

Application for Issue or Renewal of an Unmanned Aircraft Operator Certificate Under Civil Aviation Rules, Part 102



Application requirements and instructions for completing the form

- a) The CAA Standard Rate hourly charge applies. Follow the link for information on [fees and charges](#). NOTE: If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising the payment in Section 2.
- b) Please ensure all documents and applicable fees are paid. No application will be processed until all required documentation and applicable fees are received.
- c) The application must include
 - completed rule compliance matrix [24101-02](#) and [24102-03](#) as applicable to your type of operation.
 - a complete exposition as required by rule 102.11.
 - completed [CAA24FPP](#) or [24FPPDec](#) for the person with prime responsibility is to be included with the application.
- d) Applications must be received, with all completed information
 - for initial issue at least 90 days prior to intended operation;
 - for renewal at least 60 days prior to certificate expiry.
- e) Further notes and instructions are included in the grey margins of the different sections.
- f) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.
- g) **Submit the completed application and supporting documentation to either:**
Email: certification@caa.govt.nz
Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140

1. Organisation Details

CAA Participant Number (if known)	<input type="text"/>	Companies Office No (if known)	<input type="text"/>
Legal Name of Organisation	<input type="text"/>		
<p>A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the Companies Office Certificate of Incorporation for initial issue or for an amendment involving a change to the legal name of the organisation.</p>			
Trading name (if any)	<input type="text"/>		
Address for Service <i>The Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.</i>	Postal Address <i>(if different from Address for Service)</i>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Your reference – or –	<input type="text"/>		
Details of the person who may be contacted for further information			
Name	<input type="text"/>	Position	<input type="text"/>

Tel		Mobile	
Email			

2. Details for Invoice

Please provide the name of the organisation or applicant and address for the invoice to be sent. If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising payment.

The invoice is to be sent to:	<input type="checkbox"/> Applicant		<input type="checkbox"/> Organisation	
Applicant or Organisation Name:			CAA Participant No:	
Name of the person authorising payment: <i>(If applicant, N/A)</i>			Purchase Order No: <i>(If applicable)</i>	
Title/Position within the company:				
Email:			Phone:	
Postal Address: <i>(For the invoice to be sent to individual or organisation)</i>				
Signature: <i>(Of the applicant or person within the organisation authorising payment)</i>				

3. Questionnaire

<p><i>These two questions must be answered for the initial issue and for the renewal of a certificate.</i></p>	<p>Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?</p>	Yes / No
	<p>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?</p>	Yes / No
<p>Note If "Yes", please provide details with this application on separate sheets.</p>		

4. Privileges Requested (*variations from CAR Part 101*)

<p><i>Identify the specific clause of CAR 101 you wish to vary. If additional space is required use page 6</i></p>	
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5. Types of Operation

<p><i>Identify the type of operation you wish to undertake. Refer to AC102-01 for guidance.</i></p>	
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6. Proposed Geographical Areas of Operations (102.15(b)(4)(ii))

May be supported with drawings or maps.

7. Crew Training and Competency Assessment

List any organisations you intend to **contract** training to.
 Confirm with the contractor that their CAR Part 141 certificate authorises them to conduct the courses or assessments.

Name and address	Participant No. (if known)

8. Training Courses and / or Training Assessments Applied For

List the training courses and assessments that require acceptance by the CAA if exercised under your CAR Part 102 certificate by marking the appropriate boxes, if applicable.

Courses	Remarks
<input type="checkbox"/> Crew training – 102	
<input type="checkbox"/> Ground crew training	

Assessments	Remarks
<input type="checkbox"/> Operational competency – Part 102 ops.	

9. Exposition

List the manuals that constitute the **exposition** required by CAR 102.11
 For **renewal** list the publications already held by CAA and their latest amendment status.

Manual Titles	Amendment No. and date

Also complete and submit the applicable CAA [Part 101](#) and [102 Rule](#) Compliance Matrices to show compliance with the rule requirements in the exposition.

10. Aircraft to be Used

List the aircraft you wish to operate. Please also indicate any aircraft that are being removed from the organisation’s operations specifications.
 When adding an aircraft, enclose the relevant associated exposition amendments (e.g. operations, maintenance manuals) with your application.

Serial No.	Registration or ID mark	Manufacturer	Model	Are you the registered operator?
				Yes / No / NA
				Yes / No / NA

				Yes / No / NA
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Notes: Where the aircraft has no Part 47 registration marks then the aircraft must have an indelible label that can be viewed without removal of any covers, clearly identifying who the operator is.

11. Maintenance

List any maintenance organisations or persons you intend to contract the maintenance of your aircraft to.

Registration or ID mark	Name and Address	Participant No. (if known)

12. Maintenance Programme (if required by the Director)

List the maintenance programmes that will apply to the aircraft operated by your organisation.

Registration or ID mark	Document / Programme Title	Has the CAA approved them?*
		Yes / No
		Yes / No
		Yes / No

*Note: Any programme that has not been approved must be submitted to the CAA for assessment and approval as per 91.605(a)(1).

13. Prime Person

Separate FPP forms must accompany this application for the person with prime responsibility. See below.

Initial issue:
Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Renewal:
- prime person:
Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Persons unchanged since certification:
Their names and titles must be re-confirmed in this section.

Nominated persons	Name & company title	Participant No. (if known)
Person with prime responsibility		
Aviation operations , Person having control over the exercise of the privileges of the certificate		
Crew training		
Crew assessment If different from training		
Control and scheduling of maintenance		
Organisational management system		
Conducting occurrence investigations		

I hereby nominate the above person(s) for the responsibilities indicated.

Signature of Prime Person	<div style="background-color: #e0f0ff; width: 200px; height: 20px;"></div>	Date	<div style="width: 100px; height: 20px;"></div>
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14. Exemptions

List any exemptions you hold (list numbers and applicable rules).

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15. Declaration by Prime Person

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 a body corporate, to a maximum fine of \$50,000.

I have obtained a current copy of NZCAR Part 102, AC101-1 and AC102-1, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 1990, Section 12.

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.

Full Name of Prime Person

Participant Number (if known)

Signature

Date of application

16. Fees and Charges

Initial issue:

A minimum charge of two hours at the prevailing standard hourly rate is payable in advance for applications for initial issue only.

The charge is credited towards the total and a final adjustment will be made on completion of certification. The charge is at the prevailing standard hourly rate for the time taken to assess and process the application.

Follow the link for information on [fees and charges](#). Ensure section 2 of this form is completed.

Renewal:

Charge at the prevailing standard hourly rate for the time involved. **An advance payment is not required.** Ensure section 2 of this form is completed.

Pay by bank transfer:

**Civil Aviation Authority
Westpac, Lower Hutt**

03-0531-0406878-00

Particulars: Invoice or receipt number (if known), or rule part number applied for (e.g., 119Cert)

Code: CAA Participant Number (if known)

Reference: Aircraft Registration Mark, Organisation or Name (as applicable)

Pay by credit card:

To pay by credit card, please contact the CAA on **(04) 560 9400** and ask for Finance.
Do not send cash and cheques. Do not send credit card details via email.

17. Applicant's Checklist – please take the time to check and complete this section

Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.

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|----|----------------------------------------------------------------|--------------------------|
| 1. | All necessary sections completed | <input type="checkbox"/> |
| 2. | Completed rule compliance matrices enclosed (Part 101 and 102) | <input type="checkbox"/> |
| 3. | Completed company exposition enclosed | <input type="checkbox"/> |
| 4. | CAA 24FPP/24FPPDEC and CV for the prime person enclosed | <input type="checkbox"/> |
| 5. | Payment has been made (as applicable) | <input type="checkbox"/> |

6. Purchase order number (optional)

7. Additional attachments enclosed as per this list:

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations