation (The certificate will be issued in this name)	<input type="text"/>		
Trading name (if any)	<input type="text"/>		
Address for Service <i>The Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.</i>	Postal Address (if different from Address for Service)		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Your reference	<input type="text"/>		
Details of the person who may be contacted for further information			
Name	<input type="text"/>	Position	<input type="text"/>
Tel	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

2. Details for Invoice

Please provide the name of the organisation or applicant and address for the invoice to be sent. If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising payment.

The invoice is to be sent to:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Organisation
Applicant or Organisation Name:	<input type="text"/>	CAA Participant No: <input type="text"/>
Name of the person authorising payment: (If applicant, N/A)	<input type="text"/>	Purchase Order No: (If applicable) <input type="text"/>
Title/Position within the company:	<input type="text"/>	
Email:	<input type="text"/>	Phone: <input type="text"/>
Postal Address: (For the invoice to be sent to individual or organisation)	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	
Signature: (Of the applicant or person within the organisation authorising payment)	<input type="text"/>	

3. Questionnaire

The following questions must be answered for initial issue and for renewal:	Yes*	No
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>

* If answering "Yes", please provide details on separate sheets.

4. Privileges applied for (ref CAR Part 149.9)

Personnel Certification (149.59) <input type="checkbox"/>	Aviation Events (149.61) <input type="checkbox"/>	Other Privileges (149.9(3)) <input type="checkbox"/>
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5. Brief Summary of Scope of Work to be carried out

Provide references to the Organisations Exposition (Ref CAR Part 149.65(a)(5)):

6. List of Senior Persons and their areas of responsibility (ref CAR Part 149.51(a)(1)(2) & (3))

For initial issue or for a change of Senior Persons, separate form CAA [24FPP](#) will need to accompany this application for each of the senior persons nominated

7. Number of Persons to be employed (Ref CAR Part 149.51(a)(4))

1-5 <input type="checkbox"/>	6-10 <input type="checkbox"/>	11-50 <input type="checkbox"/>
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8. Declaration

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 to the standard required by the Authority.

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.

Full name of (nominated)
Chief Executive

Signature of (nominated)
Chief Executive

Date of application

Note: 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.