

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 the amended exposition as required by rule 139.77.
- c) Further notes and instructions are included in the grey margins of the different sections.
- d) 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			
Trading or Division name (if any)			

Only fill this part of the section if changes are being made.

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 P.O. Box) and to promptly notify the Director of any changes.

Postal Address

(if different from Address for Service)

Post Code	
Phone	
Email	

Your reference or purchase order

Details of the person who may be contacted for further information

Name		Position	
Phone		Email	

2. What are you changing?

Indicate the change you are proposing in your organisation. More than one box may be ticked. Complete the relevant sections of the form as indicated at far right. Sections 1, 2, 3, 6 and 7 are required for all applications. The line numbers align with the section numbers on the Approvals Specification	1.	Address for service	☐	
	2.	Trading name	☐	
	3.	Aerodrome type and facilities	☐	Complete section 4
	4.	Nominated senior persons	☐	Complete section 5
	5.	System for safety management	☐	Complete section 4
	6.	Aerodrome limitations	☐	Complete section 4
		Other	☐	

3. Exposition

List the exposition manual(s) required by CAR 139.77 that are being amended for this proposed change	Manual Titles	Amendment No. and date

4. Details of Change

Provide a summary of the changes you are proposing to make to your organisation

5. Senior Persons

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

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

Note also the transitional provisions related to SMS in Rule 139.551

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

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

Signature of Chief Executive or Board Chairperson	I hereby nominate the above person(s) for the responsibilities indicated.		
		Date	

6. 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 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 Chief Executive	Participant Number (if known)	
	Signature	Date of application	

7. 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 the CAA on (04) 560 9400 and ask for Finance. Do not send cash and cheques. Do not send credit card details via email.

8. 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.
Applicants seeking to implement a system for safety management must include a form CAA 24001/01 with an implementation plan for SMS.

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|----|---|--------------------------|
| 1. | All necessary sections completed | ☐ |
| 2. | Amended company exposition enclosed | ☐ |
| 3. | Appropriate fit and proper person form (24FPP or 24FPPDEC) and CV for the nominated senior persons enclosed | ☐ |
| 4. | Payment made (as applicable) | ☐ |
| 5. | Purchase order (as applicable) | ☐ |
| 6. | 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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