

Part 107 application for issue of a research and development organisation certificate

Information for completing this application form

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 4.

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](#)) or, if nothing has changed since your previous assessment, a completed fit and proper person declaration ([24FPPDEC](#))
- Proof of identity document for the Senior Persons.
- A completed Part 107 compliance matrix as applicable to your operation
- An exposition as required by Civil Aviation Rule (CAR) 107.53
- A copy of your payment receipt.

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](#).

As 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](#).

Note: your application will not be processed until payment has been received.

Submit the completed application form and supporting documentation via email to certification@caa.govt.nz.

1. Organisation details

CAA participant number (if relevant)	
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.	
Postal address Provide your postal address if different from address for service.	
	Postcode
	Postcode

Details of the person who may be contacted for further information:

Name:	
Phone number:	
Email address:	

2. Invoice details

Invoices are to be sent to:

Name:		CAA participant ID: (if applicable)	
Phone:		Email:	
Address:	☐ address for service	☐ postal address	Other:
Purchase order number:			

3. Scope of operations

Succinctly describe the scope of your proposed operation:

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4. Proposed geographical area(s) of operations

Identify the location(s) where your operation will be undertaken:

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5. Exposition

List any manual(s) that make up your exposition which is required under CAR 107.53:

Note: a single operations manual is generally sufficient for most applications.

Manual titles	Revision number and effective date
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6. Senior Persons

Under Rule 107.51(1) you must engage a senior person who has the authority to ensure that all activities undertaken can be financed and carried out in accordance with the requirements and standards prescribed by Part 107. A fit and proper person form ([24FPP](#) or [24FPPDEC](#)) and a current CV must accompany this application for this Senior Person.

Full legal name:		CAA participant ID: (if applicable)	
Date of birth:			
Home address:			
Phone number:		Email address:	
Title/role within the company, e.g., Chief Pilot:			

7. Other Senior Person(s)

Under Rule 107.51(2) you must engage any other senior persons if applicable. If you have more than one other Senior Person please use the section provided on page 4 and include the relevant documents for each other Senior Person (ie, [24FPP](#) or [24FPPDEC](#))

Full legal name:		CAA participant ID: (if applicable)	
Date of birth:			
Home address:			
Phone number:		Email address:	
Title/role within the company, e.g., Unit Manager			

8. Previous contact with CAA's Emerging Technologies Programme

Note: the CAA's Emerging Technologies Programme is available for discussion of rule requirements and proposed applications, however contact with them is not a requirement.

Have you worked with the CAA's Emerging Technologies Programme team before submitting this application?	Choose an item.
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9. Compliance history

Provide answers to the questions below. If 'Yes', provide details on page 6 of this form.

Has the organisation previously had an application for an aviation document rejected?	Choose an item.
Has an aviation document held by the organisation been suspended or revoked?	Choose an item.

10. Declaration

This declaration must be signed by the Senior Person engaged as per Rule 107.51(1)

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.

I confirm that the operations will comply with CAR 107.13 and in accordance with conditions and procedures outlined within the exposition and operations specifications.

Signature

Date

11. Applicant's checklist – take the time to check and complete this section

Ensure all documents are provided with your application.

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| 1. | Every section of this form has been completed | |
| 2. | Completed Part 107 compliance matrix | |
| 3. | Exposition contains information required in Rule 107.53 | |
| 4. | Fit and proper person form and CV for the Senior Person engaged as per rule 107.51(1), and for other Senior Person(s) | |
| 5. | Proof of identity document for Senior Person engaged as per rule 107.51(1), and for other Senior Persons (if applicable) | |
| 6. | Payment receipt | |
| 7. | Any additional supporting information | |

Use this page to provide additional information that would not fit in the sections above.

Section	Additional details or explanations