

## Application to Change the Registration Mark of a New Zealand Registered Aircraft

### Application requirements and instructions for completing this application form

- a) Please ensure all sections of this application form are completed.
- b) Entries should be typed or printed in block letters.
- c) Section 2 requires original documents to be returned to the CAA.
- d) Incomplete application forms or unpaid fees cannot be processed and may cause delays in processing while follow up information/payment is sought.
- e) Payment can be made via the CAA payment portal. See section 4 of this application form for the fees and payment details. If you wish to choose a registration mark of your choice (if not already reserved), please include the additional Allocation of Mark fee with your payment. Take note of the receipt reference number and submit a copy of the receipt with this application.
- f) Submit the completed application form by emailing: [aircraftregistrar@caa.govt.nz](mailto:aircraftregistrar@caa.govt.nz)  
Courier original documents to: Aircraft Registration, Civil Aviation Authority, Level 15, Asteron Centre, 55 Featherston Street, Wellington, 6011, New Zealand

### 1. Aircraft details (details shown on the manufacturers data plate on the aircraft)

Current Aircraft Registration Mark:	ZK-	Serial Number:	
Manufacturer:			
Model:			
Aircraft Registration Marks If you are requesting allocation of a particular mark please contact <a href="mailto:aircraftregistrar@caa.govt.nz">aircraftregistrar@caa.govt.nz</a> to ensure the mark is available.			
I/we request that the current registration mark be changed to the aircraft registration mark listed below:			
<input type="checkbox"/>	Please allocate the next mark on the Register		
<input type="checkbox"/>	The following mark has already been reserved	ZK-	
<input type="checkbox"/>	I request reservation and allocation of the following mark (additional fee of \$197.00 payable)	ZK-	
<input type="checkbox"/>	Please re-reserve current registration mark	ZK-	

### 2. Original documents required by CAA

The following original documents are required to be returned by courier to the Aircraft Registrar at CAA for re-issue and amendment to the changed aircraft registration mark.

CAA 1307 – Certificate of Registration

MOT/CAA 2100 – Certificate of Airworthiness / Flight Permit

*Either retain a certified copy or send in the previous Certificates after the new Certificates are issued.*

### 3. Date of change requested

The Aircraft Registrar will deliver the change of mark for the aircraft. The aircraft may not be operated while the change of mark is being processed and until the maintenance actions are completed.

I/we request that the aircraft change of mark be processed on: (date)

*At least five working days' notice is required. The Aircraft Registrar will contact you to confirm whether this request can be accommodated.*

Name of the person for the re-issued aircraft documents to be returned to:  
*(e.g. your engineer or maintenance provider)*

Postal address of the person named above for the re-issued aircraft documents to be returned to:

Mobile:

Email:

Name and signature of the registered owner or person(s) authorised to make this change on behalf of the registered owner(s) or organisation:

*(The person in possession of / operating the aircraft and registered on the aircraft register as owner)*

*Note: Maintenance providers and/or aircraft sales agents cannot sign this form on behalf of the registered owner of the aircraft unless they have a Power of Attorney or similar legal authority.*

Name:

Position/Title:  
*(If applicable)*

Signature:

Date:

### 4. Fees and payment

#### Fee Schedule (including GST):

Change of aircraft registration mark	\$394.00
Reservation (or allocation) of a particular aircraft registration mark <i>(if applicable)</i>	\$197.00
Total:	\$
Confirmed receipt reference number:	#

Please pay online at <https://sec.caa.govt.nz/onlinepayment> and submit a copy of the receipt that will be emailed to you with this application.

**DO NOT SEND CASH.**

*Unpaid applications cannot be processed and will cause delays.*

## Your responsibilities as a holder of an Aircraft Certificate of Registration

**To change the registration mark on a New Zealand registered aircraft the following actions will need to be taken.**  
*(All the original documents and records will need to be transferred to the new registration mark and re-issued accordingly)*

- **The registration marks** on the aircraft will have to be changed. New marks must be displayed in accordance with New Zealand Civil Aviation Rules (NZCAR) Part 47.109 - 121.
- **The fireproof identification plate** required by NZCAR Part 47.119, will have to be changed.

If, in addition to the required fireproof identification plate, the manufacturer's data plate has also been inscribed with the current registration, this mark should be scribed through. The new registration mark need not be added - the Part 47.119 identification plate serves this purpose.

**No changes may be made to the manufacturer's data plate without prior written authorisation from the Director.**

- **Logbooks** - The appropriate changes should be made by your engineer or maintenance provider. A loose-leaf entry will be provided by the CAA on the date of the changeover for insertion in the aircraft logbook. Copies can be inserted in the engine and propeller logbooks, as appropriate. The loose leaf logbook entry will also serve to authorise deletion of the registration marks from the manufacturer's data plate, where applicable. This action will ensure that details of the change of registration are recorded in a standard way, if the maintenance records are audited in the future.
- **Aircraft Documents** – The CAA 2129 Radio Station Approval Levels form, the CAA 2173 Weight and Balance Form and the Tech Log in the Flight Manual will need to be amended or re-issued with the new registration mark details. CAA will provide a new Flight Manual CAA Cover Page.
- If the aircraft is used on an **Air Operation Certificate**, both the Operator Maintenance Manual and Operations Specifications will need amendment. A separate Part 119 amendment application will need to be submitted to the Certification, Organisations unit.
- **Emergency Location Transmitter (ELT) registration** needs to be updated with Rescue Coordination Centre New Zealand as required by NZCAR Part 91.529 – [www.beacons.org.nz](http://www.beacons.org.nz)
- If transmitting **Flight Information** via a transponder or other avionic device this needs to be amended to the new aircraft registration mark (Flight ID).