

Application for Issue, Amendment, or Renewal of an Aircraft Design Organisation Certificate Under CAR Part 146

Application requirements and instructions for completing the form

- a) The CAA Standard Rate hourly charge applies. Follow the link for information on [fees 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.
- b) Please ensure all documents are enclosed. No application will be processed until all required documentation is received.
- c) An application for issue of a new certificate must be accompanied by the exposition required by CAR Part 146.67. Applicants for issue of a new certificate must also submit a completed Application for approval of SMS Implementation Plan form [24100-01](#), with an SMS Implementation Plan.
- d) **Submit the completed application and supporting documentation to either:**
Email: certification@caa.govt.nz
Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140

New Issue

Amendment

Renewal

1. Organisation Details

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.

Trading Name (if any)

CAA Participant Number (if known)

Address for Service of Organisation

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

Telephone

Email

Person who can be contacted for further information concerning this application

Name

Position

*Yes No

Has the organisation been convicted of 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?

If answering "Yes", please provide the details on separate sheets enclosed in a sealed envelope marked "Confidential, Manager Certification Organisations, Civil Aviation Authority". Include organisation name, Participant number (if known) and the type of certificate applied for.

2. Details for Invoice

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:	<input type="checkbox"/> Applicant		<input type="checkbox"/> Organisation	
Applicant or Organisation Name:	<input type="text"/>	CAA Participant No:	<input type="text"/>	
Name of the person authorising payment: <i>(If applicant, N/A)</i>	<input type="text"/>	Purchase Order No: <i>(If applicable)</i>	<input type="text"/>	
Title/Position within the company:	<input type="text"/>			
Email:	<input type="text"/>	Phone:	<input type="text"/>	
Postal Address: <i>(For the invoice to be sent to individual or organisation)</i>	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Signature: <i>(Of the applicant or person within the organisation authorising payment)</i>	<input type="text"/>			

3. Ratings Applied for

(Refer to CAR 146.11)	D1 <input type="checkbox"/>	D2 <input type="checkbox"/>	D3 <input type="checkbox"/>
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4. Senior Persons

Names and Titles of nominated senior persons refer CAR Part 146.51(a):	CAA Participant No

Note: This application is to be accompanied by Form CAA 24FPP and Curriculum Vitae completed in respect of each person nominated in accordance with CAR Part 146.51(a).

5. Declaration

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 to the standard required by the CAA.

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.

Name of Chief Executive		CAA Participant No	
Signature of Chief Executive		Date of application	

Note: 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.

6. Fees and Charges

Initial issue:	<i>A minimum charge of two hours at the prevailing standard hourly rate is <u>payable in advance for applications for initial issue only</u>, but 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. Ensure section 2 of this form is completed.</i>
Renewal and amendment:	<i>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.</i>
Pay by bank transfer:	<p>Civil Aviation Authority Westpac, Lower Hutt</p> <p>03-0531-0406878-00</p> <p><i>Particulars: Invoice or receipt number (if known), or rule part number applied for (e.g., 146Cert)</i> <i>Code: CAA Participant Number (if known)</i> <i>Reference: Aircraft Registration Mark, Organisation or Name (as applicable)</i></p>
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 or cheques. Do not send credit card details via email.

7. Applicant’s Checklist – please take the time to check and complete this section

<i>Ensure all documents are enclosed.</i>		Yes	No
<i>Applications which are incomplete or lacking any required documents will not be processed.</i>	1. All sections completed	<input type="checkbox"/>	<input type="checkbox"/>
<i>*Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.</i>	2. Completed rule compliance matrices enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	3. Completed or amended company exposition enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>	<input type="checkbox"/>
	5. Payment made (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	6. Purchase order number (optional)	<input type="checkbox"/>	<input type="checkbox"/>