

**Application for issue or renewal of an Instrument Flight  
Procedure Service Certificate under CAR Part 173**



**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 [24173/02](#) and any other as applicable to your type of operation.
  - a complete exposition as required by rule 173.71.
- 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**

<b>CAA Participant Number</b> (if known)		<b>Companies Office No.</b>	
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<b>Legal Name of Organisation</b>	
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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.

<b>Trading or Division name</b> (if any)	
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<b>Address for Service</b> <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>	<b>Postal Address</b> <i>(if different from Address for Service)</i>
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Post Code		Post Code	
Tel		Tel	
Fax		Fax	
Email		Email	

<b>Your reference – or –</b>	
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<b>Details of the person who may be contacted for further information</b>			
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. Instrument Flight Procedures to be Provided (Ref ICAO Doc 8168 Vol II Categories)

*Mark the appropriate boxes*

Conventional instrument procedures* (Part II) <input type="checkbox"/>	RNAV and satellite-based procedures* (Part III) <input type="checkbox"/>
Helicopter procedures* (Part IV) <input type="checkbox"/>	ATC lateral separation procedures (CAR Part 172) <input type="checkbox"/>

\* Including associated IFR significant fixes, points and meteorological minima

## 4. Exposition

*List the manuals that constitute the **exposition** required by CAR 173.71*

*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 173 Rule Compliance Matrix](#) to show compliance with the rule requirements in the exposition.*

## 5. 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 173.301

### 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 173.51(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

## 6. Exemptions

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

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## 7. Declaration by Chief Executive

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 have obtained a current copy of NZCAR Part 173 and AC173-1, 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.

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.

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.

Full Name of Chief Executive

Participant Number (if known)

Signature

Date of application

**8. Applicant’s Checklist – please take the time to check and complete this section**

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</i> <i>*Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.</i> <i>Current certificate holders have until the date detailed in <a href="#">Transitional requirements</a>, Rule 173.301 to submit a plan.</i>	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](mailto: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