

Application for Issue, Renewal or Amendment of a Certificate of Approval for Supply Under Civil Aviation Rules, Part 19 Subpart F

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 and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.
- c) The application must include
 - a completed rule compliance matrix [24019-02](#) for **initial issue and renewal**;
 - a complete exposition for **initial issue and renewal** (unless unchanged), or the relevant amended pages for **amendment**, as required by rule 19.325.
- 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.
- f) **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

Initial issue

Renewal

Amendment

1. Organisation Details

CAA Participant Number (if known)

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 name (if any)

Address for Service

The Civil Aviation Act, s8, 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

Post Code

Tel

Tel

Email

Email

Location of supply facilities
(if different from above)

This is a new location

This is a new location

Your reference – or –

Details of the person who may be contacted for further information

Name		Position	
Tel		Mobile	
Email			

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:		CAA Participant No: <input type="text"/>
Name of the person authorising payment: <i>(If applicant, N/A)</i>		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. Reason for Application

<i>Indicate the type of application being made, then complete the relevant sections of the form.</i>	Initial issue of certificate	<input type="checkbox"/>	Complete all sections
	Renewal of certificate	<input type="checkbox"/>	Complete all sections
	Amendment requiring prior CAA acceptance as per 19.329(d)	<input type="checkbox"/>	Complete sections 1, 2, 3, 10, and only those sections appropriate to the amendment request

4. Questionnaire

<i>These two questions must be answered for the initial issue and for the renewal of a certificate.</i>	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?	Yes / No
	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?	Yes / No
Note	If "Yes", please provide details with this application on separate sheets.	

5. Approval Sought

Define the approval/amendment sought in terms of functions, ratings and limitations as prescribed in rule 19.309	S1 <input type="checkbox"/>	S2 <input type="checkbox"/>	S3 <input type="checkbox"/>

6. List of Senior Persons

For initial issue, renewal, or amendment, separate forms must accompany this application for each of the nominated senior persons as shown below.

Initial issue:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Amendment:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Renewal:

- Changed persons:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and form [CAA 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 19.317(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

7. Exposition

Please list the manuals that constitute the exposition required by CAR 19.325 For renewal list the publications already held by CAA and their latest amendment status.	Manual Titles	Amendment No. and date

8. Declaration by Chief Executive or Delegated Senior Person

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.

I have obtained a current copy of NZCAR Part 19, and have read and understood the contents as they apply to this application.

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 or Delegated Senior Person		Participant Number (if known)	
Signature		Date of application	

9. Fees and Charges

Initial issue:	<i>A minimum charge of two hours at the prevailing standard hourly rate is payable in advance for applications for initial issue only. 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 additional 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. Ensure section 2 of this form is completed.</i>
Renewal and amendment:	<i>The CAA standard hourly rate 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>Particulars: Invoice or receipt number (if known), or rule part number applied for (e.g., 119Cert) Code: CAA Participant Number (if known) Reference: Aircraft Registration Mark, Organisation or Name (as applicable)</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.

10. Applicant's Checklist

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</i>	1. All necessary sections completed	<input type="checkbox"/>
	2. Completed rule compliance matrix enclosed	<input type="checkbox"/>
	3. Completed or amended company exposition enclosed	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>
	5. Payment made (as applicable)	<input type="checkbox"/>
	6. Purchase order number (optional)	<input type="checkbox"/>

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