

# Aircraft Maintenance Engineer – Maintenance Approval

## Notes to applicants:

1. A completed Fit and Proper Person Questionnaire, form [CAA 24FPP](#) or [CAA 24FPPDEC](#), is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.

## 1. Personal details

CAA participant number (if known)		Date of birth (dd/mm/yy)	
Title (Mr/Mrs/Ms/Miss)		Last name	
Given name(s)			
Address for service - Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.			
Phone		Mobile	
Email			
Postal address (if different from address for service)			
Phone		Mobile	
Email			

## 2. Maintenance approval

Application for	Maintenance Approval Issue <input type="checkbox"/>	Maintenance Approval Renewal <input type="checkbox"/>	Maintenance Approval Amendment <input type="checkbox"/>
<p>1. Please give details of the maintenance to be performed.</p> <p>2. Detail the associated tasks required to perform the maintenance requested</p> <p>3. Specify fully the aircraft or component and registration etc</p> <p>4. Please give details of employer or company name the maintenance task is performed for.</p>			
	Experience log completed	Approval required for period	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	From	To

### 3. Justification

Please offer details to justify the maintenance task being applied for.

### 4. Experience log

Detail experience relevant to the maintenance privileges you are applying for.

Date from	Date to	Aircraft or Component	Experience details (Concise accurate statements – print clearly)

### 5. Fees & payment details

- Please pay online at <https://sec.caa.govt.nz/onlinepayment> and attach the receipt that will be emailed to you.
- Unless the full fees are paid and receipt is attached, applications will not be processed.
- For information relating to fees, refer to the Civil Aviation Charges Regulations.

#### Payment details

Total fees

Receipt number

## 6. Declaration

<p><i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</i></p>	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.</p> <p><b>Consent to disclosure &amp; collection</b></p> <p>I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge &amp; compliance with transport safety regulatory requirements.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 1990, or other such purpose permitted by law.</p>		
	<p><b>Applicant's Signature</b></p>		<p><b>Date</b></p>

## 7. Applicant's checklist

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.</i>		Yes	N/A
1. Fit and proper person questionnaire – either 24FPP or 24FPPDEC		<input type="checkbox"/>	
2. Copy of Practical Training Record		<input type="checkbox"/>	<input type="checkbox"/>
3. Copies of relevant course certificates, or examination certificates		<input type="checkbox"/>	<input type="checkbox"/>
4. Payment receipt		<input type="checkbox"/>	

**Submit the completed application to either:**

**Email:** [lic.applications@caa.govt.nz](mailto:lic.applications@caa.govt.nz)

**Post:** Licensing and Standards, Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand