Application for Issue of Flight Crew Licence or Prime Rating

CAA logo — CIVIL AVIATION AUTHORITY OF NEW ZEALAND — Te Mana Rererangi Tūmatanui o Aotearoa

Notes for applicants

For further information on processing this application refer to the CAA website, http://www.caa.govt.nz and follow through the Pilot home page to Tips on Processing your Licence Application page.

1. *Use a separate form for each licence or rating.*

2. *A completed Fit and Proper Person Questionnaire, form **CAA 24FPP** or **CAA 24FPPDEC**, is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.*

3. *Applicants must provide a physical address for service in New Zealand.*

4. ***Aviation English Language Proficiency Assessment Credit** – Refer to CAA web site and AC61.1 for further information - Link to information on CAA web site and Link to AC61-1*

1. Personal Details

NZ CAA Client / Licence Number *(if known)*		Date of Birth *(dd/mm/yy)*
Title *(Mr/Mrs/Ms/Miss)*	Last Name	
Given Name(s)		
Country of Birth	Nationality	

Address for Service - *Civil Aviation Act, s8, 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.*

Tel		Mob	
Fax		Email	

Postal Address *(if different from Address for Service)*

Tel		Mob	
Fax		Email	

2. Licence Applied for – *Note: if applying for an aircraft type rating only, use form CAA 24061/04.*

Please tick appropriate boxes. *All licence issue applications must include copies of your:* ***Completed Flight Test Report, Logbook Assessment**, **Exam Passes with signed KDRs** and **current Medical Certificate**.*	Aeroplane ☐	Helicopter ☐	Other ☐
	If Other, please specify		
	Private Pilot (PPL) ☐	Commercial Pilot (CPL) ☐	Airline Transport Pilot (ATPL) ☐
	Aircraft Type Rating (provide evidence) ☐		

CAA USE ONLY

Receipt No.	Receipt Date	W/R No.

3. Prime Rating Applied For

Please tick appropriate box. *For all Rating issues you must include:* ***Completed Flight Test Report, Logbook Assessment, Flight Crew Licence and Exam Passes with signed KDRs*** *as appropriate.*							
	Flight Instructor Rating	A ☐	B ☐	C ☐	D ☐		E ☐
	Instrument Rating ☐	Agricultural	Grade 1 ☐		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 Section 49 of the Civil Aviation Act 1990 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding $10,000.	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 1990, or other such purpose permitted by law.

Applicant's Signature		**Date**	

5. Applicant's Check List - *Please allow 10 working days from date of receipt for processing application*

Please complete this check list and ensure all documents are enclosed. *Applications which are incomplete or lacking any required documents will be returned without actioning.* *CAA cannot hold partial applications awaiting further information.*	1. Fit and Proper Person Questionnaire -	☐	2. Name and ID completed at top of this page	☐
	3. Proof of Payment – For Fee(s)	☐	4. Completed Flight Test Report	☐
	Where required, enclose COPIES of:			
	5. Logbook Assessment (of experience)	☐	6. Current Chemical Rating *(if applicable)*	☐
	7. Current Medical Certificate	☐	8. Flight Crew Licence held *(if applicable)*	☐
	9. Valid Written Examination Credit including signed KDRs with evidence of remedial activity			☐
	10. Form CAA 24061/13 or 21 or logbook entry *(if applying for aircraft type rating at same time)*			☐
	11. Aviation English Language Proficiency Assessment Credit			☐

Scan this form and email with a copy of your receipt to lic.applications@caa.govt.nz, or post to

Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand
Please allow 10 working days from date of licence application being received at CAA for processing.

Fees

Fee Schedule (Including GST):

PPL, CPL, ATPL	$230.00
Instrument Ratings	$131.00
Examiner Ratings	$197.00
Flight Instructor Ratings	$131.00
Agricultural Ratings	$131.00
Topdressing, spray or VTA rating	$131.00
Chemical rating	$131.00

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.

Licence Issue Fee	$ _____
Rating Issue Fee	$ _____
Total	$ _____
Confirmed Receipt Number	_____

Unless the full fees are paid and receipt is attached, applications will not be processed. *DO NOT SEND CASH*.

Please pay online at https://sec.caa.govt.nz/onlinepayment and attach the receipt that will be emailed to you.