



Use this application form 1329 to apply for initial registration of an aircraft under *Civil Aviation Safety Regulation 1988* (CASR) 47.060 or to confirm an oral application under CASR 47.070.

Is your aircraft currently VH registered under the name of another person or organisation?

- Yes Do not proceed with this form. See the attached guidelines for the appropriate form to use.
- No Please read the attached guidelines carefully before proceeding to complete and lodge this form.

Privacy. Information that you provide in this form is governed by CASA's privacy statement included in the guidelines.

**Form valid for registration of
gliders/sailplanes, powered sailplanes,
power-assisted sailplanes**

Registration administered by the
Gliding Federation of Australia Inc.
on behalf of the
Civil Aviation Safety Authority



Note: References to CASA or the Registrar on this form may be deemed to be a reference to the Gliding Federation of Australia (GFA) or the GFA Officer, as applicable.

Section 1 – Registration Mark

If a current mark reservation exists for use on this aircraft insert that mark, otherwise leave blank.

Insert: **VH-** _____

Q: Has this aircraft been issued with an interim registration?

No

Yes Interim registration no. _____ Date of issue ____/____/____

Section 2 – Aircraft Details

Q: Is the aircraft a production or non-production aircraft? (See section guidelines.)

Production ► Complete Sections 2.1 and 2.3.

Non-production ► Complete Sections 2.2 and 2.3.

2.1 Production Aircraft Details as per the data plate for aircraft with a type certificate, type acceptance certificate, or provisional type certificate.

Manufacturer	<input type="text"/>	Country of manufacture	<input type="text"/>
Model	<input type="text"/>	Year of manufacture	<input type="text"/>
Serial number	<input type="text"/>	Production certificate number	<input type="text"/>
Type certificate or type acceptance certificate or provisional type certificate number		<input type="text"/>	

2.2 Non-production Aircraft (Aircraft without any form of type certificate.)

Manufacturer	<input type="text"/>	Serial number	<input type="text"/>
Model	<input type="text"/>	Country of manufacture	<input type="text"/>
Serial number	<input type="text"/>	Year of manufacture	<input type="text"/>

Airframe type Power driven aeroplane Rotorcraft Glider
 Manned free balloon Airship Ornithopter

No. of seats (including crew) _____ **Fitted for landing on:** Land Water Both

No. of engines _____ **Engine type:** Piston Turboprop Jet turbine Not applicable

2.3 Mandatory Statement

This aircraft will be used as an aircraft.

Owner's or owner's representative's signature _____ Date ____/____/____

Insert: **VH-**

Section 3 – Previous Registration Details

An applicant for the registration of an aircraft that has been imported (ex-military or civil) must ensure that CASA receives a written statement, issued by the foreign authority, stating whether or not the aircraft was registered in that country and the date when the registration was cancelled, if applicable. The notice must identify the aircraft by reference to its manufacturer, type, model and serial number. (See section guidelines.)

Q: If this aircraft was imported and has not been VH registered since that importation, please provide the following details

Imported from (country) Mark (if applicable, eg N12345)

Q: Has this aircraft previously been registered in Australia (including registration on any sports association registers)?
 Yes (most recent registration mark) _____ No

Mandatory statement (Tick the applicable box and sign the statement.)

This aircraft is not registered on any foreign civil aircraft register at the time of making this application. OR This aircraft has never been registered either in Australia or any other country.

Owner's or owner's representative's signature _____ Date ____/____/____
 (This statement must not be signed and dated prior to the date of the cancellation from the foreign register.)

Section 4 – Period of Registration

(Only complete this section if you do not want your registration to be perpetual - see section guidelines.)
 If this aircraft is to be registered for a limited period of time, you must supply the date on which the registration is to be cancelled. In the majority of cases, this section will not require completion and the registration will be perpetual (issued without an expiry date).

This aircraft's registration should be issued for a limited period only.
 The registration is to expire on ____/____/____

Section 5 – Owner Details

The owner will be noted as the aircraft registration holder and the certificate of registration will be issued to this individual/organisation. The registration will not take effect until the Australian Civil Aircraft Register issues a new certificate of registration under CASR Part 47. The owner must provide identification with this application. (See section guidelines.)

Q: Is the owner an individual or an organisation?
 An individual ► Complete Section 5.1. An organisation ► Complete Section 5.2.

5.1 Individual Owner Details (This section must be completed in the name of one legal entity only - see section guidelines.)

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name
 Given names

Address 1 (Person's home address)

State		Postcode	
Country			

Address 2 (Person's postal address, if different)

State		Postcode	
Country			

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

Insert: **VH-** _____

I, the owner named above, apply to be the registration holder for the aircraft detailed in Section 2 of this form.

Print name _____ Signature _____ Date ____/____/____
 (In cases where this form is completed and signed by someone on behalf of the nominated owner, a letter of authority must be supplied.)

▶ If you completed Section 5.1, go to Section 5.3.

5.2 Organisation Owner Details (This section must be completed in the name of one legal entity only - see section guidelines.)

ACN (See section guidelines.) _____ - _____ - _____ ARN (if known) _____

GFA member number

Organisation's legal name

Address 1
 (Organisation's registered office address)

State		Postcode	
Country			

Address 2
 (Organisation's postal address, if different)

State		Postcode	
Country			

Address 3
 (Organisation's physical address)

State		Postcode	
Country			

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

The owner named above applies to be the registration holder for the aircraft detailed in Section 2 of this form.

Print name _____ Signature _____ Date ____/____/____
 (Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

▶ If you completed Section 5.2, go to Section 5.3.

5.3 Multiple Owner Statement to be Made by the Owner Named in Section 5.1 or 5.2 (See section guidelines.)

Q: Does this aircraft have more than one owner?

Yes Compliance with and completion of statement below is mandatory.

No Do not complete the statement below. ▶ Go to Section 6.

I certify that this aircraft is owned by more than one legal entity and the owner named in Section 5.1 or 5.2 has been duly appointed to act on behalf of all owners.

Print name _____ Signature _____ Date ____/____/____
 (In cases where the owner is an organisation, enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

▶ If you completed Section 5.3, go to Section 6.

Section 6 – Is the Owner an Eligible Person?

(See section guidelines.)

6.1 Does the Owner Qualify as an Eligible Person? (See section guidelines.)

(a) Is the owner named in Section 5.1 or 5.2 an eligible person in accordance with CASR 47.010?

No Do not complete this section. ► Go to Section 7 to nominate a registered operator.

Yes Indicate under which criterion and provide proof in accordance with the guidelines:

- A resident of Australia who is:
 - 18 years of age or older; and
 - an Australian citizen or the holder of a permanent visa within the meaning of the Migration Act 1958
- A corporation incorporated under the Corporations Act 2001
- A body corporate under a law (other than the Corporations Act 2001) in force in Australia
- The Commonwealth, a State or a Territory
- An agency of the Commonwealth, a State or a Territory
- A foreign corporation that is lawfully carrying on business in Australia

(b) Have you supplied your proof of eligibility?

- Yes, enclosed document is in English.
- Yes, enclosed document is not in English but an official translation is also enclosed.

(c) If the owner is an eligible person, will the owner named in Section 5.2 or 5.3 be the registered operator for this aircraft?

- Yes ► Complete Section 6.2. This form may **not** be accepted without a certified copy of proof of eligibility.
- No ► Go to Section 7.

6.2 Mandatory Statement to be Made by the Owner Applying to be the Registered Operator
(See section guidelines.)

(a) Individuals

I, the owner named in Section 5.1, accept the position of registered operator for the aircraft detailed in Section 2. I have read the guidelines in relation to registered operators and understand the responsibilities placed on me by accepting this position. I declare that I am an eligible person in accordance with CASR 47.010 under the criterion marked above.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

► If you completed Section 6.2(a), go to Section 8.

(b) Organisations

The owner named in Section 5.2 accepts the position of registered operator for the aircraft detailed in Section 2. The guidelines have been read on behalf of the organisation and the organisation accepts the responsibility placed on it in relation to registered operators. The owner is an eligible person in accordance with CASR 47.010 under the criterion marked above.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

(Enter the name and signature of the representative and tick the applicable box below.)

- Director
- Company Secretary
- CEO
- President
- Vice President
- Other (supply letter of authority)

► If you completed Section 6.2(b), go to Section 8.

Section 7 – Registered Operator Nomination and Details

(See section guidelines and guidelines for Section 6.2 on the definition and responsibilities of a registered operator.)

7.1 Registered Operator Details to be Completed by the Owner (See section guidelines.)

Q: Is the nominated registered operator an individual or an organisation?

An individual ► Go to Section 7.1(a). An organisation ► Go to Section 7.1(b).

(a) Individual details (See section guidelines.)

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name
Given names

Address 1
(Person's home address)

State		Postcode	

Address 2
(Person's postal address, if different)

State		Postcode	

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

► If you completed 7.1(a), go to Section 7.2(a) or (b), as applicable.

(b) Organisation details (See section guidelines.)

ACN (See section guidelines.) _____ ARN (if known) _____

Organisation's legal name

GFA member number

Address 1
(Organisation's registered office address)

State		Postcode	

Address 2
(Organisation's postal address, if different)

State		Postcode	

Address 3
(Organisation's physical address)

State		Postcode	

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

► If you completed 7.1(b), go to Section 7.2(a) or (b), as applicable.

7.2 Nomination to be Completed by the Owner (See section guidelines.)

(a) Nomination statement if owner is an individual

I, the owner named in Section 5.1, nominate the entity in Section 7.1 as the registered operator for this aircraft.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

▶ **Ensure the nominated registered operator completes Section 7.3.**

▶ **The owner should proceed to Section 8.**

(b) Nomination statement if owner is an organisation

The owner named in Section 5.2 nominates the entity in Section 7.1 as the registered operator for this aircraft.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

(Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

▶ **Ensure the nominated registered operator completes Section 7.3.**

▶ **The owner should proceed to Section 8.**

7.3 Mandatory Statement to be Made by the Nominated Registered Operator

Only this section should be completed and signed by the nominated registered operator. See section guidelines and guidelines for Section 6.2 on the definition of a registered operator.

Q: Are you nominated by the aircraft owner as the registered operator, in Section 7.1?

Yes ▶ **Complete 7.3(a) and (b); and sign 7.3(c) or (d) of this section.**

No Do not complete this section.

Q: How does the nominated registered operator qualify as an eligible person?

(a) Is the nominated registered operator named in Section 7.1 an eligible person in accordance with CASR 47.010?

No Do not proceed. Contact the Part 47 Implementation Team staff for assistance.

Yes Indicate under which criterion and provide proof in accordance with the guidelines:

- A resident of Australia who is:
 - 18 years of age or older; and
 - an Australian citizen or the holder of a permanent visa within the meaning of the Migration Act 1958

▶ **Complete 7.3(b) and go to 7.3(c) of this section.**

- A corporation incorporated under the Corporations Act 2001
- A body corporate under a law (other than the Corporations Act 2001) in force in Australia
- The Commonwealth, a State or a Territory
- An agency of the Commonwealth, a State or a Territory
- A foreign corporation that is lawfully carrying on business in Australia

▶ **Complete 7.3(b) and go to 7.3(d) of this section.**

(b) Have you supplied your proof of eligibility?

- Yes, enclosed document is in English.
- Yes, enclosed document is not in English but an official translation is also enclosed.
- No. If you ticked *No* this form may **not** be accepted without a certified copy of proof of eligibility. (See section guidelines.)

(c) Mandatory statement if nominated registered operator is an individual.

I, the person named in Section 7.1(a), accept the position of registered operator for the aircraft detailed in Section 2. I have read the guidelines in relation to registered operators and understand the responsibilities placed on me by accepting this position. I declare that I am an eligible person in accordance with CASR 47.010 under the criterion marked above.

Print name _____ Signature _____ Date ____/____/____

- ▶ If you signed Section 7.3(c), you have now completed the form as a nominated registered operator.
- ▶ The owner should proceed to Section 8.

(d) Mandatory statement if nominated registered operator is an organisation.

The organisation named in Section 7.1(b) accepts the position of registered operator for the aircraft detailed in Section 2. The guidelines have been read on behalf of the organisation and the organisation accepts the responsibility placed on it in relation to registered operators. The nominated registered operator is an eligible person in accordance with CASR 47.010 under the criterion marked in Section 7.3(a).

Print name _____ Signature _____ Date ____/____/____

(Enter the name and signature of the representative and tick the applicable box below.)

- Director Company Secretary CEO President Vice President Other (supply letter of authority)

- ▶ If you signed 7.3(d), you have now completed the form as a nominated registered operator.
- ▶ The owner should proceed to Section 8.

Insert: **VH-** _____

Section 8 - Owner's Representative Details

If this form is being completed and signed by someone on behalf of the owner or if the owner is an organisation, the person completing and signing this form (known as the owner's representative) must supply the details below. (See section guidelines.)

This section is also applicable in situations where the dealer is a corporation, and a Director, Company Secretary etc, has completed the form.

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name

Given names

Home Address (PO Box not acceptable)

State		Postcode	
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Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

Form Checklist

- Please answer the questions below before you lodge this form.
- Q1. If any of the following is applicable, have you enclosed the required documentation?
- Owner identification document (Section 5) No see Q3 Yes
 - Letter(s) of authority (Sections 2.3, 3, 5.3, 6.2(b), 7.2(b), 7.3(d) and 8) No Yes
 - Proof of eligibility (Sections 6 and 7) No see Q3 Yes
- Q2. If you are faxing the form, will you forward your identification by mail? No Yes
- Q3. Identification or proof of eligibility supplied to CASA in the last 12 months? No Yes
- Q4. If you answered Yes to Q3, which aircraft was the identification/proof for? VH-_____

All required enclosure(s) must be submitted with this form. Your application will not be processed until the necessary supporting documentation is received by CASA.

Please send material relating to this application by email: Yes No	
I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. (If you do not accept the risk, material will be sent by post.)	
For information on CASA's Privacy Policy, please visit http://www.casa.gov.au/tools/privacy/index.htm	
The Federal Government TimeSaver initiative aims to assess the time taken to complete Government forms. Please indicate the approximate time taken to complete this form.	<input type="text"/> Hrs <input type="text"/> Mins

Australian Civil Aircraft Register

Guidelines for Registration Application (Form 1329)

Note: There are strict time limits on lodging a written application in support of an oral application. If an interim registration has been issued, but the form and all supporting documents are not received by the Registrar* within 14 days after the day on which the oral application was made, the registration will automatically lapse.

WHY USE THIS FORM?

To apply for the registration of an aircraft that is not currently on the Australian Civil Aircraft Register, or to confirm in writing an application that was lodged orally and where the aircraft is currently issued with an interim certificate of registration.

If your aircraft is currently VH registered under the name of another person or organisation and that registration is to be transferred, use Form 1327 if the aircraft is already Part 47 compliant, or Form 025 if the aircraft is still registered under Part 3 of the Civil Aviation Regulations 1988.

WHO SHOULD USE THIS FORM?

The owner of an aircraft.

WHO SHOULD COMPLETE THIS FORM?

The owner, who will become the registration holder, should complete this form. Where there is more than one owner, the owners should jointly select one of them to become the registration holder. See definition of a registration holder in Section 5.2 guidelines.

HOW TO COMPLETE THIS FORM?

Definition of a 'certified true copy'. A certified true copy of a document is a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy Of The Original'. Copies of certified copies are not acceptable.

Persons who may certify documents include:

- Justices of the Peace (with a registration number)
- Commissioner for Declarations
- CASA employee
- CASA authorised person or delegate
- A barrister or solicitor
- A police officer
- A member of the Parliament of the Commonwealth or a State
- A member of a Territory legislature.
- Gliding Federation of Australia employee
- Member of the Gliding Federation of Australia Executive

- Gliding Federation of Australia Regional Technical Officer.

The certifying officer must:

- Write on the copy: "This is a true copy of the original document sighted by me"; and
- Sign the document; and
- Print the following details: name; address; contact telephone number; profession or occupation; date verified; and
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print his/her registration number and affirm in which State he/she is registered. A CASA authorised person/delegate must also print his/her ARN, if one exists. A Gliding Federation of Australia Regional Technical Officer must also print his/her GFA number.

—Section 1—

Registration mark. If a current mark reservation for allocation to this aircraft exists, insert that mark here. If a mark is not reserved for the aircraft, leave this section blank and the Registrar will allocate a mark to your aircraft.

Note: You cannot nominate a particular mark if it is not currently reserved.

Interim registration. You must answer the question in relation to whether or not this aircraft has been issued with an interim certificate of registration. If an interim certificate has been issued, you must insert the interim registration number and date of issue.

—Section 2—

Aircraft details. It is important to insert the aircraft details, as noted on the data plate.

In applicable, information about non-production built aircraft must be supplied, as requested in this section .

—Section 2.3—

Mandatory statement. This section contains a mandatory statement that must be made by all applicants. If this aircraft is to be a static display or put to some other use that will not involve it being used as an aircraft, the aircraft must not be registered.

Signature. The owner must sign this section of the form. If the owner is:

- An individual, the individual can give another person written authorisation to sign this section of the form on his/her behalf. *A copy of the letter of authority must be forwarded with the form.*
- An organisation—a Company Secretary, Director, CEO, President or Vice President—must sign the form. Alternatively, the Company Secretary,

Director, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign this section on behalf of the organisation. A copy of the letter must be forwarded with the form.

- A government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form.

Note: Guidelines in relation to letters of authority can be found on the Australian Civil Aircraft Register page of CASA's website at <http://casa.gov.au/casadata/register/index.htm>

—Section 3—

All applicants must complete this section regarding previous registration details.

Signature. The owner must sign the mandatory statement in this section of the form. See guidelines for Section 2.3.

—Section 4—

Period of registration. Unless otherwise requested, aircraft registration is perpetual (issued without an expiry date). If you want the registration to be perpetual, you need not complete this section.

If you want the registration to expire on a given date, you must complete Section 4.

—Section 5—

Definition of a registration holder. Only an owner can apply to be a registration holder. The owner must be able to prove that he/she is a legal entity (see 'Identification the owner must supply with this application'). Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register. Being noted by CASA as an aircraft registration holder, does not give the registration holder a greater claim to ownership, as CASA's records do not infer legal title. If more than one legal entity owns the aircraft, the person applying to be the registration holder must certify on the application form to have been duly appointed to act on behalf of multiple owners. This is done by completing Section 2.3.

Note: The term 'owner' should be taken in the literal sense and should not be confused with the term 'property interest holder' in the old regulations.

Identification the owner must supply with this application.

Note 1: If you provided identification last month, do you have to provide it again?

- If you are an organisation, yes.
- If you are an individual and have within the last 12 months provided the Registrar with acceptable documented proof of identification for Part 47 purposes, it is not necessary to provide identification again. However, you need to state that this is the case in the Form Checklist.

- If you are an individual and more than 12 months have elapsed since you provided the identification, you must supply it again. You may also need to provide additional documentation if you initially supplied it for registration holder purposes and you now need identification as a registered operator. (Registered operators have a higher level of identification requirements.)

Note 2: Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

For an individual

A certified true copy of any one of the following is acceptable:

- An Australian full birth certificate showing parental details, or a current photo birth card issued by the Registry of Births, Deaths and Marriages.
- A current Australian passport or one that expired within the last two years.
- A current foreign passport.
- A current Document of Identity issued by the Australian Passport Office.
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs.
- A current Australian driver's licence or one that expired within the last two years.
- A current Australian issued firearms or security industry licence or one that expired within the last two years.
- A current identity card for an Australian police force or defence force member, excluding civilian staff or family.
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade.
- A current student identity card.
- A current proof of age card.

For an organisation

- For companies registered with the Australian Securities and Investments Commission (ASIC), insert your organisation's ACN in the appropriate space in Section 5.2. The Civil Aircraft Register will run a check on the ASIC register to validate the number provided.
- For companies not registered with ASIC, a certified true copy of a certificate of incorporation.
- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right.

- For foreign corporations, a certified true copy of a certificate of incorporation, or equivalent document.

—Section 5.1—

Definition of a legal entity. A legal entity is one of the following:

- An individual;
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

Definition of an ARN. 'ARN' refers to Aviation Reference Number. This is the number issued by CASA to an entity, similar to a customer number. For instance, if you are an individual and you hold a Flight Crew Licence, your ARN should be the same as your licence number. If you don't know your ARN, just leave the space on the form blank.

Addresses. Guidance in relation to the addresses of individuals as requested on this form is as follows:

Person's home address—this refers to the physical residential address for an individual.

Person's postal address—this refers to the address to be used for the mailing of documents to an individual. If it is the same as the person's home address, you may write 'same' under Address 2 or leave it blank.

The Registrar will use the supplied postal address for the mailing of documents unless otherwise requested.

Signature. The owner must sign this section of the form. See guidelines for Section 2.3.

—Section 5.2—

Definition of a legal entity. See guidelines for Section 5.1.

Definition of an ARN. See guidelines for Section 5.1.

ACN. Insert number if the owner is an organisation. See guidelines for Section 7.3 on proof of eligibility for an organisation.

Addresses. Guidance in relation to the addresses of organisations as requested on this form is as follows:

Organisation's registered office address—this refers to the address registered with the Australian Securities and Investments Commission as the organisation's 'registered office'.

Organisation's postal address—this refers to the address to be used for the mailing of documents to an organisation. If it is the same as the organisation's registered office address, you may write 'same' under Address 2.

Organisation's physical address—this is an optional address, which may be supplied if the organisation wishes to have a physical place of business noted in CASA's records.

You should note that it is not possible to have different addresses for different purposes recorded against the one legal entity (eg Joe Bloggs cannot have one residential address for registration matters, one residential address for Air Operator Certificate matters etc).

It is, however, possible to have a **limited** number of different **types** of addresses recorded (eg residential, communications, registered place of business). The types of addresses recorded will be determined by CASA's business rules and may vary from time to time.

The Registrar will use the supplied postal address for the mailing of documents unless otherwise requested.

Signature. The owner must sign this section of the form. See guidelines for Section 2.3.

—Section 5.3—

Multiple owners. Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register. Being nominated for this position with CASA does not give the aircraft registration holder a greater claim to ownership, as CASA's records do not infer legal title.

If more than one entity owns the aircraft, the person applying to be the registration holder must certify on the application form that he/she has been duly appointed to act on behalf of multiple owners. This is done by completing Section 5.3.

Signature. Section 5.3 must be signed by the owner.

—Section 6—

Reason why CASA asks if the owner is an eligible person. Even if the owner elects to nominate another party as the registered operator, it is essential to complete Section 6.1. It may offer protection from cancellation of registration under CASR 47.130(2)(c) in cases where the registered operator resigns or has his/her appointment cancelled.

—Section 6.1—

Definition of an eligible person in CASR 47.010.

'Eligible person means one of the following:

- (a) a resident of Australia who is:
 - (i) 18 years of age or older; and
 - (ii) an Australian citizen or the holder of a permanent visa (within the meaning of the Migration Act 1958);
- (b) a corporation incorporated under the Corporations Act 2001;
- (c) a body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- (d) the Commonwealth, a State or a Territory;
- (e) an agency of the Commonwealth, a State or a Territory;

(f) a foreign corporation that is lawfully carrying on business in Australia’.

—Section 6.2—

Definition of a registered operator. Only an 'eligible person' can be a registered operator. The registered operator must be able to prove his/her qualification as an eligible person.

Responsibilities of a registered operator. The registered operator is responsible for the airworthiness and maintenance control of the aircraft. What does this mean? Essentially, the registered operator is required to:

- Ensure that the aircraft is maintained in an airworthy and serviceable condition so that when it is operated, it is done safely. These responsibilities include making sure all the equipment needed for the flight is serviceable, that the aircraft has been inspected by the correct people and that the required maintenance has been completed and signed for.
- Have the aircraft maintained in accordance with a set of procedures and requirements commonly referred to as the Aircraft Maintenance Program (AMP) and to keep records of the work associated with these procedures and requirements. In addition, the registered operator should review the procedures and requirement regularly to make sure they are still effective for the aircraft and reflect any changes that have been made to the aircraft, the way the aircraft is operated or even where the aircraft is located.

The registered operator can perform these functions or contract someone else to do so on his/her behalf.

Signature. Only the nominated registered operator can sign the section accepting responsibility for this position. The following rules apply:

- If the nominated registered operator is an organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.

Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign this form on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form. The letter of authority must clearly state that the authorisation is for the purposes of acceptance of the position of registered operator.

- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form and the same conditions apply to letters of authority.
- If an individual is to be the registered operator, no letter of authority will be accepted.

—Section 7—

Definition of a registered operator. See guidelines for Section 6.2.

Responsibilities of a registered operator. See guidelines for Section 6.2.

—Section 7.1—

Definition of an ARN. See guidelines for Section 5.1.

ACN. Insert number if the owner is an organisation. See guidelines for Section 7.3 on proof of eligibility for an organisation.

—Section 7.2—

Signature. Only the owner can sign the section nominating the registered operator. The following rules apply:

- If the owner is an organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.
Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form. The letter of authority must specifically refer to authorisation for the purposes of nominating a registered operator.
- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form and the same conditions apply to letters of authority.
- If an individual is the owner, no letter of authority will be accepted.

—Section 7.3—

Documentation the registered operator must supply to prove eligibility.

Note: Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

For an individual

To prove Australian residency, a certified true copy of one of the following:

- A current driver's licence showing an Australian address.
- A lease agreement and rental receipt, together with a certified copy of a rates notice or utilities bill.
- Any document acceptable to CASA as proof of residency.

To prove age, a certified true copy of one of the following, which must include the day, month and year of birth:

- A current driver's licence or one that has expired within the last two years.
- A birth certificate/extract.
- A passport or one that has expired within the last two years.
- A current proof of age card.

To prove Australian citizenship, a certified true copy of one of the following:

- For those born in Australia on or before 19 August 1986, an Australian full birth certificate showing details of parents.
- For those born in Australia on or after 20 August 1986, an Australian full birth certificate together with proof that at least one parent was either an Australian citizen or Australian permanent resident, or any document acceptable to CASA as proof of Australian citizenship.
- An Australian citizenship certificate.
- A declaratory citizenship certificate as issued by the Department of Immigration and Multicultural and Indigenous Affairs.
- Any document acceptable to CASA as proof of citizenship.

To prove that you are the holder of a permanent visa (only for those who are not Australian citizens), a certified true copy of one of the following:

- An overseas passport with an Australian permanent residency stamp.
- A declaratory certificate from the Department of Immigration and Multicultural and Indigenous Affairs.

Note: *One piece of identification may be used to meet more than one requirement, eg a driver's licence showing an Australian address would meet the requirements for both proof of age and proof of residency. You would, however, still need to supply identification to meet the Australian citizenship requirements.*

For an organisation

- If an organisation's ACN is inserted in the appropriate space (as in Section 7.1(b)) for a nominated registered operator, the Australian Civil Aircraft Register will run a check on the Australian Securities and Investments Commission register to validate the number provided.
- For a state registered and incorporated body or a foreign corporation, a certified true copy of a certificate of incorporation.
- For government agencies, a copy of the establishing statutory provision that proves it is

capable of exercising statutory rights in its own right.

- For foreign corporations, a certified true copy of a certificate of incorporation, or equivalent document.

Signature. The nominated registered operator must sign this section of the form. See guidelines for Section 6.2.

—Section 8—

Owner's representative details. Section 8 is mandatory if someone other than the owner named in Section 5 is completing and signing this form. This also applies to cases where the owner is an organisation, and a Director, Company Secretary etc completes and signs the form.

IF MY APPLICATION FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

At the very minimum, there will be a delay while the Registrar requests additional information. In some cases, your form will be rejected or returned for alteration. If you forget to include supporting documentation (eg identification), your application will not be processed until all necessary documents are received.

Note: *If the form is being lodged in support of an oral application, the information on the form must be the same as the information supplied during the oral application. If there is a significant difference in any information, the registration will lapse automatically 14 days after the day on which the oral application was made.*

WHERE DO I SEND MY APPLICATION?

You can submit your application form and some other necessary documentation by fax to: +61 3 9303 7960.

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents.

Only original certified documents will be accepted. In these cases, documents should be mailed to:

Gliding Federation of Australia Inc.
Level 1, 34 Somerton Rd
Somerton
VIC 3062

If you intend submitting your form by fax and sending other documents by mail, please clearly state this in your fax cover sheet to avoid unnecessary follow-up by Register staff.

WHOM SHOULD I CONTACT IF I HAVE A PROBLEM?

Contact the Gliding Federation of Australia Inc.,
Level 1, Somerton Rd, Somerton
VIC 3062:

Phone: 03 9303 7805

Fax: 03 9303 7960

Email: stoair@sec.gfa.org.au

or refer to GFA's website www.gfa.org.au
or CASA's website
www.casa.gov.au/casadata/register/index.htm,
which may provide additional information.

WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER?

Register to be accessible to the public.

CASR 47.030 states:

- (1) CASA must make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.
- (2) CASA may comply with subregulation (1) by making the information in the Register accessible on the Internet or by another suitable electronic means.

You are advised that the Australian Civil Aircraft Register page on CASA's website (www.casa.gov.au) includes information as stipulated in CASR 47.080. Additional information held by the Australian Civil Aircraft Register in relation to the aircraft and dealer's marks is also included.

Personal inspections of the Australian Civil Aircraft Register can be made, by prior appointment, at the office of the Australian Civil Aircraft Register in Canberra. Please phone 131 757 and ask to be put through to the Register section to arrange a suitable time.

PRIVACY STATEMENT

CASA will only use the information about individual/organisation details for the purpose for which it is provided.

CASA will not use this information for any other purpose and will not disclose it without the applicant's permission.

However, CASA may give this information to other government agencies authorised by law to receive it.