|  |  |
| --- | --- |
|  | 24119-01ISSUE Part 119 air operator certificate application for issue  Use this form to apply for the **issue** of an air operator certificate under the:   * [Civil Aviation Act 1990](https://www.legislation.govt.nz/act/public/1990/0098/latest/whole.html), s 8 application for aviation document and s 9 grant or renewal of aviation document * [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification for air operations conducted under Part 121large aeroplanes, Part 125 medium aeroplanes,orPart 135helicopters and small aeroplanes |

# You need to apply earlier than 90 days before you intend to operate because our assessment takes time

|  |  |  |
| --- | --- | --- |
| To apply, email to [certification@caa.govt.nz](mailto:certification@caa.govt.nz) | * This completed application for issue form * The relevant completed documents as set out in **section 19** of this form | |
| You must also pay for an initial 4 hours  at the [CAA standard hourly rate](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/) to | CAA’s bank account no. | 03-0531-0406878-00 |
| Particulars | Organisation’s name |
| Code | Part 119 |
| Reference | Organisation’s CAA ID no. (if known) |
| If you want to pay by credit card, contact us on 04 560 9400 and ask to speak to CAA Finance | |

# About your application and our assessment

|  |  |
| --- | --- |
| * You have to submit your application and pay for an initial 4 hours not less than 90 days before you intend to operate, but our assessment can take longer (rule 119.9 application for certificate) * How long our assessment takes depends on the complexity of your operation and accuracy of information you provide * We’ll only start our assessment once yourapplication is completeand you pay the 4 initial hours * We’ll email you invoices during and at the end of the assessment for the initial payment and CAA’s additional hours at CAA’s standard hourly rate | * Read the [advisory circulars](https://www.aviation.govt.nz/rules/advisory-circulars/) for your type of operation before you start * See section 8(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, you mustemail us the Companies Office certificate of incorporation.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation legal name [i](#_top) | | |  | | | | | | | | | | | | | | |
| Trading names | | |  | | | | | |  | | | | | | |  | |
| Organisation’s CAA ID no. | | |  | | | | | | NZBN or N/A | | | | |  | | | |
| Address for service Must be a physical address in New Zealand (not a PO Box) [i](#i4) | | | | | | | | | | | 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 | | | |  | | | | | | | | | | | | | |
| Contact person for this application | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | | | | Position title | |  | | | | | |
| Email |  | | | | | | | | | | | | | | | | |
| Mobile |  | | | | | | Their CAA ID no. or N/A | | | | | |  | | | | |
| 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 [i](#_top) | 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\* You mustcomplete this section. To add rows to tables in this form copy and paste the last row.

|  |  |  |  |
| --- | --- | --- | --- |
| Principal base(rule 119.15(b)(i)) |  | | |
| Other bases | | Other bases | Other bases |
|  | |  |  |
|  | |  |  |
|  | |  |  |

# Geographical areas of operation and routes (where scheduled)\* You mustcomplete this section.

| Geographical area/route | Geographical area/route | Geographical area/route | Geographical area/route |
| --- | --- | --- | --- |
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# Types of operation\* *Only* select the types thatapply to your operation.

For Parts 121 and 125, and Part 135 for RNP, you must also email us your completed 24091-07 Part 91 application 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 | | Helicopters | |
| 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 for your organisation\*You mustcomplete this section.

|  |  |  |  |
| --- | --- | --- | --- |
| Senior persons responsibility | Name | Position title | Their CAA ID no. |
|
| Chief executive |  |  |  |
| Air operations – flight operations |  |  |  |
| Air operations – supporting ground operations |  |  |  |
| Crew training |  |  |  |
| Crew competency assessment [i](#_top) |  |  |  |
| 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 [i](#_top) |
| Licence | CPL |  |  |  |  |  |
| ATL |  |  |  |  |  |
| 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 [i](#i5)

Email us a completed FPP questionnaire or FPP declaration and the information required (whichever applies), for each senior person. See the table below about which FPP form to use and the information required. Note: The government agency reports can take 8 weeks or more to get.

Also check your proposed senior persons meet the qualifications and experience requirements of Part 119 Appendix Aairline air operator or Appendix Bgeneral aviation air operator.

| FPP form to use | Information required |
| --- | --- |
| **24FPP questionnaire** must be completed by a senior person:   * who is a new senior person, or * if their last FPP questionnaire is dated more than 5 years ago, or * if their last FPP questionnaire is dated less than 5 years ago, but their FPP questionnaire information and required information has changed | * CV * Proof of identify * Proof of address for service * Criminal conviction check (Ministry of Justice) * Traffic safety offence history report (Waka Kotahi) |
| **24FPPDEC declaration** is completed by a senior person if their last FPP questionnaire is dated **less** than 5 years ago and their FPP questionnaire information and required information **hasn’t** changed [i](#_top) | * Updated CV |

# Registered aircraft proposed to be used in your operation\* You mustcomplete this section.

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.

|  |  |  | Charter/cross hire/ lease? | | | Lawfully entitled to possession? | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Aircraft type and model | Registration | Serial no. | Yes | No | N/A | Yes | No | N/A |
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# Crew training and competency assessment\*

## CAA-certified training organisations You mustcomplete this section.

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

| CAA-certified training organisation | Their CAA ID no. |  | CAA-certified training organisation | Their CAA ID no. |
| --- | --- | --- | --- | --- |
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## CAA-approved operational instructors and flight examiners *Only* fill in if this section applies to your type of operation.

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

| Operational instructor | Flight examiner | Their name | Their CAA ID no. |
| --- | --- | --- | --- |
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## CAA-accredited simulators *Only* fill in if this section applies to your type of operation.

You can *only* use CAA-accredited simulators.

| Simulator operator name | Location | Type | Identification | Qualification test guide level/type | Device |
| --- | --- | --- | --- | --- | --- |
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## CAA-accepted training courses and assessments *Only* select the items in this section that apply to your type of operation.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Courses | |  | Assessments | |
| P1 | Pilot training rating – specific type |  | A3 | ATPL flight test |
| P5 | Basic gas turbine knowledge | A5 | Instrument training  Additional aid  Continued competency  Multi-engine |
| P6 | Synthetic flight trainers – specific type  Simulator  Flight procedure trainer  Basic flight instrument trainer |
| A6 | Instructor rating currency test  Cat ‘B’  Cat ‘C’ |
| P7 | Cat II & III approaches |
| E3 | Flight engineer type rating |
| E4 | Flight engineer licence training | A8 | Operational competency  Part 121 operations  Part 125 operations  Part 135 operations |
| M1 | Dangerous goods |
| M6 | Crew training 121, 125, 135  AQP |
| M7 | Cabin crew training | A11 | Helicopter winching rappelling and human sling load |

# CAA-certified maintenance organisation or licensed engineer\* You mustcomplete this section.

You can *only* use Part 145 CAA-certified maintenance organisations (see the list on our website) or Part 66 licensed engineers for aircraft maintenance. You must complete the table below for an aircraft even if you’re chartering, cross-hiring, or leasing and not entitled to lawful possession.

|  |  |  | Part 135 operator - option for maintenance | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 135.402(1)(a) Annual review of airworthiness | | | 135.402(1)(b) maintenance review | | |
| Aircraft registration | CAA-certified maintenance organisation/licensed engineer name | Their CAA ID no. | Yes | No | N/A | Yes | No | N/A |
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# Maintenance programme\* You mustcomplete this section.

Email us your proposed maintenance programmes (see maintenance programme template) and completed 24091-02 Part 91 application for approval or amendment of a maintenance programme (hire or reward aircraft). You must complete the table below for an aircraft even if you’re chartering, cross-hiring, or leasing and not entitled to lawful possession.

| Aircraft registration | Maintenance programme name |
| --- | --- |
|  |  |
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# Crew fatigue management procedure\* You mustcomplete this section.

See advisory circular AC119-2 air operations – fatigue of flight crew, and the example CAA Part 135 Day VFR scheme and example IFR alternate scheme.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Flight crew fatigue management procedure type (SELECT ONE) | | | |
| 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.

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

|  |  |
| --- | --- |
| Do you require an approved security programme under Part 108? If yes,email us your security programme and 24108-02 rule checklist. | Yes  No |

# Exemptions\* *Only* fill in if you are petitioning for an exemption.

If you require an exemption to operate, you may need to have this granted before we can issue your air operator certificate. To make a petition, use 24011-02 Section 37 petition for exemption.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exemption you are petitioning for | Applicable rule |  | Exemption you are petitioning for | Applicable rule |
|  |  |  |  |  |
|  |  |  |  |  |

# Exposition You mustcomplete this section.

Email us your proposed exposition. Your exposition (which can be one document or separate documents), has your operational procedures including for instance, your system for safety management and other information to comply with:

* rule 119.81 airline air operator exposition, or
* rule 119.125 general aviation air operator exposition.

If your proposed exposition is made up of separate documents, then list each document in the table below.

| Separate document name | Version no. |  | Separate document name | Version no. |
| --- | --- | --- | --- | --- |
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# Rule checklists

Email us with this application, the completed rule checklists applying to your type of operation. See the list of the rule checklists in **section 19** below.

# Other rules specific to your type of operation\* *Only* fill in if other rules apply to your type of operation that are 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 | Documents attached to your email |
|  |  |
|  |  |

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

By selecting the 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**  Companies Office certificate of incorporation | | **Exposition**  Proposed exposition |
| **For each senior person**, a 24FPP questionnaire or 24FPPDEC declaration, and information required | | **Types of operation** (Parts 121 and 125, and Part 135 for RNP)  24091-07 Part 91 application for operational approval |
| 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)  Part 108 proposed security programme |
| **Exemptions** (if applicable)  24011-02 Section 37 petition for exemption |
| **Other rules** **specific to your type of operation** (if applicable)  Documents for compliance with other rules |
| **Maintenance programme**  Proposed maintenance programme(s)  24091-02 Part 91 application for approval or amendment of a maintenance programme (hire or reward aircraft) |
| **Rule checklists** (select those applicable for your type of operation) | | |
| *All* operators | 24092-02DG Part 92 carriage of dangerous goods rule checklist | |
| Part 108 *only* | 24108-02 Part 108 air operator and foreign air transport operator – security programme rule checklist | |
| Parts 121 and 125 operators *only* | 24119-08 Part 119 air operator – Part 121 large aeroplane – operations rule checklist  24119-08M Part 119 air operator – Part 121 large aeroplanes and Part 125 medium aeroplanes – maintenance rule checklist  24119-09 Part 119 air operator – Part 125 medium aeroplanes – operations rule checklist | |
| Part 135 operators *only* | 24135-01AO Part 119 air operator – Part 135 airline - helicopters & small aeroplanes – operations rule checklist  24135-02AM Part 119 air operator – Part 135 airline - helicopters & small aeroplanes – maintenance rule checklist  24135-03GAM Part 119 air operator – Part 135 general aviation – helicopters & small aeroplanes – maintenance rule checklist  24135-04GAHO Part 119 air operator – Part 135 general aviation – helicopters – operations rule checklist  24135-05GAAVFR Part 119 air operator – Part 135 general aviation – small aeroplanes VFR – operations rule checklist  24135-06GAAIFR Part 119 air operator – Part 135 general aviation – small aeroplanes IFR – operations rule checklist  24135-07GAAITC Part 119 air operator – Part 135 general aviation – small aeroplanes – internal training and competency rule checklist  24135-08GAAETC Part 119 air operator – Part 135 general aviation – small aeroplanes – external training and competency rule checklist | |

# Declaration by chief executive or authorised officer/representative You mustcomplete 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 s 12 Civil Aviation Act 1990 (general requirements for participants in the civil aviation system)
* the organisation set out in the ‘details for CAA invoices’ of this form 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 s 49 Civil Aviation Act 1990 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 $10,000; and a body corporate, to a fine not exceeding $50,000.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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**:   * Right click on the X in the signature box * Select **Sign** from the drop-down list * Follow the instructions to sign | | |  | |