

Part 139 application for issue or renewal of an aerodrome operating certificate

Application requirements and instructions for completing the form

- a) Please ensure all documents are enclosed. No application will be processed until all required documentation and applicable fees are received.
- b) The application must include
 - completed rule compliance matrix ([24139-04](#)) and any other as applicable to your type of operation
 - a complete exposition as required by rule 139.77.
- c) 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.
- d) Further notes and instructions are included in the grey margins of the different sections.
- e) 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.

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 or division name (if any)			
Address for service The Civil Aviation Act 2023, section 73, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a PO Box) and to promptly notify the Director of any changes.	Postal address (if different from Address for service)		
Post Code		Post Code	
Phone		Phone	
Email		Email	
Your reference or purchase order			
Details of the person who may be contacted for further information			
Name		Position	
Phone		Email	

2. Questionnaire

These two questions must be answered for the initial issue and for the renewal 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?

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?

Note - if "Yes", please provide details with this application on separate sheets.

3. Aeroplanes for Which the Aerodrome Facilities are Intended

Mark the appropriate boxes

Aeroplanes having a certificated seating capacity in excess of 30 passengers

☐

Aeroplanes above 5700 kg maximum certificated take-off weight

☐

Aeroplanes at or below 5700 kg maximum certificated take-off weight

☐

Helicopters

☐

4. Aerodrome Limitations (Ref. Rules 139.53 and 139.77(5))

Brief summary of any limitations on the use of the aerodrome that arise from the aerodrome design, or the facilities or services intended at the aerodrome.

5. Exposition

*List the manuals that constitute the **exposition** required by CAR 139.77*

*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 [CAR Part 139 Rule Compliance Matrix](#) to show compliance with the rule requirements in the exposition.

6. Senior Persons

Separate forms must accompany this application for each of the nominated senior persons as shown below.

Initial issue:

Appropriate fit and proper person form ([CAA 24FPP](#) or [24FPPDEC](#)), and CV

Renewal:

- Changed persons:

Appropriate fit and proper person form ([CAA 24FPP](#) or [24FPPDEC](#)), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and the appropriate fit and proper person form ([24FPP](#) or [24FPPDEC](#)) must be included.

They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per rule 139.51(a)	Name and company title	Participant No. (if known)
Chief Executive		

Indicate any senior persons that are being removed from the organisation's certificate.

Removed persons

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

Signature of Chief Executive or Board Chairperson	Date
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7. Exemptions

List any exemptions you hold (list numbers and applicable rules).	
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8. Declaration by Chief Executive

<i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under sections 107 and 362 of the Civil Aviation Act 2023 and is subject, in the case of a body corporate, to a maximum fine of \$100,000.</i>	I have obtained a current copy of NZCAR Part 139 and all relevant advisory circulars, 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 2023, section 13.	
	I declare that, to the best of my knowledge, the information supplied in this application and any documentation attached is true and correct.	
Full Name of Chief Executive	Participant Number (if known)	
Signature	Date of application	

9. Fees and Charges

Initial issue:	A minimum charge of two hours at the prevailing standard hourly rate is payable in advance. 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.
Renewal:	Charge at the prevailing standard hourly rate for the time involved.
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., 139Cert) 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 CAA on (04) 560 9400 and ask for Finance. Do not send cash and cheques. Do not send credit card details via email.

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

<i>Please ensure all documents are enclosed.</i> <i>Applications which are incomplete or lacking any required documents will not be processed.</i>	1. All necessary sections completed	☐
	2. Completed rule compliance matrix enclosed	☐
	3. Completed company exposition enclosed	☐
	4. Appropriate fit and proper person form (24FPP or 24FPPDEC) and CV for the nominated senior persons enclosed	☐
	5. Payment made (as applicable)	☐
	6. Purchase order number (as applicable)	☐
	7. Additional attachments enclosed as per this list:	☐

Submit the completed application together with supporting documentation to either:

Email: aeronautical.services@caa.govt.nz

Post: Aeronautical Services, Civil Aviation Authority, PO Box 3555, Wellington 6140

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
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