

***Application for Issue, Renewal or Amendment of a Foreign Air*** ***Operator Certificate Under Civil Aviation Rule (CAR) Part 129***

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| Application requirements and instructions for completing the form  1. *The CAA Standard Rate hourly charge applies. 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/)*. NOTE: If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising the payment in Section 2.* 2. ***For Initial Issue:*** *Complete all Sections and provide a current copy of the Exposition and evidence required by Sections 5(a), 6 and 8 of this form.*   *Note: The CAA may require sending a Flight Operations Inspector and an Airworthiness Inspector to visit the airline and the Civil Aviation Authority of the country of domicile prior to certification, in which case, the total estimated cost of the visit shall be paid in advance with the application.*  ***For Renewal:*** *Complete Sections 1, 2, 3, 4, 5a)(i) and 12*  *5(a)(ii) if you have changed aircraft type;*  *5(b) & (c), 6, 7 if you have changed aircraft type or equipment;*  *8 if you are requesting this as a new approval;*  *9, and 10 as appropriate.*  *Provide an updated copy of the Exposition.*  ***For amendment:*** *Complete Section 1, 2 and 12 and any parts appropriate to the amendment request.*  *Where required, add additional text explaining the need for the amendment.*  *If the amendment affects the Exposition, provide an updated copy showing the amendments.*   1. *Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.* 2. ***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* |

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| **Initial Issue** | **Renewal** | **Amendment** |

1. **Organisation Details**

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| CAA Participant Number (*if known)* | | |  | |  | |
| Legal Name of Organisation  *(The certificate will be issued in this name)* | | |  | | | |
| Trading name(s) *(if any,* under which the certificate holder may operate) | | |  | | | |
| Address for Service  *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)* | | |
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|  | | | |  | | |
| Post Code |  | | | Post Code | |  |
| Tel |  | | | Tel | |  |
| Email |  | | | Email | |  |
| Name and position of representative in New Zealand | | | | | | |
| Name |  | | | Position | |  |
| Tel |  | | | Mobile | |  |
| Email |  | | |  | |  |
| Your reference | |  | | | | |

1. **Details for Invoice**

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| *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: | Applicant | Organisation | |
| Applicant or Organisation Name: |  | CAA Participant No: |  |
| Name of the person authorising payment: *(If applicant, N/A)* |  | Purchase Order No: *(If applicable)* |  |
| Title/Position within the company: |  | | |
| Email: |  | Phone: |  |
| Postal Address:  *(For the invoice to be sent to individual or organisation)* |  | | |
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| Signature:  *(Of the applicant or person within the organisation authorising payment)* |  |  | |

1. **Proposed Services**

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| Kinds of operation proposed: | | |
| Regular | Passenger | Cargo |
| Non-Regular | Passenger | Cargo |
| Destination aerodromes in New Zealand |  | |
| Alternate aerodromes in New Zealand |  | |

1. **Aircraft types to be used**

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| --- | --- | --- | --- |
| Aircraft registered in the country of the applicant:  *If the aircraft to be used are not registered in the country of the applicant, submit registration and ownership details on a separate sheet, together with a copy of the aircraft lease or charter agreement between the applicant and the lessor* | | | |
|  | | Max certificated weights | |
| Name of Manufacturer | Model | Take-off | Landing |
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1. **Operating Certificate**

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| (a) Provide evidence that the Aviation Authority of the applicant’s country of domicile has:  1. Authorised the airline to fly to New Zealand, and  2. Authorised the use of the proposed aircraft type and model, to operate to New Zealand. | | | | |
|  | A copy of the applicant’s **Air Operator Certificate** and appropriate parts of **Operations Specifications** or an equivalent document is attached. | | | |
| (b) Address of the Authority which issued the operating certificate | |  | | |
|  | | |
|  | | |
| Tel |  | | Email |  |
| (c) Name and address of the persons within that Authority who are responsible for the operational and airworthiness surveillance of the certificate holder | | | | |
| Operations | | | Airworthiness | |
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|  | | |  | |
| Tel |  | | Tel |  |
| Email |  | | Email |  |

1. **RNP10, RVSM and Stage 3 Noise Level**

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| The NZFIR is designated RVSM and RNP10 airspace. Provide documentary evidence (Photocopy of Ops Specs pages) verifying that:  (a) the aircraft are appropriately equipped and aircrew are trained in RVSM and RNP10 operational procedures and;  (b) the aircraft are Stage 3 noise compliant |
| Ops Specs Evidence attached |

1. **Aircraft Equipment**

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| --- | --- | --- | --- | --- | --- | --- |
| (a) Number and type and of radio communication equipment installed in each aircraft type: | | | | | | |
| AIRCRAFT TYPE: | | | | AIRCRAFT TYPE: | | |
|  | | | |  | | |
| Frequency | Number | Type | | Number | Type | |
| VHF |  |  | |  |  | |
| H/F |  |  | |  |  | |
|  | Number | Type | | Number | Type | |
| ADF |  |  | |  |  | |
| VOR |  |  | |  |  | |
| DME |  |  | |  |  | |
| ILS |  |  | |  |  | |
| Transponder Mode | | Mode S | Mode C |  | Mode S | Mode C |
| (c) Number and type of long range navigation systems installed in each aircraft type: | | | | | | |
| Navigation | Number | Type | | Number | Type | |
| INS |  |  | |  |  | |
| IRS |  |  | |  |  | |
| GPS |  |  | |  |  | |
| (d) Emergency radio equipment carried and/or installed in each aircraft type: | | | | | | |
| Equipment | Number | Type | | Number | Type | |
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|  |  |  | |  |  | |
| (e) Number and type of ACAS II equipment (that meets FAA TSO-C119b) installed in each aircraft: | | | | | | |
| Equipment | Number | Type | | Number | Type | |
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1. **Aerodrome Meteorological Minima**

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| If requesting approval for take-offs in zero ceiling conditions and visibility less than 800 m, or Category II / III approaches, submit copies of the applicant’s approval granted by the Aviation Authority of the country of domicile. |
| Approval attached |

1. **Flight Crew**

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| 1. Have pilots received training in the use of navigational facilities and communications facilities for instrument flight within New Zealand? | Yes | No |
| 1. Are pilots been made familiar with air traffic control procedures and the applicable regulations prescribed for the areas to be traversed within New Zealand? | Yes | No |

1. **Air Operator Security Programme**

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| For initial issue of a certificate, submit your company’s Air Operator Security Programme to conform with the requirements of NZ Civil Aviation Rules Part 108.  A program is not required if:  a) Your aircraft is freight only, or  b) It is configured to seat less than ten passengers (excluding crew member seats). | | |
| Security manual is already lodged with NZCAA |  |  |
| Security manual and/or amendments attached |  |
| Security manual not required for the operation |  |

1. **Fees and Charges**

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| ***Initial issue:*** | *A minimum charge of* ***four hours*** *at the prevailing standard hourly rate is ayable in advance for applications for* ***initial issue only.*** *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* [*fees and charges.*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/) *Ensure section 2 of this form is completed.* |
| ***Renewal and amendment:*** | *The CAA Standard Rate hourly charge applies for the time involved.* ***An advance payment is not required.***  *Ensure section 2 of this form is completed.* |
| *Pay by bank transfer:*  *Pay by credit card:* | **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., 129Cert)*  ***Code:*** *CAA Participant Number (if known)*  ***Reference:*** *Aircraft Registration Mark, Organisation or Name (as applicable)*  ***SWIFT code:*** *WPACNZ2W* |
| To pay by credit card, please contact the CAA on **(04) 560 9400** and ask for Finance.  **Do not send cash or cheques. Do not send credit card details via email.** |

1. **Declaration**

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| *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.* | This application is made for and on behalf of the organisation identified in Section 1. | | |
| I have obtained copies of Civil Aviation Rule Parts 12 Accidents & Incidents, 108 Security Programme and 129 Foreign Air Operator Certificate. I have read and understood these Rules as they apply to this application. | | |
| 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 NZ Civil Aviation Act 1990, as amended (Section 12). | | |
| I further certify that a copy of current parts of the Exposition and Operation Specifications will be held at each major location specified in the exposition; and   1. relevant parts of the Exposition and Operations Specifications will be made available to those personnel who require them to carry out their duties; and 2. staff will comply with the procedures contained in the exposition. | | |
| Full name of duly authorised officer / representative of the applicant |  | Participant Number(if known) |  |
| Position of Senior Person |  | | |
| Signature |  | Date of application |  |

1. **Layout and content of the Exposition.**

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| The required format of the exposition is available from the CAA web site at: [www.aviation.govt.nz/assets/forms/24129-01A.doc](http://www.aviation.govt.nz/assets/forms/24129-01A.doc)  The Exposition template is a sample to show the layout of your document, and what it has to contain.  **The template example is not a form. Please do not fill it in!** |