

## Application for Issue, Renewal or Amendment of an Air Operator Certificate Under Civil Aviation Rules, Part 119

### 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 are enclosed. No application will be processed until all required documentation is received. The application must include
  - completed rule compliance matrices for the applicable rule parts (119 and 121, 125 or 135) for **initial issue and renewal**;
  - an exposition as required by rule 119.81 or 119.125, preferably in electronic format:
    - for **initial issue**, a complete exposition
    - for **renewal**, a complete exposition or a declaration of the status of the different manuals. Refer section 15.
    - for **amendment**, the relevant amended pages.
- c) Further notes and instructions are included in the grey margins of the different sections.
- d) Use additional sheets such as provided at the end of the form to provide further details and explanations that do not fit in the original sections of the form.
- e) **Submit the completed application and supporting documentation to either:**  
 Email: [certification@caa.govt.nz](mailto:certification@caa.govt.nz)  
 Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140

Issue

Renewal

Amendment

### 1. Organisation Details

CAA Participant Number (if known)

Companies Office No.

Legal Name of Organisation

*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.*

Trading name(s) (if any)


Address for Service [Complete only if changed]

*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.*

Postal Address

*(if different from Address for Service)*


Post Code

Post Code

Tel

Tel

Email

Email

Your reference – or –

Details of the person who may be contacted for further information

Name

Position

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

## 3. Reason for Application

Indicate the type of application being made. Please then complete the relevant sections of the form.	Initial issue of certificate – at least 90 days prior to operations	<input type="checkbox"/>	Complete all sections
	Renewal of certificate – at least 60 days prior to expiry	<input type="checkbox"/>	Complete sections 1 - 16
	Amendment requiring prior CAA acceptance as per 119.165(b) and (c)	<input type="checkbox"/>	Complete sections 1, 2, 16 and 18, and only those sections appropriate to the amendment request

## 4. Questionnaire

These two questions must be answered for the <b>initial issue</b> and for the <b>renewal</b> of a certificate.	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?	Yes / No
	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?	Yes / No
Note If "Yes", please provide details with this application on separate sheets.		

## 5. Bases of Operation

Name the bases you wish to operate from

Principal Base  
Ref. 119.15(b)(1)

Other Bases

1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
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International				Domestic				
<b>Fixed Wing</b>								
<b>Passenger</b>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>
<b>Goods</b>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>
				Day VFR	<input type="checkbox"/>	Night VFR	<input type="checkbox"/>	
				IFR	<input type="checkbox"/>			
Air Transport	<input type="checkbox"/>	Commercial Transport	<input type="checkbox"/>	Air Transport	<input type="checkbox"/>	Commercial Transport	<input type="checkbox"/>	
				To remote areas	<input type="checkbox"/>	To remote areas	<input type="checkbox"/>	
And/or passengers performing task/duties				<input type="checkbox"/>	And/or passengers performing task/duties		<input type="checkbox"/>	
<b>Helicopter</b>								
<b>Passenger</b>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>
<b>Goods</b>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>	Regular	<input type="checkbox"/>	Non regular	<input type="checkbox"/>
				Day VFR	<input type="checkbox"/>	Night VFR	<input type="checkbox"/>	
				IFR	<input type="checkbox"/>	NVIS	<input type="checkbox"/>	
Air Transport	<input type="checkbox"/>	Commercial Transport	<input type="checkbox"/>	Air Transport	<input type="checkbox"/>	Commercial Transport	<input type="checkbox"/>	
				To remote areas	<input type="checkbox"/>	To remote areas	<input type="checkbox"/>	
And/or passengers performing task/duties				<input type="checkbox"/>	And/or passengers performing task/duties		<input type="checkbox"/>	

## 8. Senior Persons

<p>Separate forms must accompany this application for <i>each</i> of the nominated senior persons as shown below.</p> <p><b>Initial issue:</b> Form <a href="#">CAA 24FPP</a> or <a href="#">24FPPDEC</a>, and CV</p> <p><b>Renewal:</b> - <i>Changed persons:</i> Form <a href="#">CAA 24FPP</a> or <a href="#">24FPPDEC</a>, and CV</p> <p>- <i>Unchanged persons:</i> Their names and titles must be confirmed in this section and form <a href="#">CAA 24FPP</a> or <a href="#">24FPPDEC</a> must be included. They need not submit a CV where they are continuing in their CAA accepted senior person role.</p> <p><b>Amendment:</b> Form <a href="#">CAA 24FPP</a> or <a href="#">24FPPDEC</a>, and CV</p> <p><b>Applicants must ensure the nominated senior persons meet the qualifications and experience requirements</b></p>	<p><b>Nominated persons</b></p> <p><b>Chief Executive</b></p> <p><b>Air operations,</b> including flight operations and supporting ground operations</p> <p>Licence</p> <p>Ratings</p> <p>Hours</p> <p><b>Crew training</b></p> <p>Licence</p> <p>Ratings</p> <p>Hours</p> <p><b>Crew assessment</b> if different from training</p> <p>Licence</p> <p>Ratings</p> <p>Hours</p>	<p>Name &amp; company title</p> <p>Name</p> <p>Title</p> <p>Name</p> <p>Title</p> <p>Type</p> <p>CPL <input type="checkbox"/></p> <p>ATPL <input type="checkbox"/></p> <p>Aeroplanes</p> <p>Helicopters</p> <p>P-in-C single engine</p> <p>P-in-C multi engine</p> <p>P-in-C float plane</p> <p>Instrument flying time</p> <p><b>Total flying time</b></p> <p>Name</p> <p>Title</p> <p>Type</p> <p>CPL <input type="checkbox"/></p> <p>ATPL <input type="checkbox"/></p> <p>Aeroplanes</p> <p>Helicopters</p> <p>P-in-C single engine</p> <p>P-in-C multi engine</p> <p>P-in-C float plane</p> <p>Instrument flying time</p> <p>Name</p> <p>Title</p> <p>Type</p> <p>CPL <input type="checkbox"/></p> <p>ATPL <input type="checkbox"/></p> <p>Aeroplanes</p> <p>Helicopters</p> <p>P-in-C single engine</p> <p>P-in-C multi engine</p> <p>P-in-C float plane</p>	<p>Participant No. (if known)</p> <p>Participant No.</p> <p>Participant No.</p> <p>Participant No.</p>
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of <b>Part 119 Appendix A (Airline Air Operator)</b> or <b>Part 119 Appendix B (General Aviation Air Operator)</b>	Instrument flying time	Total flying time	
	<b>Control and scheduling of maintenance</b>	Name	Participant No.
		Title	
	<b>*Safety Management</b>	Name	
		Title	
	<b>Conducting occurrence investigations</b>	Name	
		Title	
	<b>Security</b>	Name	
		Title	
	<b>Any other nominee</b> (not required by either 119.51 or 119.101)	Name	
		Title	
Indicate any senior persons that are being removed from the organisation's certificate.	Removed persons		

**9. Aircraft to be used**

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

Add or Remove	Registration	Manufacturer	Model	Charter /Cross hire /Lease	Are you lawfully entitled to possession?
Add / Remove				Yes / No	Yes / No
Add / Remove				Yes / No	Yes / No
Add / Remove				Yes / No	Yes / No

Alternatively, reference where in your manual suite this information can be found.

**10. 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)

Also list the training courses and assessments that require acceptance by the CAA if exercised under your CAR Part 119 certificate by marking the appropriate boxes.

Courses		Assessments	
P1	<input type="checkbox"/> Pilot type rating – specific to type	A3	<input type="checkbox"/> ATPL Flight test
P5	<input type="checkbox"/> Basic gas turbine knowledge	A5	<b>Instrument rating</b>
P6	Synthetic flight trainers – specific to type		<input type="checkbox"/> Additional aid

	<input type="checkbox"/> Simulator		<input type="checkbox"/> Continued competency
	<input type="checkbox"/> Flight procedure trainer		<input type="checkbox"/> Multi-engine
	<input type="checkbox"/> Basic flight instrument trainer	A6	<b>Instructor rating currency test</b>
P7	<input type="checkbox"/> Cat II & III approaches		<input type="checkbox"/> Cat 'B'
E3	<input type="checkbox"/> Flight engineer type rating		<input type="checkbox"/> Cat 'C'
E4	<input type="checkbox"/> Flight engineer licence training	A8	<b>Operational competency</b>
M1	<input type="checkbox"/> Dangerous goods		<input type="checkbox"/> Part 121 operations
M6	<input type="checkbox"/> Crew training 121, 125, 135		<input type="checkbox"/> Part 125 operations
	<input type="checkbox"/> AQP		<input type="checkbox"/> Part 135 operations
M7	<input type="checkbox"/> Cabin crew training	A11	<input type="checkbox"/> Helicopter winching rappelling and human sling load

### 11. Maintenance

List any maintenance organisations or persons (licensed engineer) you intend to contract the maintenance of your aircraft to.

Registration	Name and Address	Participant No. (if known)

CAR Part 135  
Option for maintenance

135.402(a)(1)

135.402(a)(2)

### 12. Maintenance Programme

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

\*Note: Any programme that is being amended or has not been approved must be submitted to the CAA for assessment and approval as per 91.605(a)(2). Use application form CAA [24091-02](#)

### 13. Security Programme

The holder of an airline air operator certificate that proposes to operate a regular air transport passenger service with any aircraft that has a passenger seating configuration of more than 9 seats must establish a security programme [CAR 119.75].

Does the CAA hold a copy of a security programme that has been approved for your organisation?

Yes / No

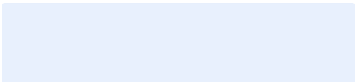
### 14. Exemptions

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

**15. Exposition**

<p>List the manuals that constitute the <b>exposition</b> required by CAR 119.9(3)</p> <p>For <b>renewal</b> list the publications already held by CAA and their latest amendment status.</p> <p>Indicate in the final column whether these have changed since the last amendment sent to CAA</p>	Manual Titles	Amendment No. and date	Change?
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

**16. Declaration by Chief Executive or Authorised Officer / Representative of the Applicant**

<p>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.</p>	<p>I have obtained a current copy of NZCAR Part 119, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1, 12, 19, 43, 91, 92, 108, 121, 125, 135, 139, and 141 as applicable.</p> <p>This application is made for and on behalf of the organisation identified above. I certify that the Chief Executive is 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.</p>		
	<p>I hereby confirm the nomination of the person(s) listed in section 8 for the responsibilities indicated.</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>		
Full name of duly authorised officer / representative of the applicant		Participant Number (if known)	
Signature		Date of application	

**17. Fees and Charges**

<p><b>Initial issue:</b></p>	<p>A minimum charge of four hours at the prevailing standard hourly rate is <u>payable in advance for applications for initial issue only</u>, but this may be increased, depending on the credit worthiness of the applicant, to a maximum of the estimated cost of certification. The charge is credited towards the total and a final adjustment will be made on completion of certification. The CAA Standard Rate hourly charge applies thereafter for the time taken to assess and process the application. Follow the link for information on <a href="#">fees and charges</a>. <u>Ensure section 2 of this form is completed.</u></p>
<p><b>Renewal and amendment:</b></p>	<p>The CAA Standard Rate hourly charge applies for the time involved. <b>An advance payment is not required.</b> <u>Ensure section 2 of this form is completed.</u></p>
<p>Pay by bank transfer:</p>	<p><b>Civil Aviation Authority</b>  <b>Westpac, Lower Hutt</b></p> <p><b>03-0531-0406878-00</b></p> <p><b>Particulars:</b> Invoice or receipt number (if known), or rule part number applied for (e.g., 119Cert)  <b>Code:</b> CAA Participant Number (if known)  <b>Reference:</b> Aircraft Registration Mark, Organisation or Name (as applicable)</p>
<p>Pay by credit card:</p>	<p>To pay by credit card, please contact the CAA on <b>(04) 560 9400</b> and ask for Finance.  <b>Do not send cash or cheques. Do not send credit card details via email.</b></p>

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

<p><i>Ensure all documents are enclosed.</i></p> <p><i>Applications which are incomplete or lacking any required documents will not be processed.</i></p> <p><i>*Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.</i></p>		Yes	N/A
	1. All necessary sections completed	<input type="checkbox"/>	<input type="checkbox"/>
	2. Completed rule compliance matrices enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	3. Completed or amended company exposition enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	5. Form CAA 24091-07 enclosed [as applicable]	<input type="checkbox"/>	<input type="checkbox"/>
	6. Form CAA 24091-02 enclosed (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	7. *Form CAA 24100-01 enclosed (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	9. Payment made (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	10. Purchase order number (optional)	<input type="checkbox"/>	<input type="checkbox"/>

CAA OFFICE USE ONLY		
Received by:	Date received:	Date acknowledged:
Work Request No.	Completed by:	Certificate issue date:



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
