|  |  |
| --- | --- |
|  | 24091-02P Part 91 application for approval or amendment of a maintenance programme(private operator or non-hire or reward aircraft) Use this form to apply for approval or amendment of a maintenance programme (private operator or non-hire or reward) under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 91 general operating and flight rules. For hire or reward aircraft use form 24091-02, rather than this form. |

# You need to apply early as our assessment process takes time

|  |  |
| --- | --- |
| To apply, email to certification@caa.govt.nz  | * This completed application for approval or amendment form
* The completed documents in **section 7** of this form
 |

# About your application and our assessment

|  |  |
| --- | --- |
| * We’ll only start our assessment once your application is complete
* No payment is required when you apply.
* We’ll invoice you during and at the end of the assessment for CAA’s hours taken at the [CAA standard hourly rate](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)
 | * Read the relevant [advisory circulars](https://www.aviation.govt.nz/rules/advisory-circulars/) in **section 5** before you start
* See the Part 91 maintenance programme template [form](https://www.aviation.govt.nz/about-us/forms/)
* Click in the field areas and type (they expand as you type)
* Click on the square boxes to select
* To add rows to tables in this form copy and paste the last row
 |

# Applicant’s details Click in the field areas and type (they expand as you type).

|  |  |
| --- | --- |
| Applicant’s legal name |       |
| Trading names |       |       |       |
| Organisation’ CAA ID no. |       | NZBN or N/A |       |
| Address for service Must be a physical address in New Zealand. Not a PO Box [i](#i4) | Postal address If different from address for service. Can be a PO Box |
| No. & street |       | No. & street |       |
| Suburb |       | Suburb |       |
| City/Town |       | City/Town |       |
| Postcode |       | PO Box |       |
|  | Postcode |       |

|  |  |
| --- | --- |
| Email for notices and communications |       |
| Phone no. for general communications |       |
| Contact person for this application |
| Name |       | Position title |       |
| Email |       |
| Mobile |       | Their CAA ID no. or N/A |       |
| Details for CAA invoices |
| Organisation or person to be invoiced by CAA |       |
| Their CAA ID no. or N/A |       | Your reference no. or N/A |       | Phone no. for invoice enquiries |       |
| Emailforinvoices |       |

# SELECT whether you are applying for an approval or amendment Click on the square boxes to select.

You must comply with rule 91.607 for approval of maintenance programmes and rule 91.609 changes to maintenance programmes and schedules.

|  |  |
| --- | --- |
| [ ]  Initial approval of a maintenance programme | [ ]  Approval of an amendment to a maintenance programme |
| Reason for application  |
| [ ]  air operator certificate issue application [ ]  new aircraft type [ ]  add aircraft to certificate [ ]  aircraft use change[ ]  Other       |

# Read the advisory circular (AC) and template below

|  |  |  |
| --- | --- | --- |
| AC91-12 Aircraft maintenance programmes  | Part 91 Maintenance programme template |  |

# Aircraft information To add rows to tables in this form copy and paste the last row.

If your application relates to more than **one** aircraft, copy the table below and paste it in after this table. Do this and complete another table for each additional aircraft.

| Aircraft |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Type and model |       | Airworthiness certificate category | [ ]  Standard/restricted [ ]  Special |
| Registration |       | Aircraft moving from private operations? | Yes [ ]  No [ ]  |
| Serial no. |       |  |  |
| Utilisation |
| Predicted hours a year |       |
| Aircraft use  | [ ]  non-hire or reward operations [ ]  flight training [ ]  air display flying [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Maintenance programme name |
|       | Ref no. |       | Revision no. |       |
| Major modifications |
| Description of major modification | Instructions for continued airworthiness (ICA) |
|       |       |
|       |       |
|       |       |
|       |       |

# Completed documents *Only* select the documents in this section that apply.

By selecting the documents below, you are confirming the documents are attached to your email with this application.

|  |
| --- |
| [ ]  Maintenance programme, with any proposed amendments highlighted or shown as track changes[ ]  If the proposed maintenance schedule differs from the manufacturer’s recommendations, source documents showing the aircraft airworthiness and reliability are not reduced |

# Declaration by privately operated aircraft owner or authorised person for aircraft operated by a certified organisation

1. I confirm in relation to this application:
* I have read and understood the applicable Civil Aviation Rules and hold the necessary authority to sign on behalf of the applicant
* the person or organisation set out in the ‘details for CAA invoices’ section of this form is aware they are required to pay the invoice(s) from CAA.
1. I declare to the best of my knowledge that the information in this application is complete and correct.

Note:Under s 49 Civil Aviation Act 1990 communicating false information or failing to disclose information relevant to granting or holding of aviation document is an offence and liable on conviction, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding $10,000; and a body corporate, to a fine not exceeding $50,000.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |       | Position title |       |
| Their CAA ID no. or N/A |       |  | Application date | Click or tap to enter a date. |
|  | Electronic signature**To add your electronic signature**:1. Right click on the X in the signature box
2. Select **Sign** from the drop-down list
3. Follow the instructions to sign
 |  |