

Application for fit and proper person assessment (24FPP)

Use this form if you are applying to have your fit and proper person status assessed as part of an application process or you have been requested by the Director to submit this form.

If you have previously had your fit and proper person status assessed and you would like to make a declaration that there have been no changes that could impact your fit and proper person, please use the Fit and Proper Person Declaration form.

1. **Personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CAA participant ID  (*if known)* | |  | Date of birth  *(dd/mm/yyyy)* | |  |
| First name | |  | Middle name(s) | |  |
| Last name | |  | | | |
| Preferred Name | |  | | | |
| New Zealand physical address | | | Postal address  *(If different from physical address)* | | |
|  | | |  | | |
| Phone |  | | Phone |  | |
| Email |  | | | | |

**What are you submitting this application for**

|  |  |
| --- | --- |
| *A licence to operate within the aviation system*  *(I.e. PPL, CPL, ATPL, AMEL)* |  |
| *Senior Person Nomination –* ***complete Section 2*** |  |
| *At the request of the Civil Aviation Director* |  |

1. **Senior person nomination**

For senior person nomination, provide your organisation details and a CV[[1]](#footnote-1).

|  |  |
| --- | --- |
| Legal name of organisation |  |
| Organisation CAA participant ID *(if known)* |  |
| Civil Aviation Rule (CARs) under which application is made |  |
| Designation of position for person named in Section 1 |  |
| Responsibilities the senior person will perform: | |
|  | |

1. **Confirmation of identity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Provide a* ***copy*** *of* ***one*** *of the following items to confirm your identity. This must be a current (unexpired) document.* | 1. A New Zealand driver licence |  | 3. A New Zealand or overseas passport |  |
| 2. A birth certificate |  | 4. Certificate of New Zealand Citizenship |  |
| *If you are unable to provide one of the above documents, contact us to discuss options.* | | | | |

1. **Fit and proper person assessment – criminal and behavioural history**

The following information is collected under sections 75 and 80 of the Civil Aviation Act 2023. Note that you may be eligible under the Criminal Records (Clean Slate) Act 2004 to state that you have no criminal record even if you do have convictions. For more information, refer to the Ministry of Justice website.

|  |  |  |  |
| --- | --- | --- | --- |
|  | *Tick the relevant answer for the following questions:* | Yes | No |
| 1. Have you, in NZ or any country, previously had an application for an aviation document rejected? |  |  |
| 1. Have you, in NZ or any country, been the holder of an aviation document which has been suspended or revoked (other than a licence that has been superseded by a replacement or a higher licence)? |  |  |
| 1. Have you, in NZ or any country, been convicted of any transport safety or transport security offence? |  |  |
| 1. Have you, in NZ or any country, committed a transport offence (including receiving a traffic infringement)? |  |  |
| 1. Have you, in NZ or any country, during the past 5 years been issued a warning letter in relation to transport issues? |  |  |
| 1. Have you, in NZ or any country, receive diversion for any offence, including transport safety offence? |  |  |
| 1. Are you, in NZ or any country, presently facing charges for transport safety regulatory offences? |  |  |
| 1. Have you, in NZ or any country, been convicted for any offence (including under the Health and Safety at Work Act 2015)? |  |  |
| 1. Are you, in NZ or any country, presently facing charges for any offence? |  |  |
| 1. Do you have a history of any physical health problems that could affect your ability to discharge the obligations that relates to this assessment? (If in doubt, consult your GP or health professional). |  |  |
| 1. Do you have a history of any mental health problems that could affect your ability to discharge the obligations that relate to this assessment? (If in doubt, consult your GP or health professional). |  |  |
| 1. Do you have a history of any serious behavioural problems that could affect your ability to discharge the obligations that relate to this assessment? (If in doubt, consult your GP or health professional). |  |  |
| ***If you ticked yes for questions 1-13, give further details:*** | | | |
|  | | | |

1. **Transport safety history**

**Attach the following two reports with your application:**

1. [**Criminal record check – Ministry of Justice**](https://www.justice.govt.nz/criminal-records/get-your-own/)
2. [**Demerits points and suspension history – Waka Kotahi NZTA**](https://www.nzta.govt.nz/driver-licences/getting-a-licence/confirming-your-licence-details/demerit-points-and-suspension-history/)

**Complete the instruction below if you lived in a country for longer than 6 months in the past 5 years:**

|  |  |
| --- | --- |
| *If you have lived in a country for longer than 6 months in the past 5 years, you must attach a police report of your criminal and infringement history (including transport safety history) from all countries outside of New Zealand.* | |
| *Relevant reports of my criminal record history are attached to this application.* |  |

|  |
| --- |
| *Countries I have lived in for longer than 6 months in the past 5 years:* |
|  |

1. **Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that I have read [section 80 of the Civil Aviation Act 2023](https://www.legislation.govt.nz/act/public/2023/0010/latest/LMS49346.html), and I am aware of the matters that the Director considers when assessing my fit and proper person status.  To the best of my knowledge the information provided in this application form and the documentation attached is true and correct.  I understand that the provision of false or misleading information is an offence of the Civil Aviation Act 2023. | | | |
| **Applicant’s signature** |  | **Date** |  |

1. **Applicant’s checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| *Ensure all documents are attached.*  *Note: keep a copy for your own reference.* |  | Yes | N/A |
| 1. Confirmation of identity |  |  |
| 1. Ministry of Justice Criminal record check (*issued within the immediately preceding 3 months)* and/or equivalent from overseas *(current within 3 months of leaving country)* |  |  |
| 1. Waka Kotahi NZ Transport Agency Demerit points and suspension history |  |  |
| 1. CV *(for nominated senior person)* |  |  |

Attach this application form with the relevant licence or certification (senior person nomination) application and email to CAA:

* **Licence application** (CAR 61, 65 & 66) **–** [licensing@caa.govt.nz](mailto:licensing@caa.govt.nz)
* **Organisation Certification application** (CAR 19F, 102, 115, 119, 133, 137, 141, 145, 146, 147, 148 & 149) **–** [certification@caa.govt.nz](mailto:certification@caa.govt.nz)
* **Organisation Certification application** (CAR 139, 171, 172, 173, 174 & 175) – [aeronautical.services@caa.govt.nz](mailto:aeronautical.services@caa.govt.nz)
* **Organisation Certification application** (CAR 109 & 140) – [security.regulation@caa.govt.nz](mailto:security.regulation@caa.govt.nz)

1. *A CV detailing education, training, qualifications, and relevant positions held during the past ten years.* [↑](#footnote-ref-1)