***Notice of Change of Possession of Aircraft***

*Where both the person(s) relinquishing possession and the person(s) taking possession of an ai­rcraft are available*

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| ***Information for completing this application***  *This application form is used to notify the Civil Aviation Authority (CAA) of a change in possession of an aircraft of 28 days or more under* [*Part 47*](https://www.aviation.govt.nz/rules/rule-part/show/47) *of the Civil Aviation Rules, to seek the grant of a new Certificate of Aircraft Registration.*  *To help you complete this form, please familiarise yourself with* [*AC 47-1*](https://www.aviation.govt.nz/rules/advisory-circulars/)*.*  *To ensure a smooth process, please make sure to send us your completed application form and payment* ***within 14 days*** *of when you take possession of the aircraft. Typically, the person who is giving up ownership of the aircraft is responsible for covering the fee, unless both parties have agreed otherwise. See section 6 of this form for fee and payment details.*  *Payment can be made via the CAA payment portal. Take note of the receipt reference number and include it in this application.*  *If you don't already have a CAA participant number, please include proof of identity with your application.*  *Make sure your ELT beacon registration is correct and up-to-date with www.beacons.org.nz* [*(see Part 91.529).*](https://www.aviation.govt.nz/rules/rule-part/show/91/6)  ***Email*** [***aircraftregistrar@caa.govt.nz***](mailto:aircraftregistrar@caa.govt.nz) ***with your completed application form and supporting documentation.*** |

***When should this form be used?***

Use this form if you have lawful entitlement to possession of an aircraft on the Aircraft Register for a period of 28 days or longer.

Section 2 of the Civil Aviation Act 1990 defines “owner” of an aircraft to be the person lawfully entitled to possession of the aircraft for 28 days or longer. Although the Act and Rules refer to owner, a Certificate of Registration is not legal title for the aircraft – it is simply a record of the person who is responsible for the aircraft. It is the “owner’s” responsibility under the Act and Rules to notify the CAA of any change in possession that would require a change in the registered owner of the aircraft.

***Who should complete this form?***

This form is to be completed by the person(s) having lawful entitlement to possession of an aircraft for 28 days or more.

Where there is more than one owner/operator e.g., a syndicate or partnership, the owner/operator should nominate an individual to sign this form as the main contact for the CAA.

For partnerships and syndicates, the CAA requires both a main contact and a secondary contact, completed in Section 3. Please retain a list of all members available on request which includes their full names, addresses, and contact numbers.

If the person(s) relinquishing possession is unavailable to compete the form, the person taking possession should use application form [24047-03A](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=&Rule=26) instead.

Maintenance providers and/or aircraft sales agents **cannot** sign the form on behalf of the operator/owner. Note that missing or incomplete information may cause delays in registering your aircraft.

***Privacy statement for the purposes of principle 3 of the Privacy Act 2020:***

The CAA collects information on this form to process your application for a Certificate of Registration for an aircraft. Information provided may also be used by the CAA for wider aviation safety and security regulatory purposes. The information contained in this form will be held by the CAA and submitted to the New Zealand Register of Aircraft. A version of the register, which includes the name and postal address of an aircraft owner, appears on the CAA website, and is publicly accessible.

The information sought on this application form is required before a Certificate of Registration will be granted. If you do not provide the information, a Certificate of Registration will not be granted. Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways and other government and non-government agencies) in accordance with the Official Information Act 1982.

You may request access to, and correction of, personal information supplied on this form. At any time in the future you are also entitled to:

* obtain confirmation whether personal information is held about you and, if so:
* obtain access to that information, subject to the provisions of the Privacy Act 2020, and
* request that the CAA correct any personal information it holds about you.

Email [oia@caa.govt.nz](mailto:oia@caa.govt.nz) to contact CAA about your personal information.

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| 1. **Aircraft details** | | | | | | | | | | | |
| Registration mark: ZK- | |  | | | | Manufacturer: | | |  | | |
| Model: | |  | | | | Serial number: | | |  | | |
| 1. **Particulars of individual/partnership or syndicate/organisation or company RELINQUISHING possession of the aircraft** | | | | | | | | | | | |
| Name on the current Certificate of Registration: | | | | | | | | | | | |
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| *Contact details of the individual/partnership or syndicate/organisation or company RELINQUISHING possession:* | | | | | | | | | | | |
|  | | | Address for service  *(Must be physical New Zealand address)* | | | | Postal address *(If different from address for service)* | | | | |
| *Section 8 of the Civil Aviation Act requires applicants to provide a physical address for service in New Zealand, not a Post Office Box and to promptly notify the Director of any changes to this address.* | | |  | | | |  | | | | |
| Mobile: | | |  | | | | | | | | |
| Email: | | |  | | | | | | | | |
| Date transfer occurred: | | |  | | | | | | | | |
| *Name and signature of the person RELINQUISHING possession of the above aircraft:* | | | | | | | | | | | |
| Full name: |  | | | | Position/title:  *(if applicable)* | | |  | | | |
| Signature: | Shape  Description automatically generated with low confidence | | | | Date: | | |  | | | |
| *Note: Maintenance providers and/or aircraft sales agents cannot sign this form on behalf of the applicant relinquishing possession of the aircraft, unless they have a Power of Attorney or similar legal authority.* | | | | | | | | | | | |
| 1. **To be completed by individual/partnership or syndicate/organisation or company TAKING possession** | | | | | | | | | | |
| For the individual/partnership or syndicate/organisation or company TAKING possession (operating the aircraft). | | | | | | | | | | | |
| State whether: | | Individual | | Partnership/syndicate | | | | | | Organisation/company | |

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| *State which name you would like on the Certificate of Registration:* | |
| Name of individual | Name of organisation |

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| ***If registering as an individual:*** | | | |
| Name: |  | | |
| CAA participant number *(if known):\** |  | Date of birth  *(Required for identification purposes):* |  |

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| ***If registering as a partnership or syndicate/company or organisation:*** | | | |
| Name of organisation: |  | | |
| CAA participant number *(if known):* |  | | |
| *Primary contact for partnership or syndicate:* | | | |
| Name of individual: |  | | |
| CAA participant number *(if known):\** |  | Date of birth  *(Required for identification purposes):* |  |
| *Secondary contact for partnership or syndicate:* | | | |
| Name of individual: |  | | |
| CAA participant number *(if known):* |  | Date of birth  *(Required for identification purposes):* |  |

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| Nature of interest in this aircraft: | Legal owner | Operator |
| Name of legal owner: |  |  |

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|  | Address for service | | Postal address *(If different from address for service)* |
| *Section 8 of the Civil Aviation Act requires applicants to provide a physical address for service in New Zealand, not a Post Office Box and to promptly notify the Director of any changes to this address.* |  | |  |
| Mobile: |  | Email: |  |

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| 1. **Fit and proper self-declaration** |
| A requirement for a Certificate of Registration is that the person(s) with lawful entitlement to possess an aircraft must be fit and proper individuals. |
| I have read and understood [sections 9](https://www.legislation.govt.nz/act/public/1990/0098/latest/DLM215701.html) [and 10](https://www.legislation.govt.nz/act/public/1990/0098/latest/DLM215709.html) of the Civil Aviation Act 1990 and declare that I am a fit and proper person. |

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| 1. **Declaration** |  |

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| I declare that, to my best of my knowledge, the information supplied in this application and any documentation attached is true and correct. | | | |
| Full name: |  | Position/title  *(if applicable)*: |  |
| Signature: |  | Date: |  |
|  | | | |
| *If registering as a company/organisation/syndicate or partnership:* | | | |
| I am authorised to sign on behalf of my partnership or syndicate/company or organisation. | | | |
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*Note: An agent cannot sign this form on behalf of the applicant taking possession unless they have legal authority.*

*Note: We cannot process this form until the declaration is signed by the applicant taking possession.*

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| 1. **Fees** | |  |
| **Fee schedule (Including GST):** | | |
|  | Change of possession | $263.00 |
|  | Total: | $ |
|  | Confirmed receipt number: | # |
| Please pay online at <https://sec.caa.govt.nz/onlinepayment> and submit a copy of the receipt that will be emailed to you with this application. ***Do not send cash.***  *Unpaid applications cannot be processed and will cause delays.* | | |