

Initial Registration Guide



Reservation of Registration Marks

- You may choose and reserve a mark for two years – Check availability of the mark on the CAA Website www.caa.govt.nz (under Aviation Info, Click on **Aircraft** and then **Available Aircraft Registration Marks**)
Note: If you do not choose to reserve a mark you will be assigned the next available mark, no fee required)
- Confirm availability with Registrar—who will pencil the mark until fee received (held for one month)
- To apply – send a letter/email of request containing your name, physical address, postal address, contact telephone, fax and email details
- Fee: \$197.00

Please note:

There is a different process for changing a registration mark that is already registered – Contact the Aircraft Registrar for details

Initial Registration

- Complete form **24047/01** (found on the CAA Website www.caa.govt.nz under Forms)
- USED IMPORT – Can be registered once deregistration is received from overseas authority
- NEW IMPORT – Can be registered when confirmed non-registration from overseas authority
- NEW ZEALAND BUILT – No de-registration required from overseas authority (imported kit, microlights and amateur built)
- Special Category – Exhibition or Limited airworthiness certificates require an **Operators Statement** to be completed and approved
- Once the Aircraft is registered you will receive an invoice for participation levy for the balance of the year, this is calculated on the MTOW of your aircraft.
- Fee:** \$296.00 to register an aircraft
- ELT Beacon registered – www.beacons.org.nz or 0800 406 111
- Mode S Transponder code – if required
- Send completed application comprising of the following to Aircraft Registrar, PO Box 3555, Wellington 6140**
 - € √ Signed and completed Initial Registration Form 24047/01
 - € √ Operators Statement if required
 - € √ \$296.00 Fee **plus** use of chosen mark fee, if not already reserved (\$197.00).
 - € √ Fit & Proper Questionnaire / identification (Required for new Aircraft owners / CAA clients)

AIRWORTHINESS:

- All aircraft except signal seat microlights will require either an airworthiness certificate or flight permit issued by CAA airworthiness inspectors.**
Forms Part 21: Airworthiness certificate 24021/05 or 06 Part 103: flight permit 24103/01

Fit & Proper Person Questionnaire

- Applies to **New CAA clients** who have not entered the CAA system previously.
- The Civil Aviation Act 1990 Section 9 requires all applicants for the grant or renewal of an aviation document, to complete a Fit & Proper Person(s) Questionnaire.
- Please note – the Fit & Proper Person(s) Questionnaire must be completed with an individual's details, even if the aircraft is being registered in the name of a Company, Syndicate or Partnership name. If there is more than one applicant (e.g. Partnership or Syndicate) then a separate questionnaire must be completed by each member.
- Fit & Proper Person(s) Questionnaires are valid for one year from the date signed.
- Fit & Proper forms can be found on the CAA website www.caa.govt.nz (24047/2)

Payment of Fees

- Fees can be paid direct into the CAA account, Credit card or alternatively payment can be made by Cheque. Please reference the Aircraft Registration Mark i.e.: (Reservation of Mark) Res ZK-ABC, (Change of Possession) COP ZK-ABC (Initial Registration) INTREG ZK-ABC.

DIRECT PAYMENT

Civil Aviation Authority of New Zealand,
Westpac, Lower Hutt
ACC No: 03 0531 0406878 00

CHEQUE

Please send to Finance,
PO Box 3555,
Wellington 6140

Credit card

Card No:
Expiry date:
Name on card:

Contact Us

Civil Aviation Authority of New Zealand
Aircraft Registration,

PO Box 3555, Wellington 6140, New Zealand

Email: aircraftregistrationclerk@caa.govt.nz

Tel: +64-4-560 9575 Fax: +64-4-560 9452

Web: www.caa.govt.nz

CIVIL AVIATION ACT 1990

AIRCRAFT REGISTRATION AND MARKING are governed by Civil Aviation Rule part 47

Advisory Circular AC-47

* Fees @ 1st November 2012

*Revised 1/011/2012 JR