

Notice of Change of Possession of Aircraft

(To be completed by both the relinquishing party and acquiring party)

This form is used to notify the CAA of a change in possession of an aircraft, under Part 47 of the Civil Aviation Rules, and to seek the grant of a new Certificate of Registration, but only where both the person(s) relinquishing possession and the person(s) taking possession of an aircraft are available.

For more information see Advisory Circular AC47-1. Payment of the \$263 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 sort.

When should this form be used?

Use this form if you hold a Certificate of Registration for an aircraft, but have ceased or will cease to have lawful entitlement to possession of the registered aircraft for a period of 28 days or longer to transfer the possession to another operator.

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 both the person(s) relinquishing possession and the person(s) taking possession of an aircraft for 28 days or more. Alternatively you may use the certificate of registration which has a change of possession form on the back. 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.

If the person(s) relinquishing possession is unavailable to complete the form the person taking possession will need to complete form CAA 24047/03A.

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 \$263.00 (incl GST) fee is enclosed. This fee is the responsibility of the person relinquishing possession of the aircraft.

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

The completed application form and payment must be received by the Civil Aviation Authority within 14 days of the change in possession (Refer Rule 47.57 and AC 47-57(b)(1)).

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

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. In the case of a change of possession, the change of ownership may not be processed, and the aircraft's registration may be cancelled.

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 or privacy@caa.govt.nz

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Section 1. Aircraft Details

Registration Mark: ZK- _____

Manufacturer:

Model: Serial Number:

Section 2. To be completed by person(s)/organisation RELINQUISHING possession of the aircraft

Full Name of Individual/Organisation/Partnership or Syndicate **RELINQUISHING** possession:

Full name and address of Individual/Organisation/Partnership or Syndicate **TAKING** possession:

Name of new owner: <small>(for definition of 'owner' see General Notes)</small>	
Postal address of new owner:	Date transfer occurred:
<input type="text"/>	-----
<input type="text"/>	
Post Code: <input type="text"/>	

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

Print Name: Position/Title: (if applicable)

Signature: _____ Date:

Section 3. To be completed by person(s)/Organisation TAKING possession of the aircraft

Individual/Organisation/Partnership or Syndicate **TAKING** possession:

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. If your aircraft is registered in the name of an individual you may at any time request that your name and postal address details be withheld the online aircraft register. Requests for removal of personal information should be directed to privacy@caa.govt.nz

Please note that even if personal information are 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 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 phone numbers of all syndicate members are required.
(Use separate sheet if necessary)

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	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: A/Hrs:	<input type="text"/>	Email:	<input type="text"/>
Business:	<input type="text"/>	Mobile:	<input type="text"/>

The information provided above is accurate and complete:

Print Name:	<input type="text"/>	Position/Title:	<input type="text"/>
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Signature: _____	Date:	<input type="text"/>
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Forms with payment should be sent to:	Contact the Aircraft Registrar directly:
<p>Attention: Finance Civil Aviation Authority PO Box 3555 Wellington 6140</p> <p>If direct banking the fee email the completed forms to: aircraftregistrar@caa.govt.nz</p> <p>Direct Bank Civil Aviation Authority Bank Details are as follows: Civil Aviation Authority of New Zealand Westpac, Lower Hutt 03 0531 0406878 00</p> <p>Please indicate Registration mark as reference.</p>	<p>Tel: +64 4 560 9575 Fax: +64 4 560 9452 Email: aircraftregistrar@caa.govt.nz</p>

Return your completed Change of Possession form and application fee to:

Attention: Finance
Civil Aviation Authority
PO Box 3555
Wellington 6140