***Application for Issue or Renewal of an Unmanned Aircraft***

***Operator Certificate Under Civil Aviation Rules, Part 102***

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| ***Information for completing this application****Instructions and guidance for completing this form can be found in the grey sections. If you require additional space to provide more information, use the section provided on page 6.* *You must attach the following documentation with this application form:** *A completed fit and proper person (FPP) questionnaire (*[*CAA24FPP*](https://www.aviation.govt.nz/assets/forms/24FPP.pdf)*) or declaration form (*[*CAA 24FPPDEC*](https://www.aviation.govt.nz/assets/forms/24FPPDEC.pdf)*) if nothing has changed since your previous FPP assessment*
* *A completed Part 102 compliance matrix (*[*24102-03*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.aviation.govt.nz%2Fassets%2Fforms%2F24102-03.doc&wdOrigin=BROWSELINK)*) as applicable to your operation*
* *An exposition as required by Civil Aviation Rule (CAR) 102.11*
* *A copy of your payment receipt (initial issue applications only).*

*Fees and charges:**The assessment of initial issue and renewal applications are chargeable at the CAA standard hourly rate. Follow the link for information on* [*fees and charges*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)*.* *If you are applying for an* ***initial issue certificate****, you must pay the first two hours at the prevailing CAA standard hourly rate in advance using* [*CAA's online payment portal*](https://sec.caa.govt.nz/onlinepayment)*. Note: Your application will not be processed until payment has been received.* *We do not require an advance payment for a renewal application.**You must submit renewal applications no less than 60 days before the expiry date on your existing certificate.* ***Submit the completed application form and supporting documentation via email to*** *certification@caa.govt.nz**.* |

# Organisation details

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| --- | --- |
| CAA participant number (*if known)* |       |
| New Zealand Business Number (NZBN) |       |
| Legal name of organisation  |       |
| Trading name *(if any)* |       |
| Phone |       |
| Email |       |
| 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.* |       |
| Post code: |        |
| Postal address*Provide your postal address if different from address for service.* |       |
| Post code:  |       |
| Details of the person who may be contacted for further information |
| Name |       |
| Phone |       |
| Email |       |

# Privileges requested (variations from Part 101)

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| *Identify any Part 101 rules you wish to vary.* *Provide the rule, nature of the operation and a brief explanation of the variation being sought.* *E.g., CAR 101.211 - night operations - operate at night unshielded.* |       |

#  Types of operation

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| *Identify the type(s) of operation you wish toundertake.**Refer to* [*AC102-01*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC102-1) *for guidance.**E.g., Photography, surveying, agricultural operations – aerial spraying and top dressing.*  |       |

# Proposed geographical areas of operations

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| *You may apply to operate anywhere within New Zealand or nominate a specific area/location of operation. Your application can be supported by providing drawings or maps that define the boundaries of the proposed operational area.* *Note: The Civil Aviation Authority can only approve operations over New Zealand or within 12 nautical miles (nm) of New Zealand’s shoreline (New Zealand’s territorial waters) unless additional ICAO requirements are met.*  |
| *Tick the relevant box:* | Approval to operate anywhere within New Zealand territorial waters  | [ ]   |
| Approval to operate in a specific area/location of operation within New Zealand territorial waters  | [ ]  |
| Approval to operate more than 12nm from New Zealand’s shores (the CAA will discuss additional ICAO requirements that you will need to meet) | [ ]  |

# Exposition

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| *List any manual(s) that make up your exposition as required by CAR 102.11.* *Note: A single operations manual is generally sufficient for most applications.**For* ***renewal*** *applications, you must also provide the most recent revision number and date that revision was accepted by the CAA (effective date).* |
| Manual titles | Revision number and effective date |
|       |       |
|       |       |
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# Crew training and competency assessment

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| List any training providers that will conduct your organisation's crew training or operational competency assessments*.**Note: L*eave this section blank if you do not wish to nominate specific training providers. Your exposition document must clearly demonstrate how your organisation's training needs will be met.  |
| Name of organisation | Address | CAA participant number *(if known)* |
|       |       |       |
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# Aircraft to be used

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| *Unless applying for an aircraft type approval, list each individual aircraft you operate and the unique identification number/serial number for each of those aircraft in the fields below.**Note: For aircraft type approvals, you must provide a separate aircraft register with your application which lists each individual aircraft and its unique identification number/serial number.*  |
| Manufacturer | Model/type | Serial number/unique identifier  |
|       |       |       |
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# Maintenance

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| *List* ***all*** *maintenance organisations that perform maintenance or inspections on your aircraft.*  |
| Name and address | CAA participant number *(if known)* |
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# Prime person and person having control

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| *You must nominate the person who has direct responsibility for your organisation’s unmanned aircraft operations (the ‘Person with Primary Responsibility’).* *You must also name any other person in your organisation who has control over the privileges under the certificate that the Person with Primary Responsibility is accountable to (e.g., Chief Executive Officer, Unit Manager etc.).**Note: In some organisations, the same person may hold both positions.**A separate FPP questionnaire* [*CAA 24FPP*](https://www.aviation.govt.nz/assets/forms/24FPP.pdf) *or declaration* [*CAA 24FPPDEC*](https://www.aviation.govt.nz/assets/forms/24FPPDEC.pdf) *and a current CV must accompany this application for the Person with Primary Responsibility.*  |
| Name of Person with Primary Responsibility |       |
| CAA participant number (if known) |       |
| Title/role within the company (e.g., Chief Pilot) |       |
| Name of person having control |       |
| CAA participant number (if known) |       |
| Title/role within the company (e.g., Chief Executive Officer) |       |

# Dangerous goods

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| *You must advise the CAA if you intend to carry dangerous goods as cargo on your aircraft, including transporting extra batteries or fuel intended for future use, e.g. Spare batteries not fitted to the aircraft.**Note: You do not require a dangerous goods approval for the fuel source being used to power the aircraft during the flight.**If you are transporting dangerous goods cargo, you must include procedures in your exposition that show how you comply with the rules for the carriage of dangerous goods by air.* *For more information, visit* [*Part 92 Carriage of Dangerous Goods*](https://www.aviation.govt.nz/rules/rule-part/show/92)*, Advisory Circular* [*AC92-2*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC92-2)*,* [*AC92-4*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC92-4) *and* [*AC102*](https://www.aviation.govt.nz/rules/advisory-circulars/show/AC102-1)*-01.* |
| Does your organisation carry dangerous goods? |  |

# Exemptions

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| *List any exemption(s) that have been approved for your organisation. Provide the exemption number and rule(s) that were exempt.* |
| Exemption number | Rule  |
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# Compliance history

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| *Provide answers to the questions below. If ‘Yes’, provide details on page 6 of this form.*  |
| Has the organisation been convicted of any transport safety offence in the last five years or currently facing any 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? |  |

# Declaration

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| *This declaration must be signed by the person with primary responsibility.*  | I confirm I have read section 49 of the Civil Aviation Act 1990 and I declare that to my best knowledge the information supplied in this application and the documentation attached are complete and correct.  |

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| Signature |  | Date |       |

# Applicant’s checklist – Take the time to check and complete this section

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| *Ensure all documents are enclosed.*  | 1. All applicable sections completed
 | [ ]  |
| 1. Completed Part 102 compliance matrix
 | [ ]  |
| 1. Company exposition
 | [ ]  |
| 1. CAA 24FPP/24FPPDEC and CV for the person with primary responsibility
 | [ ]  |
| 1. Aircraft register (Aircraft type approvals only)
 | [ ]  |
| 1. Payment receipt (Initial issue applications only)
 | [ ]  |
| 1. Any additional supporting information
 | [ ]  |

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| Use this page to provide additional information that would not fit in the sections above. |
| Section | Additional details or explanations |
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