

**Application for issue or renewal of an
Aerodrome Operating Certificate under CAR Part 139**



Application requirements and instructions for completing the form

- a) Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received. Follow the link for information on [fees and charges](#).
- b) The application must include
 - completed rule compliance matrix [24139/04](#) and any other as applicable to your type of operation.
 - a complete exposition as required by rule 139.77.
- c) Applicants for initial issue must submit a completed Application for Approval of SMS Implementation Plan form [24100/01](#) with an SMS implementation plan. Current certificate holders have until the dates detailed in [Transition requirements](#) to submit a plan.
- d) Applications must be received, with all completed information
 - for initial issue at least 90 days prior to intended operation;
 - for renewal at least 60 days prior to certificate expiry.
- e) Further notes and instructions are included in the grey margins of the different sections.
- f) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.

1. Organisation Details

CAA Participant Number (if known)		Companies Office No.	
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Legal Name of Organisation

A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the **Companies Office Certificate of Incorporation** for initial issue or for an amendment involving a change to the legal name of the organisation.

Trading or Division name (if any)

Address for Service <i>The Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.</i>	Postal Address <i>(if different from Address for Service)</i>
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Post Code	Post Code
Tel	Tel
Fax	Fax
Email	Email

Your reference – or –

Details of the person who may be contacted for further information

Name	Position
Tel	Mobile
Fax	Email

2. Questionnaire

These two questions must be answered for the initial issue and for the renewal of a certificate.

Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	Yes / No
Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	Yes / No

Note If "Yes", please provide details with this application on separate sheets.

3. Aeroplanes for Which the Aerodrome Facilities are Intended

Mark the appropriate boxes

Aeroplanes having a certificated seating capacity in excess of 30 passengers	<input type="checkbox"/>	Aeroplanes above 5700 kg maximum certificated take-off weight	<input type="checkbox"/>
Aeroplanes at or below 5700 kg maximum certificated take-off weight	<input type="checkbox"/>	Helicopters	<input type="checkbox"/>

4. Aerodrome Limitations (Ref. Rules 139.53 and 139.77(5))

Brief summary of any limitations on the use of the aerodrome that arise from the aerodrome design, or the facilities or services intended at the aerodrome.

5. Exposition

List the manuals that constitute the **exposition** required by CAR 139.77

For **renewal** list the publications already held by CAA and their latest amendment status.

Manual Titles	Amendment No. and date

Also complete and submit the applicable [CAR Part 139 Rule Compliance Matrix](#) to show compliance with the rule requirements in the exposition.

6. Senior Persons

Separate forms must accompany this application for each of the nominated senior persons as shown below.
 Note also the transitional provisions related to SMS in Rule 139.551

Initial issue:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Renewal:

- Changed persons:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and form [CAA 24FPP](#) or [24FPPDEC](#) must be included.
 They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per 139.51(a)	Name & company title	Participant No. (if known)
Chief Executive		

Indicate any senior persons that are being removed from the organisation's certificate.

Removed persons

I hereby nominate the above person(s) for the responsibilities indicated.

Signature of Chief Executive or Board Chairperson

	Date	
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7. Exemptions

List any exemptions you hold (list numbers and applicable rules).

8. Declaration by Chief Executive

<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 a body corporate, to a maximum fine of \$50,000.</i></p>	<p>I have obtained a current copy of NZCAR Part 139 and all relevant advisory circulars, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.</p> <p>This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 1990, Section 12.</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>Full Name of Chief Executive</p>	<p>Participant Number (if known)</p>	
<p>Signature</p>	<p>Date of application</p>	

9. Applicant's Checklist – please take the time to check and complete this section

<p><i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</i></p> <p><i>*Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.</i></p> <p><i>Current certificate holders have until the date detailed in Transitional requirements, Rule 139.551 to submit a plan.</i></p>	1. All necessary sections completed	<input type="checkbox"/>
	2. Completed rule compliance matrix enclosed	<input type="checkbox"/>
	3. Completed company exposition enclosed	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>
	5. *Form CAA 24100/01 enclosed (as applicable)	<input type="checkbox"/>
	6. Additional attachments enclosed as per this list:	<input type="checkbox"/>

Submit the completed application together with the appropriate fee and supporting documentation to:

Manager Aeronautical Services

Civil Aviation Authority, P O Box 3555, Wellington 6140, New Zealand

AeronauticalServices@caa.govt.nz

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations