

Aircraft Maintenance Engineer Licence and / or Category

Notes to applicants:

1. A completed Fit and Proper Person Questionnaire, form [CAA 24FPP](#) or [CAA 24FPPDEC](#), is required with this application when applying for Initial Issue of Licence. Refer to the 24FPP form for guidance on the appropriate form to be used.

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. Application Requirements

<ol style="list-style-type: none"> 1. Requirements for AME Licence Issue are contained in Rule Part 66 and associated Part 66 Advisory Circulars (ACs) 2. For details on Licence issue requirements refer to AC 66-1 Subpart B Aircraft Maintenance Engineer Licence - page 8 3. Link to AC66-1. 4. For further information, please refer the CAA website, www.caa.govt.nz click on Maintenance Engineers on the home page, then Getting a licence. 5. All applications must be accompanied by a suitable PTR detailing your experience as required by AC66-1 6. You must enclose your current licence with this application when applying of an additional category
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3. Licence and/or Category(s) applying for

Tick box to indicate Licence and/or Category required. If you are applying for an additional category, you must enclose your current licence.	Initial AMEL Issue <input type="checkbox"/>	Aeroplane <input type="checkbox"/>	Rotorcraft <input type="checkbox"/>
	Powerplant <input type="checkbox"/>	Electrical <input type="checkbox"/>	Instrument <input type="checkbox"/>
	Radio <input type="checkbox"/>	LTA Aircraft <input type="checkbox"/>	

CAA USE ONLY

Invoice Code(s)	Receipt No.	Receipt Date	W/R No.
AMEL11 / AMELADDC			

4. Experience

Experience must be submitted in a suitable PTR or similar document as required by [AC66-1](#)

1. Licence Issue

Demonstrate the required 3, 4 or 5 years maintenance experience, as required by Part 66, in a suitable PTR
 Additionally – for the Initial issue or your AME Licence include a CV type document that outlines your aviation maintenance career to date, or complete the Experience Overview section below.

2. Category Issue

Demonstrate 2 years experience relevant to the particular category sought in a suitable PTR

3. Training Certificates

Include copies of relevant Training Certificates.

[AC66-1](#) 66.53(a)(4) - Practical experience, training (page 10)

Practical experience for the issue of an AME Licence and Categories should be documented in a suitable **Practical Training Record (PTR)**. This should be set out or highlighted so the experience is readily identifiable to the applicable licence and/or category that is being applied for. CAA has produced an acceptable PTR in conjunction with the Aviation, Tourism and Travel Training Organisation (**ATTTO**).

To purchase a hard copy of this PTR refer to the ATTTO web site to purchase a hard copy of this PTR

www.attto.org.nz/workplace_resources/resource/personal_training_record/

Engineers are not required to use the ATTTO / CAA PTR, but the format of any acceptable PTR should have the following features:

1. provide an overview of experience /employment in the aviation industry, detailing relevant qualifications, training and courses
2. list specific tasks completed, being countersigned by a supervising LAME,
3. details of the dates and the specific aircraft or components worked on.

As a guide, typical PTR format are included in (AC66-1) Appendix 5 and are electronically available on CAA web site under the heading -

[Maintenance Engineers / PTR](#)

Experience Overview (or CV supplied)

This is an overview only and still requires a detailed PTR to support your application.

It should be used to list any training, the types of aircraft, and levels and types of maintenance you have performed at the various companies or sections/ areas within a company you have been employed at.

Date		Employed at	Experience Overview (Concise accurate statements – print clearly)
From	To		

From the experience outlined above, show the **full time** experience for licence and/or category sought.

	Total Experience	Category	Experience (months)
Licence issue			

5. Declaration

<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 an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</i></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>Consent to Disclosure & Collection</p> <p>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.</p> <p>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.</p>				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%; padding: 5px;">Applicant's Signature</td> <td style="width:40%;"></td> <td style="width:10%; padding: 5px;">Date</td> <td style="width:20%;"></td> </tr> </table>	Applicant's Signature		Date		
Applicant's Signature		Date			

6. Applicant's Check List

<p><i>Please ensure all documents are enclosed.</i></p> <p><i>Applications which are incomplete or lacking any required documents or PTR will be returned.</i></p> <p><i>Please allow 10 working days, from date of receipt for processing your application.</i></p>	<ol style="list-style-type: none"> 1. Copy of licence enclosed - <i>(if held)</i> 2. Proof of Payment – For Fee(s) 3. Training Certificates copies supplied 4. PTR (Practical Training Record) supplied 5. CV supplied, or Section 3 Experience Overview completed 6. Fit and Proper Person Questionnaire completed – either 24FPP or 24FPPDEC <i>Note: Not required for category only application</i> 	Yes	N/A
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>

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 receipt for processing application

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Examinations													Yes	No	N/A		
Required	1A	1B	2	3	4	6	7	8	11	16	17	20	21	Training Certificates reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passed														PTR Review - Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	
Assessment																	
Assessing Person																	
													Date				

Fees

Please circle the fee for the requested licence and/or category below.

Note, the licence fee includes one category. For each additional category an additional fee is required.

- Licence Fee \$299.00 (incl GST)
- Category Fee \$200.00 (incl GST)

If applying for multiple categories, please indicate the number and complete the fee total space below.

Number of Categories Requested: _____

Total Fees \$ _____

Confirmed Receipt Number _____

Unless the full fees are paid and receipt is attached, applications will not be processed.

For information relating to fees, refer to the Civil Aviation Charges Regulations. **DO NOT SEND CASH.**

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