

# Annual Registration Fee and Participation Levy

## Invoiced 1 July

If you have an aircraft on the NZ Aircraft Register, you are an aviation operator participating in the New Zealand aviation system. To check the registered owner please visit the CAA website, under aircraft register.

All aviation operators who do not pay a Passenger Levy must pay the Annual Registration Fee and the Participation Levy. This Levy is based on the MCTOW aircraft weight. The Participation Levies for each MCTOW range can be found on the CAA website under Fees and Charges.

The Participation Levy (PL) will be charged unless it is deferred. If the PL is deferred you will only be charged the Annual Registration Fee (ARF).

### Deferring your Participation Levy:

If your aircraft is not operational and will be inoperable for 3 months or more after the 1 July, due to maintenance, restoration or repairs, you can now defer the PL. You will only be invoiced for the ARF. The aircraft will remain registered but you will not need to pay the PL. You will need to reinstate the PL when you wish to operate the aircraft again. Please use form 24047/13 to defer the PL.

**Note: This MUST be actioned before 1 July. You cannot defer the PL retrospectively.**

You can defer the PL at any time, but there is no provision for PL to be refunded. (That is how the Regulation works.) However if you reinstate an aircraft during the year, you will only have to pay the PL for the portion of the financial year left.

Once the PL is deferred it will remain so until reinstated. (You don't have to request it every year.) Note you may not operate your aircraft while the PL is deferred.

To check if the PL is deferred on your aircraft see the CAA website – “aircraft with deferred PL”. To reinstate the PL please email the Aircraft Registrar, see address below.

## If you have any queries please contact the Aircraft Registrar,

### Email address:

[aircraftregistrar@caa.govt.nz](mailto:aircraftregistrar@caa.govt.nz)

Contact information - Please notify the CAA Aircraft Registrar if you change address or contact details. You can update this via the website or email the Aircraft Registrar directly.

The charges are in accordance with the Schedule of Civil Aviation (Safety) Levies Order 2002 and the Civil Aviation Charges Regulations 1991 (No2), Fees and charges Section B(1).

In accordance with Section 41(2) of the Civil Aviation Act 1990, where any fee or charge payable under the Act is not paid within six

months, the Director may revoke the aviation document (Certificate of Registration and Airworthiness Certificate)

**Change of possession.** (Buying, selling or changing operator) If you sell your aircraft shortly after 1 July or when the invoice has been issued or the change of possession hasn't been actioned you will still need to pay this invoice. You need to make arrangements with the new owner. If you purchase an aircraft and the ARF and PL issued on 1 July has not been paid the aircraft may be deregistered if not paid. Please make arrangements with the seller. Use form 24047/03 to change possession of an aircraft.

### Removal from the Aircraft Register

(Deregistration) If the aircraft is on the Aircraft Register at 1 July the ARF and PL will be invoiced. If you remove the aircraft after this date the invoice is still payable in full. To prevent the invoice being issued the aircraft needs to be deregistered before 1 July. Before you deregister your aircraft you should consider the cost of re-registering the aircraft and having the flight documents re-issued in the future. To request deregistration, use form 24047/05.

All forms are available on the CAA website. (See under “Rules” then “forms”.

