***Part 61 application for issue of flight crew licence or prime rating***

***Instructions for completing this form:***

1. *Use a separate form for each licence or rating.*
2. *A relevant completed fit and proper person form (*[*application*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC) *or* [*declaration*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*) is required with this application.*
3. *Applicants must provide a physical address for service in New Zealand.*
4. *Aviation English Language Proficiency Assessment Credit – Refer to CAA website,* [*How to be a pilot*](https://www.aviation.govt.nz/assets/publications/gaps/caa-gap-how-to-be-a-pilot-web.pdf) *and* [*AC61-1*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC61-1) *for further information.*
5. *For further information, refer to the CAA website,* [*Tips on Processing your Licence Application*](https://www.aviation.govt.nz/licensing-and-certification/pilots/pilot-licensing/) *page.*

***Fees***

*Pay online at* [*https://sec.caa.govt.nz/onlinepayment*](https://sec.caa.govt.nz/onlinepayment) *and provide a copy of your receipt with this application. Applications will not be processed until evidence of payment is received.* ***Do not send cash.***

*For further information on current fees please see our website* [*Fees, levies, and charges | aviation.govt.nz*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)*.*

***Note:*** *there is no additional fee for the inclusion of ‘aircraft type ratings’, navigation aids, chemical topdressing, spray or VTA ratings when applying for any other chargeable rating at the same time.*

***Submit your complete application to*** [***lic.applications@caa.govt.nz***](mailto:lic.applications@caa.govt.nz)*, or post to Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand. Allow 10 working days from date of licence application being received at CAA for processing.*

**1. Personal details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CAA participant number (*if known)* |  | Date of birth *(dd/mm/yy)* | |  |
| Title *(Mr/Mrs/Ms/Miss*) |  | Last name |  | |
| Given name(s) |  | | | |
| Country of birth |  | Nationality |  | |
| Phone |  | Mobile |  | |
| Email |  | | | |
| Address for service  *Note:* *The* *Civil Aviation Act 2023, section 73, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.* | | | | |
|  | | | | |
| Postal address *(if different from address for service)* | | | | |
|  | | | | |

**2. Licence applied for**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Please tick the appropriate boxes.*  *All licence issue applications must include:*   * ***Completed flight test report*** * ***Logbook assessment*** * ***Exam credits with******signed KDRs*** * ***Current medical certificate****.*   ***Note:*** *if applying for an aircraft type rating only, use the applicable form (24061-04).* | Aeroplane |  | Helicopter | |  | Other |  |
| If other, please specify | | |  | | | |
| Private Pilot  (PPL) |  | Commercial Pilot (CPL) | |  | Airline Transport Pilot (ATPL) |  |
| Aircraft type rating (provide evidence) |  |  | | | | |

**3. Prime rating applied for**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please tick the appropriate box(es).*  *For all rating issues you must include:*   * ***Completed flight test report*** * ***Logbook assessment*** * ***Flight crew licence*** * ***Exam credits with******signed KDRs (****as appropriate)* | **Flight instructor rating** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A |  | | | | B | | |  | | C | | |  | | D | | | |  | | | E | |  | | |
| **Instrument rating** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VOR | | |  | | | ADF | | | | |  | | ILS | | | |  | | | GNSS | | | | |  | |
| **Agricultural rating** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agricultural Grade 1 | | | | | | |  | | | | | | Agricultural Grade 2 | | | | | | | |  | | | | | |
| Chemical | | | |  | | Topdressing | | | | | |  | Spraying | | | | |  | | VTA | | | | | |  |
| **Examiner rating** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Airline | |  | | | | | | | General Aviation | | | | |  | | Agricultural | | | | | | |  | | | |

**4. Declaration**

|  |  |  |
| --- | --- | --- |
| *The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under sections 107 and 362, respectively, of the Civil Aviation Act 2023 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding $30,000, or both.* | **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.**  Consent to disclosure & collection  I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge & compliance with transport safety regulatory requirements.  I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 2023, or other such purpose permitted by law. | |
| Applicant’s signature (electronic)  *To add your signature:*  *1. Click the ‘View Signatures’ warning under the Ribbon, or right click the X*  *2. Select sign from the drop-down list*  *3. Follow the instructions to sign* |  |

**5. Applicant’s checklist**

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| --- | --- | --- |
| *Complete this checklist and ensure all documents are provided.*  *Applications which are incomplete or lacking any required documents will be returned without actioning.*  *CAA cannot hold partial applications awaiting further information.* | 1. Completed fit and proper person form |  |
| 2. Proof of payment – for fee(s) |  |
| 3. Completed flight test report |  |
| Where required, provide copies of: | |
| 4. Logbook assessment (of experience) |  |
| 5. Current chemical rating *(if applicable)* |  |
| 6. Current medical certificate ***(note****: If submitting NZTA DL9, CAA only requires pages 1 and 4)* |  |
| 7. Valid written examination credit, including signed KDRs with evidence of remedial activity |  |
| 8. Appropriate demonstration of competency form (CAA 24061-13 or -21), or logbook entry *(if applying for aircraft type rating at same time)* |  |
| 9. Aviation English Language Proficiency Assessment credit |  |