|  |  |
| --- | --- |
|  | 24137-01ISSUE Part 137 agricultural aircraft operator certificate application for issueUse this form to apply for the **issue** of an agricultural aircraft operator certificate under the:* [Civil Aviation Act 1990](https://www.legislation.govt.nz/act/public/1990/0098/latest/whole.html), s 8 application for aviation document and s 9 grant or renewal of aviation document
* [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 137 agricultural aircraft operations.
 |

# You need to apply earlier than 90 days before you intend to operate because our assessment takes time

|  |  |
| --- | --- |
| To apply, email to certification@caa.govt.nz | * This completed application for issue form
* The relevant completed documents as set out in **section 15** of this form
 |

# About your application and our assessment

|  |  |
| --- | --- |
| * You have to submit your application at least 90 days before you intend to operate, but our assessment can take longer
* How long our assessment takes depends on the complexity of your operation and accuracy of the information you provide
* We’ll *only* start our assessment once yourapplication is complete
* No payment is required when you apply. We’ll email you invoices 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/)
 | * See section 7(b) about senior persons fit and proper person requirements (Note: The government agency reports can take 8 weeks or more to get)
* Complete the [forms](https://www.aviation.govt.nz/about-us/forms/) in **section 15** requiredfor your type of operation
* Click in the field areas and type (they expand as you type)
* Click on square boxes to select
* To add rows to tables in this form copy and paste the last row
 |

# Organisation’s details You must complete this section. Click in the field areas and type (they expand as you type).

If the organisation is a registered company, incorporated society, or limited partnership, also email us the Companies Office certificate of incorporation.

|  |  |
| --- | --- |
| Organisation legal name [i](#_top) |       |
| 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 |       |

# Does your **organisation** have any of the following? You must complete this section. Click on square boxes to select.

If you answer yesto any of the questions below, you must email us information about it with this application form.

|  |  |  |
| --- | --- | --- |
| Criminal offences [i](#_top) | Does your organisation have a conviction in the past 5 years or is presently facing charges? | Yes [ ]  No [ ]  |
| Transport safety offences | Does your organisation have a conviction in the past 5 years or is presently facing charges? | Yes [ ]  No [ ]  |
| Aviation documents | In the past 5 years, has your organisation had an aviation certificate application rejected, or aviation document suspended or revoked? | Yes [ ]  No [ ]  |

# Bases of operation You must complete this section. To add rows to tables in this form copy and paste the last row.

|  |  |
| --- | --- |
| Principal base |       |
| Pilot in charge of remote base |
| Pilot name | Their CAA ID no. | Remote base name |  | Pilot name | Their CAA ID no. | Remote base name |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |
|       |       |       |  |       |       |       |

# Types of operation *Only* select the types that apply to your operation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  Aeroplane | [ ]  Topdressing | [ ]  Spraying |  | [ ]  Helicopter | [ ]  Topdressing | [ ]  Spraying | [ ]  VTA |

You must also email us the documented procedures for the types you select the below.

|  |  |  |
| --- | --- | --- |
| [ ]  Wand spraying | [ ]  Agricultural pilot training | [ ]  Agricultural pilot competency checks |
| List any other agricultural activities you have. |
|       |       |       |

# Senior persons

## Senior persons for your operation You must complete this section.

You must also email us a completed 24137-02 Part 137 nomination of chief pilot.

|  |  |  |  |
| --- | --- | --- | --- |
| Senior persons responsibility | Name | Position title | Their CAA ID no. |
| Chief executive |       |       |       |
| Chief pilot |       |       |       |
| Person responsible for system for safety management |       |       |       |

## Senior persons fit and proper person (FPP) requirements [i](#i5" \o "See s 8 and s 10 Civil Aviation Act 1990)

For each senior person email us, either a completed FPP questionnaire or FPP declaration, and information required. See the table below about which FPP form to use and the information required. Note: The government agency reports can take 8 weeks or more to get.

Also check your proposed senior persons meet the qualifications and experience requirements of Part 137 Appendix C.

| FPP form to use | Information required |
| --- | --- |
| **24FPP questionnaire** must be completed by a senior person: * who is a **new** senior person, or
* if their last FPP questionnaire is dated **more** than 5 years ago, or
* if their last FPP questionnaire is dated **less** than 5 years ago, but their FPP questionnaire information and required information **has** changed
 | * CV
* Proof of identify
* Proof of address for service
* Criminal conviction check (Ministry of Justice)
* Traffic safety offence history report (Waka Kotahi)
 |
| **24FPPDEC declaration** is completed by a senior person if their last FPP questionnaire is dated **less** than 5 years ago and their FPP questionnaire information and required information **hasn’t** changed [i](#_top) | * Updated CV
 |

# Aircraft used in your operation You must complete this section.

Questions about leases and lawful possession in the table below relate to Part 47 aircraft registration and marking. If your organisation is *not* lawfully entitled to possession, then your operation of the aircraft must not exceed 27 days. Once that ends, you must either enter another lease not exceeding 27 days or apply to have the aircraft registration changed to show your organisation as having lawful possession.

Note: If the aircraft on lease is listed in your operations specifications, then you don’t have to re-apply to operate the aircraft each time you lease the aircraft for a period not exceeding 27 days.

|  |  |  |  | Are you leasing the aircraft? | Lawfully entitled to possession? |
| --- | --- | --- | --- | --- | --- |
| Aircraft type and model | Registration | Serial no. | MCTOW | Yes | No | N/A | Yes | No | N/A |
|       |       |       |       |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
|       |       |       |       |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
|       |       |       |       |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
|       |       |       |       |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |
|       |       |       |       |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |  [ ]  |

# CAA-certified maintenance organisation/licensed engineer You must complete this section.

You can *only* use Part 145 CAA-[certified maintenance organisation](https://www.aviation.govt.nz/licensing-and-certification/operators/list-of-certificated-organisations/show/687)s (see the list on our website) or Part 66 licensed engineers. You must complete the table below for an aircraft even if you’re leasing and not entitled to lawful possession.

| Aircraft registration | CAA-certified maintenance organisation/licensed engineer name | Their CAA ID no. |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# Maintenance programme You must complete this section.

You must complete the table below for an aircraft even if you’re leasing and not entitled to lawful possession.

| Aircraft registration | Maintenance programme name | Version no. |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

# CAA-certified training and competency check organisation You must complete this section.

You must use either a Part 141 CAA-certified training organisation (see the list on our website) or a Part 61 organisation certified to do training or competency checks.

| CAA-certified training/competency check organisation name | Their CAA ID no. |
| --- | --- |
|       |       |
|       |       |
|       |       |
|       |       |

# Operator safety management documentation You must complete this section.

Email us your proposed safety management documentation (which can be one document or separate documents). This sets out the information required by rule 137.160, including for your system of safety management under rule 100.3. Read advisory circular AC100-1 safety management.

If your proposed safety management documentation is made up of separate documents, list each of these below.

| Document name (if separate documents) | Version no. |
| --- | --- |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

# Rule checklists

Email us with this application the rule checklists in **section 15** below.

# Other rules specific to your type of operation\* *Only* fill in if other rules apply to your type of operation that are not included in this form.

If you’re also applying for an issue, renewal or amendment of a certificate under another Part, list the application in this table and tell us if you emailed it separately.

|  |  |
| --- | --- |
| Rule | Documents attached to your email |
|       |       |
|       |       |
|       |       |

# Completed documents *Only* select the documents in this section that apply to your type of operation.

By selecting the relevant documents below, you’re confirming the documents are complete and attached to your email with is application.

|  |
| --- |
| If your organisation is a **registered company, incorporated society, or limited partnership**[ ]  Companies Office certificate of incorporation |
| **For each senior person**, either a 24FPP questionnaire or 24FPPDEC declaration, and information required[ ]  Chief executive [ ]  Person responsible for system for safety management [ ]  Chief pilot AND [ ]  24137-02 Part 137 nomination of chief pilot |
| **Types of operation** – documented procedures for: [ ]  Wand spraying [ ]  Agricultural pilot training [ ]  Agricultural pilot competency checks |
| **Operator safety management documentation**[ ]  Proposed safety management documentation [ ]  Application for approval of SMS implementation |
| **Rule checklists**[ ]  24137-06 Part 137 safety management rule checklist [ ]  24092-02DG Part 92 carriage of dangerous goods rule checklist |

# Declaration by chief executive or authorised officer/representative You must complete this section.

1. I confirm in relation to this application:
* I have read and understood the applicable Civil Aviation Rules
* I will make sure that pilots flying to carry out operations involving the use of chemicals hold a current pilot chemical rating issued under Part 61
* on behalf of the organisation, that the activities can be financed and carried out in accordance with s 12 Civil Aviation Act 1990 (general requirements for participants in civil aviation system), including the provision of training and supervision to all employees
* the organisation or person set out in the ‘details for CAA invoices’ section of this form is aware that 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 and applicable documents 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
 |  |