

## Application for Registration of an Aircraft

This form is used to apply for the registration of an aircraft that is not currently on the New Zealand Register of Aircraft and to seek the grant of a new Certificate of Registration, under Part 47 of the Civil Aviation Rules.

For more information see Advisory Circular AC47-1. Payment of the \$296.00 fee must accompany this form. Incomplete or unpaid applications will not be processed and may cause delays in processing the application while follow up information/fee is sorted.

### When should this form be used?

Use this form if you have lawful entitlement to possession of an aircraft for a period of 28 days or longer and wish to register it on the New Zealand register of aircraft, and for a Certificate of Registration to be granted. The aircraft must not currently be on the register of aircraft.

Section 2 of the Civil Aviation Act 1990 defines "owner" of an aircraft to be the person lawfully entitled to possession of the aircraft for 28 days or longer. Although the Act and Rules refer to owner, a Certificate of Registration is not legal title for the aircraft – it is simply a record of the person who is responsible for the aircraft. It is the "owner's" responsibility under the Act and Rules to notify the CAA of any change in possession that would require a change in the registered owner of the aircraft.

### Who should complete this form?

This form is to be completed by the person(s) having lawful entitlement to possession of an aircraft for 28 days or more.

Where there is more than one owner/operator eg, syndicate or partnership, the owner/operator will need to decide who will sign the form and become the contact for the CAA. In the case of partnerships and syndicates the CAA requires full names, addresses, contact numbers and CAA client numbers (if applicable) of all members, and a completed Fit and Proper persons questionnaire (24047/2) completed by each member.

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the applicant.

### Instructions for completing this form

When completing this form, you should have regard to Advisory Circular AC47-1.

Please ensure all sections of the form are completed and the \$296.00 (incl GST) fee is enclosed. If you wish to choose a registration mark (if not already reserved) of your choice please include the additional Allocation of Mark fee of \$197.00 (incl GST).

A fit and proper person form CAA 24047/02 (available on the CAA web site) must also be completed and submitted with this form.

Forms with payment should be sent to:	Contact the Aircraft Registrar directly:
Attention: Finance Civil Aviation Authority PO Box 3555 Wellington 6140	Tel: +64 4 560 9575 Fax: +64 4 560 9452 Email: <a href="mailto:aircraftregistrar@caa.govt.nz">aircraftregistrar@caa.govt.nz</a>

### Privacy statement for the purposes of principle 3 of the Privacy Act 1993:

The CAA is collecting information on this form about you to process your application for a Certificate of Registration for an aircraft. Information you provide may also be used by the CAA for wider aviation safety and security regulatory purposes.

The information contained in this form will be held by the CAA and entered into the register of civil aircraft. A version of the register, which includes the name and postal address of an aircraft owner, appears on the CAA web site, and is publicly accessible.

More information about the online aircraft register can be found at: [http://www.caa.govt.nz/aircraft/aircraft\\_register\\_faqs.html](http://www.caa.govt.nz/aircraft/aircraft_register_faqs.html)

The information sought on this application form is required before a certificate of registration will be granted. If you do not provide the information, a certificate of registration will not be granted.

You may request access to and correction of personal information supplied on this application form. At any time in future you are also entitled to:

- obtain confirmation whether or not personal information is held about you; and, if so:
- obtain access to that information, subject to the provisions of the Privacy Act 1993;
- request that the CAA correct any personal information it holds about you.

You can contact the CAA at PO Box 3555, Wellington 6140, Tel: 04 560 9400, or Email: [info@caa.govt.nz](mailto:info@caa.govt.nz), or [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz)

## Application for Registration of an Aircraft

### Section 1. Aircraft Details

Manufacturer:	<input type="text"/>	Serial Number:	<input type="text"/>
Model:	<input type="text"/>	Date of Manufacture:	<input type="text"/>

### Aircraft Registration Marks – select one of the following:

Please allocate the next mark on the Register:

The following mark has been reserved:  ZK- \_ \_ \_ \_

I request allocation of the following mark:  ZK- \_ \_ \_ \_

If you are requesting allocation of a particular mark please contact the Aircraft Registrar to ensure the mark is available.

### Section 2. Aircraft History

**The Aircraft is:** (Please Tick applicable boxes)

New	<input type="checkbox"/>	Used	<input type="checkbox"/>	Amateur built	<input type="checkbox"/>	Microlight	<input type="checkbox"/>
Previously registered in New Zealand:	<input type="checkbox"/>	Previous or existing NZ registration mark:	<input type="text"/>				
Imported:	<input type="checkbox"/>	Previous state of registry:	<input type="text"/>				
		Previous mark:	<input type="text"/>				

**Important Note:** Imported aircraft require notification of deregistration from the foreign authority – it is your responsibility, in conjunction with the previous owner, to ensure the CAA is provided with this.

### Section 3. Particulars of Person(s)/Organisation to Hold Certificate of Registration

#### Name of Individual/Organisation/Partnership or Syndicate:

The name you provide below will appear on the Certificate of Registration. This name, together with your postal address, will also appear on the aircraft register published on the CAA web site, [www.caa.govt.nz](http://www.caa.govt.nz). If your aircraft is registered in the name of an individual you may at any time request that your name and postal address details to be withheld from the online aircraft register. Requests for removal of personal information should be directed to [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz)

Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways and other government and non-government agencies) in accordance with the Official Information Act 1982.

CAA Client Number (if known):  OR if individual, state date of birth:   
(this information is required for client identification purposes only)

State whether: Individual  Partnership/Syndicate  Organisation

Nature of Interest in aircraft: Legal Owner  Operator

If partnership or syndicate, full names, addresses and contact numbers of all syndicate members are required.  
(Use separate sheet if necessary)

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## Application for Registration of an Aircraft

	Address for service (Must be physical New Zealand address)	Postal address ( if different from address for service)
It is mandatory to provide an address for service and to promptly notify the Director of any changes (refer s8 Civil Aviation Act). An address for service is a physical address for the person(s)/ organisation taking possession, not the address the aircraft is serviced at.		
	Post Code:	Post Code:

### Contact details:

Ph:	Business:		Email:	
	A/Hrs:		Mobile:	

### Name and Signature of the person(s) taking possession of the above aircraft:

Print Name:		Position/Title: (if applicable)	
Signature:			Date:

### Your responsibilities as a holder of an aircraft certificate of registration:

- Rule 47.57 –
  - (a) If the holder of a New Zealand certificate of registration ceases to have lawful entitlement to possession of the registered aircraft for a period of 28 days or longer, the certificate expired on the date the certificate holder ceases to have lawful entitlement to possession of the aircraft.
  - (b) The certificate holder whose certificate expires in accordance with paragraph (a) must –
    - (1) within 14 days after the date of such expiry, ensure the completion of –
      - (i) The form printed on the reverse side of the New Zealand certificate of registration; or
      - (ii) Form CAA 24047/02
 and submit the form to the Director with a payment of the appropriate fee prescribed by regulations made under the Act; or
    - (2) where applicable, notify the Director in accordance with rule 47.57(a).
- Payment of the Annual Registration Fee and Participation Levy, due annually 1 July.
- To inform the Director of any change of address immediately, by writing to PO Box 3555, Wellington 6140, faxing +64 4 560 9452, or emailing [info@caa.govt.nz](mailto:info@caa.govt.nz).

### Important Note:

A Fit and Proper Person Questionnaire is required to be completed by all applicants for the issue of an aviation document, Civil Aviation Act 1990 Section 9 refers. The form CAA 24047/02 can be located on the CAA web site: [www.caa.govt.nz](http://www.caa.govt.nz)

Return the completed application form with the fee (and Fit and Proper Person(s) Questionnaire) to: Attention: Finance Civil Aviation Authority, PO Box 3555, Wellington 6140. Or email if direct banking the fee: [aircraftregistrar@caa.govt.nz](mailto:aircraftregistrar@caa.govt.nz)