|  |  |
| --- | --- |
|  | Part 119 application for amendment of an air operator certificate  Use this form to apply for an **amendment** to a certificate under the:   * [Civil Aviation Act 2023](https://www.legislation.govt.nz/act/public/2023/0010/latest/LMS49346.html), sections 73 and 75, and * [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification for Part 121large aeroplanes, Part 125 medium aeroplanes,orPart 135helicopters and small aeroplanes, if the proposed amendment: * affects your operations specifications under rule 119.15(b), or * requires CAA’s prior acceptance or approval under Civil Aviation Rule 119.165(a) and (b).   Note: Fill in the Part 119 air operator exposition amendment notification to know when to complete this form. |

# You need to apply early because our assessment process takes time

|  |  |
| --- | --- |
| To apply, email to [certification@caa.govt.nz](mailto:certification@caa.govt.nz) | * This application form with the completed relevant sections for proposed amendments * The relevant completed documents as set out in **section 19** of this form |

# About your application and our assessment

|  |  |
| --- | --- |
| * We’ll *only* start our assessment once yourapplication is complete * How long our assessment takes depends on the complexity of your operation and accuracy of the information you provide * No payment is required when you apply * We’ll invoice you during and at the end of the assessment for CAA’s hours taken at the [CAA standard hourly rate](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/) | * Read [advisory circulars](https://www.aviation.govt.nz/rules/advisory-circulars/) for your type of operation before you start * See section 9(b) about senior persons fit and proper person requirements (Note: The government agency reports can take 8 weeks or more to get) * Complete the [forms](https://www.aviation.govt.nz/about-us/forms/) in **section 19** required for your type of operation * Sections in this form with **\*** must be addressed in your exposition * Click on the field areas and type (they expand as you type) * Click on square boxes to select * To add rows to tables in this form, copy and paste the last row |

# Organisation’s details You mustcomplete this section. Click on the field areas and type (they expand as you type).

If the organisation is a registered company, incorporated society, or limited partnership, and the organisation’s legal name has changed, email us the current Companies Office certificate of incorporation.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation legal name | |  | | | | | | | |
| Trading names | |  | | |  | | | |  |
| Organisation’ CAA ID no. | |  | | NZBN or N/A | | |  | | |
| Contact person for this application | | | | | | | | | |
| Name |  | | | | | Position title | |  | |
| Email |  | | | | | | | | |
| Mobile |  | | Their CAA ID no. or N/A | | | | |  | |

# Organisation’s contact information *Only* fill in this section if there are changes to this information.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address for service Must be a physical address in New Zealand (not a PO Box) | | | | | | | | Postal address If different from address for service (can be a PO Box) | | | |
| No. & street |  | | | | | | No. & street | |  | | |
| Suburb |  | | | | | | Suburb | |  | | |
| City/Town |  | | | | | | City/Town | |  | | |
| Postcode |  | | | | | | PO Box | |  | | |
|  | | | | | | | Postcode | |  | | |
| Email for notices and communications | | |  | | | | | | | | |
| Phone no. for general communications | | |  | | | | | | | | |
| Details for CAA invoices | | | | | | | | | | | |
| Organisation or person to be invoiced by CAA | | | | |  | | | | | | |
| Their CAA ID no. or N/A | |  | | Your reference no. or N/A | |  | | | | Phone no. for invoice enquiries |  |
| Emailforinvoices | |  | | | | | | | | | |

# Does your **organisation** have any of the following? You mustcomplete this section. Click on square boxes to select.

|  |  |  |
| --- | --- | --- |
| If you answer yesto any of the questions below, you must email us information about it with this application form. | | |
| Criminal offences | Does your organisation have a conviction in the past 5 years or is presently facing charges? | Yes  No |
| Transport safety offences | Does your organisation have a conviction in the past 5 years or is presently facing charges? | Yes  No |
| Aviation documents | In the past 5 years, has your organisation had an aviation certificate application rejected, or aviation document suspended or revoked? | Yes  No |

# Bases of operation\* *Only* fill in this section for proposed amendments. To add rows to tables in this form copy and paste the last row.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Principal base(rule119.15(b)(i)) |  | | | | Add  Remove | |  | | | | Add  Remove | |
| Other bases | | | Other bases | | | | | Other bases | | | |
|  | | Add  Remove | |  | | Add  Remove | | |  | Add  Remove | |
|  | | Add  Remove | |  | | Add  Remove | | |  | Add  Remove | |
|  | | Add  Remove | |  | | Add  Remove | | |  | Add  Remove | |

# Geographical areas of operation/routes\* *Only* fill in this section for proposed amendments.

| Geographical area/route | | Geographical area/route | |
| --- | --- | --- | --- |
|  | Add  Remove |  | Add  Remove |
|  | Add  Remove |  | Add  Remove |
|  | Add  Remove |  | Add  Remove |
|  | Add  Remove |  | Add  Remove |

# Types of operation\* *Only* fill in this section for proposed amendments.

If you propose amendments for Parts 121 and 125, and Part 135 for RNP, also email us your completed application form for operational approval.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operation types | Part 121  large aeroplanes | | | | | Part 125  medium aeroplanes | | | | | | Part 135  helicopters and small aeroplanes | | | | | | | | |
| International | | | Domestic | | International | | | Domestic | | | International | | | Domestic | | | | | |
|  |  | | |  | |  | | |  | | | Fixed wing | | | Fixed wing | | Helicopter | | | |
|  | Add | | Remove | Add | Remove | Add | Remove | | Add | Remove | | Add | Remove | | Add | Remove | Add | | Remove | |
| Passenger | | | | | | | | | | | | | | | | | | | | |
| Regular |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Non regular |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Goods | | | | | | | | | | | | | | | | | | | | |
| Regular |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Non regular |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Air transport |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Commercial transport | | | | | | | | | | | | | | | | | | | | |
| To remote areas |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Passengers perform tasks/duties |  | |  |  |  |  |  | |  |  | |  |  | |  |  |  | |  | |
| Flight rules | | | | | | | | | | | | | | | | | | | | |
| IFR |  | |  |  |  |  | |  |  | |  |  | |  |  |  |  | | |  |
| SEIFR |  | |  |  |  |  | |  |  | |  |  | |  |  |
| VFR |  | |  |  |  |  | |  |  | |  |  | |  |  |  | |
| Day VFR |  | | | | | | | | | | | | | |  |  |  | | |  |
| Night VFR |  | | | | | | | | | | | | | |  |  |  | | |  |
| Certificate | | | | | | | | | | | | | | | | | | | | |
| Airline |  | | | | | | | | | | | | | |  |  |  | | |  |
| General aviation |  | | | | | | | | | | | | | |  |  |  | | |  |
| ANZA privileges |  |  | |  | | | | | | | | | | | | | | | | |

# Senior persons

## Senior persons\* *Only* fill in this section for proposed amendments to a senior person role.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Senior persons responsibility | Name | Position title | Their CAA ID no. | No change | New | Amend functions and duties |
| Chief executive |  |  |  |  |  |  |
| Air operations – flight operations |  |  |  |  |  |  |
| Air operations – supporting ground operations |  |  |  |  |  |  |
| Crew training |  |  |  |  |  |  |
| Crew competency assessment |  |  |  |  |  |  |
| Maintenance control and scheduling |  |  |  |  |  |  |
| System for safety management |  |  |  |  |  |  |
| Conducting occurrence investigations |  |  |  |  |  |  |
| Security (if applicable) |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Qualifications and experience | | Chief executive  (if applicable) | Air operations – flight operations | Air operations – supporting ground operations | Crew training | Crew competency assessment |
| Licence | CPL | Add  Remove | Add  Remove | Add  Remove | Add  Remove | Add  Remove |
| ATL | Add  Remove | Add  Remove | Add  Remove | Add  Remove | Add  Remove |
| Hours | P-in-C single engine |  |  |  |  |  |
| P-in-C multi-engine |  |  |  |  |  |
| P-in-C helicopter |  |  |  |  |  |
| P-in-C float plane |  |  |  |  |  |
| Instrument flying time |  |  |  |  |  |
| **Total flying time** |  |  |  |  |  |
| Ratings | Aeroplanes |  |  |  |  |  |
| Helicopters |  |  |  |  |  |

## Senior persons fit and proper person (FPP) requirements

Each senior person **is required** to attach to this application the appropriate completed fit and proper person form (CAA [24FPP](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) or [24FPPDEC](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)). The declaration form (24FPPDEC) is a simple and straightforward way to confirm that nothing has changed since we last determined you are fit and proper.

You are only required to submit an application for a fit and proper person assessment (24FPP) if:

1. you **have not** been determined fit and proper, or
2. your answers to have **changed** since you were last determined fit and proper.

Reminder: If we have previously determined you are fit and proper, you are required to inform us if there is any new information that may affect your fit and proper person status.

## Senior persons proposed to remove\**Only* fill in this section if you propose to remove senior persons.

| Name | Position title | Their CAA ID no. |  | | Name | Position title | | Their CAA ID no. |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | | |  |  | |

# Aircraft used in your operation\* *Only* fill in this section for proposed amendments.

The questions about charter/cross hire/ lease and lawful possession in the table below relate to Part 47 aircraft registration and marking. If your organisation is *not* lawfully entitled to possession, then your operation of the aircraft must not exceed 27 days. Once that ends, you must either enter another charter, cross hire, or lease not exceeding 27 days, or apply to have the aircraft registration changed to show your organisation as having lawful possession.

Note: If the aircraft on charter, cross hire, or lease is listed in your operations specifications, then you don’t have to re-apply to operate the aircraft each time you charter, cross hire, or lease the aircraft for a period not exceeding 27 days.

| Aircraft type and model | Registration | Serial no. | Add/remove | Charter/cross hire/ lease? | Are you lawfully entitled to possession? |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Add  Remove | Yes  No  N/A | Yes  No  N/A |
|  |  |  | Add  Remove | Yes  No  N/A | Yes  No  N/A |
|  |  |  | Add  Remove | Yes  No  N/A | Yes  No  N/A |
|  |  |  | Add  Remove | Yes  No  N/A | Yes  No  N/A |

# Crew training and competency assessment\*

## CAA-certified training organisations *Only* fill in this section for proposed amendments.

You can *only* use Part 141 CAA-certified training organisations (see the list on our website).

| CAA-certified training organisation | Their CAA no. | Add/remove |  | CAA-certified training organisation | Their CAA ID no. | Add/remove |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Add  Remove |  |  |  | Add  Remove |
|  |  | Add  Remove |  |  |  | Add  Remove |

## CAA-approved operational instructors and flight examiners *Only* fill in this section for proposed amendments.

You can *only* use CAA-approved operational instructors and flight examiners. A fit and proper person assessment is *not* required for operational instructors and flight examiners.

| Operational instructor | | Flight examiner | Their name | Their CAA ID no. | Add/remove |
| --- | --- | --- | --- | --- | --- |
|  |  | |  |  | Add  Remove |
|  |  | |  |  | Add  Remove |
|  |  | |  |  | Add  Remove |
|  |  | |  |  | Add  Remove |

## CAA-accredited simulators *Only* fill in this section for proposed amendments.

You can *only* use CAA-accredited simulators.

| Simulator operator name | Location | Type | Identification | Qualification test guide level/type | Device | Add/remove |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Add  Remove |
|  |  |  |  |  |  | Add  Remove |

## Training courses and assessments *Only* fill in this section for proposed amendments.

You can *only* use CAA-accepted training courses and assessments and confirm with the CAA-certified training organisation that these are CAA-authorised.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Courses | | | | | | |
| P1 | Pilot training rating – specific type | Add  Remove |  | E3 | Flight engineer type rating | Add  Remove |
| P5 | Basic gas turbine knowledge | Add  Remove | E4 | Flight engineer licence training | Add  Remove |
| P6 | Synthetic flight trainers – specific type | | M1 | Dangerous goods | Add  Remove |
| Simulator | Add  Remove | M6 | Crew training 121, 125, 135 | Add  Remove |
| Flight procedure trainer | Add  Remove | AQP | Add  Remove |
| Basic flight instrument trainer | Add  Remove |  | M7 | Cabin crew training | Add  Remove |
| P7 | Cat II & III approaches | Add  Remove |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Assessments | | | | | | |
| A3 | ATPL flight test | Add  Remove |  | A8 | Operational competency | |
| A5 | Instrument training | | Part 121 operations | Add  Remove |
| Additional aid | Add  Remove | Part 125 operations | Add  Remove |
| Continued competency | Add  Remove | Part 135 operations | Add  Remove |
| Multi-engine | Add  Remove | A11 | Helicopter winching rappelling and human sling load | Add  Remove |
| A6 | Instructor rating currency test | |  |  |  |
| Cat ‘B’ | Add  Remove |  |  |  |
| Cat ‘C’ | Add  Remove |  |  | |

# CAA-certified maintenance organisation or licensed engineer\* *Only* fill in this section for proposed amendments.

You can *only* use Part 145 CAA-certified maintenance organisations (see the list on our website) or Part 66 licensed engineers.

You must complete the table below for an aircraft you propose to add even if it’s the same type as others you operate using a current CAA-certified maintenance organisation/licensed engineer, or you’re chartering, cross-hiring, or leasing and not entitled to lawful possession of the aircraft.

|  |  |  | | | | Part 135 operator - option for maintenance | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | CAA-certified maintenance organisation/ licensed engineer name |  | | | | 135.402(1)(a) annual review of airworthiness | | | 135.402(1)(b) maintenance review | | |
| Aircraft registration | Their CAA ID no. | Current | Add | Remove | Yes | No | N/A | Yes | No | N/A |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

# Maintenance programme\* *Only* fill in this section for proposed amendments.

If you propose amendments to your maintenance programmes, email us the programme (highlight or track change proposed amendments) and complete the appropriate Part 91 application for amendment to a maintenance programme (hire or reward aircraft).

You must complete the table below and the appropriate application form for an aircraft you propose to add even if it’s the same type as others you operate under a current maintenance programme, or you’re chartering, cross-hiring, or leasing and not entitled to lawful possession of the aircraft.

| Aircraft registration | Maintenance programme name | Current | Add | Amend | Remove |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Crew fatigue management procedure\* *Only* fill in this section for proposed amendments.

See advisory circular AC119-2 air operations – fatigue of flight crew, and the example CAA Day VFR and example IFR alternate scheme.

If a scientifically endorsed flight and duty scheme, your exposition must also describe how the scheme is managed and assessed for continued effectiveness.

|  |  |  |  |
| --- | --- | --- | --- |
| Flight crew fatigue management procedure type | Add | Amend | Remove |
| Advisory Circular 119-2 |  |  |  |
| Part 135 Day VFR alternate scheme |  |  |  |
| Part 135 IFR alternate scheme |  |  |  |
| Scientifically endorsed flight and duty scheme |  |  |  |

# Security programme\* *Only* fill in if this section applies to your type of operation and *only* forpropose amendments.

*Only* applies to regular air transport passenger services with passenger seating configuration of more than 9 seats (excluding required crew member seats).

|  |  |
| --- | --- |
| Do you propose amendments? If yes,email us your security programme. Highlight or track change proposed amendments. | Yes  No |

# Exemptions\* *Only* fill in this section if youare applying for an exemption currently held or require a new exemption.

If you require an exemption to operate, either one held that expires before your certificate expires or a new exemption, email us the appropriate completed application for exemption form.

| Exemption no. (if held) or description (if new) | Rule |  | Exemption no. (if held) or description (if new) | Rule |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Exposition You must complete this section.

Attached to the email with this application is your (SELECT ONE):

Proposed exposition sections amended (if one document). Highlight or track change proposed amendments.

Proposed exposition documents amended (if separate documents). Highlight or track change proposed amendments.

Complete the table below for proposed amendments that:

* affect your operations specifications under rule 119.15(b), or
* require CAA’s prior acceptance under rule 119.165(a) and (b).

Note:

1. You can use the to assess if your proposed amendments affect your operations specifications or require CAA’s prior acceptance.
2. Your exposition has your operational procedures, including system for safety management, to comply with rule 119.81airline air operator expositionorrule 119.125 general aviation air operator exposition.

| Exposition section **amended** (if one document) or exposition document **amended** (if separate documents) | Version no. | Amendment no. | Revision date |
| --- | --- | --- | --- |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |

# Other rules specific to your operation\* *Only* fill in this section for proposed amendments for other rules not included in this form.

If you’re also applying for an issue, renewal or amendment of a certificate under another Part, list the application in this table and tell us if you emailed it separately.

|  |  |  |
| --- | --- | --- |
| Rule | Proposed amendment | Documents attached to your email |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Completed documents *Only* select the documents in this section that apply to your type of operation for proposed amendments.

By selecting the relevant documents below, you’re confirming the documents are complete and attached to your email with this application.

|  |
| --- |
| If your organisation is a **registered company, incorporated society, or limited partnership** (*only* if the legal name has changed)  Companies Office certificate of incorporation |
| **Types of operation** (*only* if you propose amendments for Parts 121 and 125, and Part 135 for RNP)  The appropriate Part 91 application for operational approval |
| **For each proposed new senior person or proposed amendments to duties and functions of a current senior person**, the appropriate fit and proper person form (24FPP or 24FPPDEC) and required information |
| Chief executive  Air operations – flight operations  Air operations – supporting ground operations  Crew training  Crew competency assessment (if different to crew training)  Maintenance control and scheduling  System for safety management  Conducting occurrence investigations  Security (if applicable) |
| **Security programme** (if applicable and *only* if you propose amendments)  Part 108 proposed security programme (highlight or track change) |
| **Maintenance programme** (*only* if you propose amendments)  Proposed maintenance programme(s) (highlight or track change)  The appropriate Part 91 application for amendment of a maintenance programme (hire or reward aircraft) |
| **Exemptions** (if applicable)  A completed application for exemption |

|  |
| --- |
| **Exposition** (SELECT ONE)  Proposed exposition sections amended (if one document). Highlight or track change proposed amendments.  Proposed exposition documents amended (if separate documents). Highlight or track change proposed amendments. |
| **Other rules specific to your type of operation** (if applicable and *only* if you propose amendments)  Documents for other rules (highlight or track change) |

# Declaration by chief executive or authorised officer/ representative You must complete this section.

1. I confirm in relation to this application:

* I have read and understood the applicable Civil Aviation Rules
* on behalf of the organisation, the activities can be financed and carried out in accordance with section 13 of the Civil Aviation Act 2023 (general requirements for participants in the civil aviation system)
* the organisation set out in the ‘details for CAA invoices’ of this form (if completed) is aware that the organisation is required to pay the invoice(s) from CAA.

1. I declare to the best of my knowledge that the information in this application and applicable documents is complete and correct.

Note: Under sections 107 and 362 of the Civil Aviation Act 2023, communicating false information or failing to disclose information relevant to granting or holding of aviation document is an offence and liable on conviction, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding $30,000, or both; and in the case of a person other than an individual, to a fine not exceeding $100,000.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full name |  | Position title |  | |
| Their CAA ID no. or N/A |  |  | Application date | Click or tap to enter a date. |

|  |  |
| --- | --- |
| Electronic signature  **To add your electronic signature**:   1. Right click on the X in the signature box 2. Select **Sign** from the drop-down list 3. Follow the instructions to sign |  |