

Application for designated airspace or visual reporting point

Application requirements and instructions for completing the form

- a) The CAA Standard Rate hourly charge applies. See [fees, levies and charges](#) on the CAA website for more information.
- b) An application for permanent airspace change must be submitted at least 90 days [prior to the effective date](#) by either:
 Email: [aeronautical.services@caa.govt.nz](mailto: aeronautical.services@caa.govt.nz)
 Post: Manager Aeronautical Services, Civil Aviation Authority, PO Box 3555, Wellington 6140
- c) **Incomplete applications, and those requiring further information on request from CAA will not proceed.**

1. Organisation Details

Person completing application			
Legal Name of Organisation			
Trading or Division name			
CAA Participant Number (if known)			
Tel		Email	
Purchase order number (optional)			

2. Reason for Application

<p>Activity or event: Please include the reason and purpose to describe why the airspace is necessary. Refer to CAR Part 71 for information on all airspace designation and classification requirements.</p>	
---	--

3. Designation details

Type of designation requested		
<input type="checkbox"/> Control Area	<input type="checkbox"/> Control Zone	<input type="checkbox"/> General Aviation Area
<input type="checkbox"/> Low Flying Zone	<input type="checkbox"/> VFR Transit Lane	<input type="checkbox"/> Mandatory Broadcast Zone
<input type="checkbox"/> Military Operating Area	<input type="checkbox"/> Restricted Area	<input type="checkbox"/> Danger Area
<input type="checkbox"/> Visual Reporting Point	<input type="checkbox"/> Volcanic Hazard Zone	

Status Requested	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
Activation from – date/time	<i>Eg. dd/mm/yyyy – 0000 NZDT/NZST</i>	
Activation method (please refer to AIPNZ Update Cycle)		
<input type="checkbox"/> AIP/VNC/ENRC	<input type="checkbox"/> AIP SUP	<input type="checkbox"/> NOTAM
Location - area or aerodrome		
Lateral Dimensions		
<i>Note: Please include charts/diagrams annotating required area(s). Indicate using a radius or significant features or geographical coordinates in WGS-84: GPS: Degrees, Minutes, Seconds (DMS) format</i>		
Vertical Dimensions		
<i>(Give lower and upper limits in feet; state whether above mean sea level: AMSL or above ground level: AGL)</i>		

4. Administrating Authority, Using Agency or Air Traffic Control (ATC) unit

Agency	
<i>(Indicate which agency will act as an Administering Authority for a restricted area or military operating area, a Using Agency for a danger area or low flying zone, or an ATC unit for controlled airspace)</i>	
If designated, airspace contact – full name and position	
Contact details or radio frequency	

5. Evidence of consultation and other information

<p>Please provide full details of organisations and individuals you have consulted and coordinated with regarding this application</p> <p><i>eg. Organisation name, person contact detail(s), person's role, email address and contact phone number(s)</i></p>	
<p>Please provide details or copies of any agreements reached and records of discussions or written submissions</p>	
<p>Please provide details of any identified hazards and the associated risks (eg. risk register, safety case etc), including how these are evaluated and managed</p>	
<p>Additional comments:</p>	