***Part 102 application for issue or renewal of an unmanned aircraft operator certificate***

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| ***Information for completing this application***  *Instructions and guidance for completing this form can be found in the grey sections. If you require additional space to provide more information, use the section provided on page 6.*  ***Note:*** *you must complete every section of this form.*  *You must provide the following documentation with this application form:*   * *A completed fit and proper person application (*[*24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP)*) or, if nothing has changed since your previous assessment, a completed fit and proper person declaration (*[*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*)* * *Proof of identity document for the Person with primary responsibility and Person having control (where applicable)* * *A completed Part 102 compliance matrix as applicable to your operation* * *An exposition as required by Civil Aviation Rule (CAR) 102.11* * *A copy of your payment receipt (initial issue applications only).*   *Fees and charges:*  *The assessment of initial issue and renewal applications are chargeable at the CAA standard hourly rate. Follow the link for information on* [*fees and charges*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)*.*  *If you are applying for an* ***initial issue certificate****, you must pay the first two hours at the prevailing CAA standard hourly rate in advance using* [*CAA's online payment portal*](https://sec.caa.govt.nz/onlinepayment)*.*  ***Note:*** *your application will not be processed until payment has been received.*  *We do not require an advance payment for a renewal application.*  *You must submit renewal applications no less than 60 days before the expiry date on your existing certificate.*  ***Submit the completed application form and supporting documentation via email to*** [*certification@caa.govt.nz*](mailto:certification@caa.govt.nz)*.* |

# Organisation details

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| --- | --- | --- |
| CAA participant number (*if known)* |  | |
| New Zealand Business Number (NZBN) |  | |
| Legal name of organisation |  | |
| Trading name *(if any)* |  | |
| Phone number |  | |
| Email address |  | |
| Address for service  *Section 73 of the Civil Aviation Act 2023 requires applicants to provide a physical address for service in New Zealand, not a Post Office Box and to promptly notify the Director of any changes to this address.* |  | |
| Postcode |  |
| Postal address  *Provide your postal address if different from address for service.* |  | |
| Postcode |  |

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| Details of the person who may be contacted for further information | |
| Name |  |
| Contact number |  |
| Email address |  |

# Privileges requested (variations from Part 101)

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| *Identify any Part 101 rules you wish to vary.*  *Provide the rule, nature of the operation and a brief explanation of the variation being sought, eg, CAR 101.211 - night operations - operate at night unshielded.* |  |

# Types of operation

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| --- | --- |
| *Identify the type(s) of operation you wish to undertake, eg, photography, surveying, agricultural operations – aerial spraying and top dressing.*  *Refer to* [*AC102-01*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC102-1) *for guidance.* |  |

# Proposed geographical areas of operations

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| --- | --- | --- |
| *You may apply to operate anywhere within New Zealand or nominate a specific area/location of operation. Your application can be supported by providing drawings or maps that define the boundaries of the proposed operational area.*  *Note: the Civil Aviation Authority can only approve operations over New Zealand or within 12 nautical miles (nm) of New Zealand’s shoreline (New Zealand’s territorial waters) unless additional ICAO requirements are met.* | | |
| *Tick the relevant box:* | Approval to operate anywhere within New Zealand territorial waters |  |
| Approval to operate in a specific area/location of operation within New Zealand territorial waters |  |
| Approval to operate more than 12nm from New Zealand’s shores (the CAA will discuss additional ICAO requirements that you will need to meet) |  |

# Exposition

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| *List any manual(s) that make up your exposition as required by CAR 102.11.*  *Note: a single operations manual is generally sufficient for most applications.*  *For* ***renewal*** *applications, you must also provide the most recent revision number and date that revision was accepted by CAA (effective date).* | |
| Manual titles | Revision number and effective date |
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# Crew training and competency assessment

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| --- | --- | --- | --- |
| List any training providers that will conduct your organisation's crew training or operational competency assessments*.*  *Note: your exposition document* ***must*** *clearly demonstrate how your organisation’s training needs will be met. If you do not want to nominate a specific training provider, select the “Any Part 141 approved training organisation” box.* | | | |
| Any Part 141 approved training organisation | |  | |
| Name of organisation | Address | | CAA participant number *(if known)* |
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# Aircraft to be used

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| *You must list the aircraft you intend to operate on this form.*  *Unless applying for an aircraft type or series approval, list each individual aircraft you operate and provide a unique identification number or the manufacturer's serial number for each of those aircraft in the fields below.*  *Note: for aircraft type or series approvals, list each aircraft type on this application form and provide a separate aircraft register with your application which lists each individual aircraft and its unique identification number or manufacturer’s serial number.* | | |
| Manufacturer | Model/type | Serial number/unique identifier  *(leave this field blank for type approvals only)* |
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# Maintenance

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| *List* ***all*** *maintenance organisations that perform maintenance or inspections on your aircraft.* | |
| Name and address | CAA participant number *(if known)* |
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# Person with primary responsibility (prime person)

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| *You must nominate the person who has direct responsibility for your organisation’s unmanned aircraft operations (the ‘Person with primary responsibility’).*  *A fit and proper person form (*[*24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) *or* [*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*) and a current CV must accompany this application for the Person with primary responsibility. Note: you must provide a proof of identity document, eg, driver licence, passport, birth certificate.* | |
| Full legal name of Person with primary responsibility |  |
| Date of birth |  |
| Address |  |
| Phone number |  |
| Email address |  |
| Title/role within the company, eg, Chief Pilot |  |
| CAA participant number (if known) |  |

# Person having control

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| --- | --- |
| *You must also name any other person in your organisation who has control over the privileges under the certificate that the Person with primary responsibility is accountable to, eg, Chief Executive Officer, Unit Manager etc.*  *Note: you must provide a proof of identity document, eg, driver licence, passport, birth certificate.* | |
| Does your organisation have a Person having control? If yes, provide their details below. |  |
| Full legal name of Person having control |  |
| Date of birth |  |
| Address |  |
| Phone number |  |
| Email address |  |
| Title/role within the company, eg, Unit Manager |  |
| CAA participant number (if known) |  |

# Dangerous goods

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| *You must advise CAA if you intend to carry dangerous goods as cargo on your aircraft, including transporting extra batteries or fuel intended for future use, eg, spare batteries not fitted to the aircraft.*  *Note: you do not require a dangerous goods approval for the fuel source being used to power the aircraft during the flight.*  *If you are transporting dangerous goods cargo, you must include procedures in your exposition that show how you comply with the rules for the carriage of dangerous goods by air.*  *For more information, visit* [*Part 92 Carriage of Dangerous Goods*](https://www.aviation.govt.nz/rules/rule-part/show/92)*, Advisory Circular* [*AC92-2*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC92-2)*,* [*AC92-4*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC92-4) *and* [*AC102*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC102-1)*-01.* | |
| Does your organisation carry dangerous goods? |  |

# Exemptions

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| --- | --- |
| *List any exemption(s) that have been approved for your organisation. Provide the exemption number and rule(s) that were exempt.* | |
| *Does your organisation have any exemptions?* |  |
| *If yes, provide exemption details below.* | |
| Exemption number | Rule |
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# Previous contact with CAA’s Emerging Technologies Programme

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| *Note: the CAA’s Emerging Technologies Programme is available for complex or novel applications but is not a requirement for every application.* | |
| Have you worked with the CAA’s Emerging Technologies Programme team on this application? |  |

# Compliance history

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| *Provide answers to the questions below. If ‘Yes’, provide details on page 6 of this form.* | |
| Has the organisation been convicted of any transport safety offence in the last five years or currently facing any charges for a transport safety offence? |  |
| 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? |  |

# Declaration

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| *This declaration must be signed by the Person with primary responsibility.* | I confirm I have read sections 107 and 362 of the Civil Aviation Act 2023 and I declare that to my best knowledge the information supplied in this application and the documentation attached are complete and correct. |

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| Signature |  | Date |  |

# Applicant’s checklist – take the time to check and complete this section

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| --- | --- | --- |
| *Ensure all documents are provided with your application.* | 1. Every section of this form has been completed |  |
| 1. Completed Part 102 compliance matrix |  |
| 1. Company exposition |  |
| 1. Fit and proper person form and CV for the Person with primary responsibility |  |
| 1. Proof of identity document for Person with primary responsibility or Person having control (if applicable) |  |
| 1. Aircraft register (Aircraft type approvals only) |  |
| 1. Payment receipt (Initial issue applications only) |  |
| 1. Any additional supporting information |  |

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| --- | --- |
| Use this page to provide additional information that would not fit in the sections above. | |
| Section | Additional details or explanations |
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