

## 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, use the Declaration for fit and proper person assessment form.

### 1. Personal details

|   |   |                                      |  |
|---|---|--------------------------------------|--|
| CAA participant number<br><i>(if known)</i> |   | Date of birth<br><i>(dd/mm/yyyy)</i> |  |
| First name                                  |   | Middle name(s)                       |  |
| Last name                                   |   |                                      |  |
| Preferred name                              |   |                                      |  |
| New Zealand physical address                | Postal address<br><i>(If different from physical address)</i> |                                      |  |
|   |   |                                      |  |
| Phone                                       |   | Phone                                |  |
| Email                                       |   |                                      |  |

### What are you submitting this application for

|   |                          |
|---|--------------------------|
| A licence to operate within the aviation system, ie, PPL, CPL, ATPL, AMEL | <input type="checkbox"/> |
| Senior person nomination – <b>complete Section 2</b>                      | <input type="checkbox"/> |
| At the request of the Civil Aviation Director                             | <input type="checkbox"/> |

### 2. Senior person nomination

For senior person nomination, provide your organisation details and a CV<sup>1</sup>.

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

<sup>1</sup> A CV detailing education, training, qualifications, and relevant positions held during the past ten years.

### 3. 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 | <input type="checkbox"/> | 3. A New Zealand or overseas passport     | <input type="checkbox"/> |
| 2. A birth certificate          | <input type="checkbox"/> | 4. Certificate of New Zealand Citizenship | <input type="checkbox"/> |

If you are unable to provide one of the above documents, contact us to discuss options.

### 4. 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?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. 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)?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you, in NZ or any country, been convicted of any transport safety or transport security offence?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you, in NZ or any country, committed a transport offence (including receiving a traffic infringement)?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you, in NZ or any country, during the past 5 years been issued a warning letter in relation to transport issues?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you, in NZ or any country, receive diversion for any offence, including transport safety offence?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you, in NZ or any country, presently facing charges for transport safety regulatory offences?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you, in NZ or any country, been convicted for any offence (including under the Health and Safety at Work Act 2015)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are you, in NZ or any country, presently facing charges for any offence?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. 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).    | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. 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).       | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. 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). | <input type="checkbox"/> | <input type="checkbox"/> |

If you ticked yes for questions 1-12, give further details:

### 5. Transport safety history

Attach the following two reports with your application:

- a. [Criminal record check – Ministry of Justice](#)
- b. [Demerits points and suspension history – Waka Kotahi NZTA](#)

Complete the section 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:

## 6. Declaration

I declare that I have read [section 80 of the Civil Aviation Act 2023](#), 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

X  
\_\_\_\_\_

Date

\_\_\_\_\_

## 7. Applicant's checklist

Ensure all documents are provided.

Note: keep a copy for your own reference.

|   | Yes                      | N/A                      |
|---|--------------------------|--------------------------|
| Confirmation of identity  | <input type="checkbox"/> |                          |
| 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) | <input type="checkbox"/> |                          |
| Waka Kotahi NZ Transport Agency Demerit points and suspension history   | <input type="checkbox"/> |                          |
| CV (for nominated senior person)  | <input type="checkbox"/> | <input type="checkbox"/> |

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)