

## Application for Issue of Flight Crew Licence or Prime Rating

### Instructions for completing this form:

1. Use a separate form for each licence or rating.
2. A completed Fit and Proper Person (FPP) Questionnaire form [CAA 24FPP](#) or FPP Declaration [CAA 24FPPDEC](#), is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.
3. Applicants must provide a physical address for service in New Zealand.
4. Aviation English Language Proficiency Assessment Credit – Refer to CAA website, [How to be a pilot](#) and [AC61-1](#) for further information.

For further information on processing this application refer to the CAA website, [Tips on Processing your Licence Application](#) page.

### Fees

#### Fee schedule (including GST):

PPL, CPL, ATPL	\$230.00
Instrument Ratings	\$131.00
Examiner Ratings	\$197.00
Flight Instructor Ratings	\$131.00
Agricultural Ratings	\$131.00
Topdressing, spray or VTA rating	\$131.00
Chemical rating	\$131.00

**Note:** there is no additional fee for the inclusion of 'aircraft type ratings', navigation aids, chemical topdressing, spray or VTA ratings when applying for any other chargeable rating at the same time.

Pay online at <https://sec.caa.govt.nz/onlinepayment> and provide a copy of your receipt with this application. Applications will not be processed until evidence of payment is received.

Submit your complete application to [lic.applications@caa.govt.nz](mailto:lic.applications@caa.govt.nz), or post to Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand. Allow 10 working days from date of licence application being received at CAA for processing.

## 1. Personal details

CAA participant number (if known)		Date of birth (dd/mm/yy)	
Title (Mr/Mrs/Ms/Miss)		Last name	
Given name(s)			
Country of birth		Nationality	
Phone		Mobile	
Email			
Address for service Note: Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e., a physical address) and to promptly notify the Director of any changes.			
Postal address (if different from address for service)			

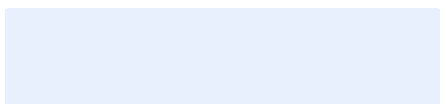

## 2. Licence applied for

<p>Please tick the appropriate boxes. All licence issue applications must include:</p> <ul style="list-style-type: none"> <li>• <b>Completed flight test report</b></li> <li>• <b>Logbook assessment</b></li> <li>• <b>Exam credits with signed KDRs</b></li> <li>• <b>Current medical certificate.</b></li> </ul> <p><b>Note:</b> if applying for an aircraft type rating only, use form CAA 24061/04.</p>	Aeroplane	<input type="checkbox"/>	Helicopter	<input type="checkbox"/>	Other	<input type="checkbox"/>
	If other, please specify					
	Private Pilot (PPL)	<input type="checkbox"/>	Commercial Pilot (CPL)	<input type="checkbox"/>	Airline Transport Pilot (ATPL)	<input type="checkbox"/>
	Aircraft type rating (provide evidence)	<input type="checkbox"/>				

## 3. Prime rating applied for

<p>Please tick the appropriate box(es).</p> <p>For all rating issues you must include:</p> <ul style="list-style-type: none"> <li>• <b>Completed flight test report</b></li> <li>• <b>Logbook assessment</b></li> <li>• <b>Flight crew licence</b></li> <li>• <b>Exam credits with signed KDRs (as appropriate)</b></li> </ul>	<b>Flight instructor rating</b>									
	A	<input type="checkbox"/>	B	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>	E	<input type="checkbox"/>
	<b>Instrument rating</b>									
	Agricultural Grade 1		<input type="checkbox"/>	Agricultural Grade 2		<input type="checkbox"/>				
	Chemical	<input type="checkbox"/>	Topdressing	<input type="checkbox"/>	Spraying	<input type="checkbox"/>	VTA	<input type="checkbox"/>		
<b>Examiner rating</b>										
Airline	<input type="checkbox"/>	General Aviation		<input type="checkbox"/>	Agricultural		<input type="checkbox"/>			

## 4. Declaration

<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 an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</p>	<p><b>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.</b></p>	
	<p>Consent to disclosure &amp; collection</p> <p>I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge &amp; compliance with transport safety regulatory requirements.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 1990, or other such purpose permitted by law.</p>	
	Applicant's signature	Date
		

## 5. Applicant's checklist

<p>Complete this checklist and ensure all documents are provided.</p> <p>Applications which are incomplete or lacking any required documents will be returned without actioning.</p> <p>CAA cannot hold partial applications awaiting further information.</p>	1. FPP questionnaire (24FPP) or declaration (24FPPDEC)	<input type="checkbox"/>
	2. Proof of payment – for fee(s)	<input type="checkbox"/>
	3. Completed flight test report	<input type="checkbox"/>
	Where required, provide copies of:	
	4. Logbook assessment (of experience)	<input type="checkbox"/>
	5. Current chemical rating (if applicable)	<input type="checkbox"/>
	6. Current medical certificate ( <b>note:</b> If submitting NZTA DL9, CAA only requires pages 1 and 4)	<input type="checkbox"/>
7. Valid written examination credit including signed KDRs with evidence of remedial activity	<input type="checkbox"/>	

	8. Form CAA 24061/13 or 21 or logbook entry ( <i>if applying for aircraft type rating at same time</i> )	<input type="checkbox"/>
	9. Aviation English Language Proficiency Assessment credit	<input type="checkbox"/>