

Application for Registration of an Aircraft

This form is used to apply for the registration of an aircraft that is not currently on the New Zealand Register of Aircraft and to seek the grant of a new Certificate of Registration, under Part 47 of the Civil Aviation Rules. Ensure the form is complete, and that the fee of \$296.00 is paid. Incomplete or unpaid applications will not be processed and may cause delays in processing the application while follow up information/fee is sought. For more information see Advisory Circular AC47-1.

When this form should be used?

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 have a Certificate of Registration granted. The aircraft must not currently be on an aircraft register in New Zealand or overseas.

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 legal title for the aircraft – it is simply a record of the person who is responsible for 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 owner/operator eg, syndicate or partnership, the owner/operator will need to decide who will sign the form and become the contact for the CAA. In the case of partnerships and syndicates the CAA requires full names, addresses, contact numbers and CAA client numbers (if applicable) of all members a completed Fit and Proper persons questionnaire (24047/2) completed by each member.

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the applicant.

Instructions for completing this form

When completing this form you should have regard to Advisory Circular AC47-1.

Please ensure all sections of the form are completed, documents in support are included and the \$296.00 (incl GST) application fee is paid.

If you wish to choose a registration mark of your choice please include the additional Allocation of Mark fee of \$197.00 (incl GST), unless the mark is already reserved and paid for.

CAA Bank details: Civil Aviation Authority of New Zealand, Westpac, Lower Hutt 03 0531 0406878 00

Use the registration mark as ref: _ _ _

A fit and proper person form CAA 24047/02 (available on the CAA website) must also be completed and submitted with this form if you are new to aircraft ownership.

If requiring a Special Category –Exhibition or Special Category – Limited Airworthiness Certificate – complete and submit form 24047/08 Operator statement with this application.

Privacy statement for the purposes of principle 3 of the Privacy Act 1993

The CAA is collecting information on this form about you to process your application for a Certificate of Registration for an aircraft. Information you provide 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 entered into the register of civil 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.

More information about the online aircraft register can be found at: http://www.caa.govt.nz/aircraft/aircraft_register_faqs.html

The information sought on this application form is required before a Certificate of Registration will be granted. If you do not provide the requested information, a Certificate of Registration will not be granted.

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

- obtain confirmation whether or not personal information is held about you; and, if so;
- obtain access to that information, subject to the provisions of the Privacy Act 1993;
- request that CAA correct any personal information it holds about you.

You can contact the CAA at PO Box 3555, Wellington 6140, (04) 560 9400 or at info@caa.govt.nz or privacy@caa.govt.nz.

Application for Registration of an Aircraft

Forms should be sent to:	Contact the Aircraft Registrar directly:
Attention: Aircraft Registration Civil Aviation Authority PO Box 3555 Wellington 6140	Email: aircraftregistrar@caa.govt.nz

Section 1. Aircraft Details (Details shown on the manufacturers data plate on the aircraft)

Please include a photograph of the data plate and any supporting documentation – verifying the information required below (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 posted to the address listed in this application

Note: missing or incomplete information may cause delays in registering your aircraft.

Manufacturer: Serial Number:

Model: Date of Manufacture:

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, to ensure the aircraft is correctly registered.

Aircraft Registration Mark – select one of the following:

Please allocate the next mark on the Register:

The following mark has been reserved (prepaid): ZK- _ _ _

I request allocation of the following mark: (fee payable) ZK- _ _ _

If you are requesting allocation of a particular mark please contact the Aircraft Registrar to ensure the mark is available.

Section 2. Aircraft History

The aircraft is: (Please tick applicable options:)

Previously registered in New Zealand: Previous or existing NZ registration mark:

Newly manufactured in New Zealand: For a sport aircraft, was assembled from a kit or plans

Imported: Previous overseas state of registry:

Previous mark:

Important Note: Imported used or new aircraft require notification of deregistration or non-registration from the foreign authority – it is your responsibility, to ensure the CAA is provided with this. For non-type certificated aircraft, evidence of de-registration, non-registration from the previous (export) state authority, or evidence the aircraft was completely assembled in New Zealand.

For a sport or recreational aircraft I apply for registration in the following aircraft category:

Amateur built LSA Microlight: Class 1 Class 2

Application for Registration of an Aircraft

Section 3. Particulars of Person(s)/Organisation to Hold Certificate of Registration

Name of Individual/Organisation/Partnership or Syndicate:

CAA Client Number (if known):

OR if individual, state date of birth:

(this information is required for client identification purposes only)

The name you provide above will appear on the Certificate of Registration. This name, together with your postal address, will also appear on the aircraft register published on the CAA web site, www.caa.govt.nz. If your aircraft is registered in the name of an individual you may at any time request that your name and postal address details to be withheld from the online aircraft register. Requests for removal of personal information should be directed to privacy@caa.govt.nz

Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways NZ and other government agencies) in accordance with the Official Information Act 1982.

State whether: Individual Partnership/Syndicate Organisation/ company

Nature of Interest: Legal /Financial Owner Operator Name of legal owner:

in this aircraft

If partnership or syndicate, full names, addresses & contact numbers of all syndicate members are required. (Use separate sheet as necessary) You may complete the syndicate member form and submit this with this application.

Address for service Postal address
(Must be physical New Zealand address) (if different from address for service)

It is mandatory to provide an address for service & to promptly notify the Director of any changes (refer s8 Civil Aviation Act). An address for service is a physical address for the person(s)/ organisation taking possession, not the address the aircraft is serviced at.

Post Code:	Post Code:

Contact details:

Business ph:

Email:

A/Hrs:

Mobile:

Name & Signature of the person(s) taking possession of the above aircraft:

Print Name:

Position/Title:
(if applicable)

Signature: _____

Date:

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the applicant.

Application for Registration of an Aircraft

Your responsibilities as a holder of an aircraft certificate of registration:

- Rule 47.57 –
 - (a) 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.
 - (b) The certificate holder whose certificate expires in accordance with paragraph (a) must –
 - (1) within 14 days after the date of such expiry, ensure the completion of –
 - (i) The form printed on the reverse side of the New Zealand certificate of registration; or
 - (ii) Form CAA 24047/02and submit the form to the Director with a payment of the appropriate fee prescribed by regulations made under the Act; or
 - (2) where applicable, notify the Director in accordance with rule 47.57(a).
- Payment of the Annual Registration Fee & Participation Levy, invoiced annually 1 July.
- To inform the Director of any change of address immediately, by writing to PO Box 3555, Wellington 6140, or emailing aircraftregistrar@caa.govt.nz

Important Note:

A Fit & Proper Person Questionnaire is required to be completed by all new applicants for the issue of an aviation document, Civil Aviation Act 1990 Section 9 refers. The form **CAA 24047/02** can be located on the CAA web site: www.caa.govt.nz

Return/email the completed application form (and Fit & Proper Person(s) Questionnaire) to: Aircraft Registration, Civil Aviation Authority, P O Box 3555, Wellington 6140. Email the form to aircraftregistrar@caa.govt.nz. You may direct bank or credit card the application fee.