



# Australian Civil Aircraft Register - Change of Personal Details/Aircraft (Glider) Details

Use this form 1330 to notify the Civil Aircraft Register of changes in personal details for the registration holder and/or the registered operator and aircraft details under *Civil Aviation Safety Regulation 1998* (CASR) 47.115.

Is this notification about a complete change of a legal entity?

- Yes  Do not proceed with this form. See the attached guidelines.
- 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 – Name of Registration Holder and Registered Operator as Currently Recorded

(See section guidelines.)

Name of the registration holder	<input type="text"/>	ARN _____
GFA member number	<input type="text"/>	
Name of the registered operator	<input type="text"/>	ARN _____
GFA member number	<input type="text"/>	

## Section 2 – Amend Personal Details

(See section guidelines.)

### 2.1 Affected Aircraft (List registration marks. If more space is required, attach a separate page.)

VH-_____	VH-_____	VH-_____	VH-_____	VH-_____
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### 2.2 Change of Name for Registration Holder and/or Registered Operator (Proof required - see section guidelines.)

Date the change occurred \_\_\_\_/\_\_\_\_/\_\_\_\_

New name of registration holder	<input type="text"/>
New name of registered operator	<input type="text"/>

### 2.3 Change of Contact Details for Registration Holder (See section guidelines.)

Date the change occurred \_\_\_\_/\_\_\_\_/\_\_\_\_

New home address (for individuals)  
or registered office (for organisations)

<input type="text"/>			
<input type="text"/>			
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

New postal address  
(Postal address, if different)

<input type="text"/>			
<input type="text"/>			
State	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

Insert:  
(mandatory)

VH- ____ ____ ____
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New physical address  
(For organisations only)

State		Postcode	
Country			

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

**2.4 Change of Contact Details for Registered Operator** (See section guidelines.)

Date the change occurred \_\_\_\_/\_\_\_\_/\_\_\_\_

New home address (for individuals)  
or registered office (for organisations)

State		Postcode	

New postal address  
(if different)

State		Postcode	

New physical address  
(For organisations only)

State		Postcode	

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

**Section 3 – Amend Aircraft Details**

(See section guidelines.)

Date the change occurred \_\_\_\_/\_\_\_\_/\_\_\_\_

Mark affected	Details to be amended (eg model, serial number, etc.)	Insert old details	Insert new details
VH-____ ____ ____			
VH-____ ____ ____			
VH-____ ____ ____			
VH-____ ____ ____			
VH-____ ____ ____			

**Reason for amendment** (Supply supporting document(s) as appropriate. If more space is required, attach a separate signed page.)

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Insert:  
(mandatory)

<b>VH-</b> _____
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## Section 4 – Signature of Registration Holder

(See section guidelines.)

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

(In cases where the registration holder is an organisation, enter the signature and name of the representative and tick the applicable box below.)

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

### 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?

- Certified true copy/copies of supporting document(s) (Sections 2.2 and 3)
- Letter(s) of authority (Section 4)

No  Yes

No  Yes

Q2. If you are faxing the form, will you forward your identification by mail?

No  Yes

All required enclosure(s) must be submitted with this form. Your form 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.

Hrs

Mins



# Australian Civil Aircraft Register

## Guidelines for Change of Personal Details/Aircraft Details (Form 1330)

**NOTE: In accordance with CASR 47.115, if an aircraft registration holder finds that information in relation to the aircraft (in the Australian Civil Aircraft Register) is no longer correct, the holder must notify CASA in writing, within 14 days after finding out about the change that should be made.**

**Failure to notify a change within 14 days carries a maximum penalty of 10 penalty units.**

### WHY USE THIS FORM?

To notify CASA of a change to the details recorded in the Australian Civil Aircraft Register in relation to the aircraft. Please note that changes must be notified within 14 days (see note above).

This form cannot be used to transfer the position of registration holder or registered operator.

### WHO SHOULD USE THIS FORM?

The current registration holder.

### WHO SHOULD COMPLETE THIS FORM?

The current certificate of registration holder must complete and sign this form.

### 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—

**Name of the registration holder and registered operator as currently recorded.** Insert the name of the current registration holder (as noted on the certificate of registration) and the current registered operator (as noted on the confirmation of appointment of registered operator notice).

**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.

### —Section 2—

Complete this section if you need to notify the Registrar of a change to the name, address or contact details for the registration holder or the registered operator.

### —Section 2.2—

**If notifying a name change,** it is necessary to supply a certified true copy of supporting documentation, as appropriate, from the lists below.

**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

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

- A marriage certificate, issued by a Registrar of Births, deaths and Marriages in Australia. (Please note, a marriage certificate issued by the celebrant or religious leader is not acceptable.)
- An amended birth certificate or a change of name certificate issued by the Registrar of Births, Deaths and Marriages in the Australian State or Territory where you were born.

- An amended citizenship certificate, where personal information on the original document is incorrect.
- A divorce certificate issued by the appropriate authority.

### **For an organisation**

- A copy of the Certificate of Registration of a Company showing the name change as issued by the Australian Securities & Investments Commission (ASIC).
- For a state registered and incorporated body, a copy of the relevant certificate showing the name change as issued by ASIC or the Office of Fair Trading in the relevant State or Territory.
- For a government body, a copy of the portion of the Act that specifies the name change.
- For foreign corporations, a document issued by the foreign equivalent to ASIC.

### **—Section 2.3—**

**If notifying an address change.** Guidance in relation to the addresses of individuals and organisations as requested in this form is as follows:

**New home address**—this refers to the physical residential address for an individual.

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

**New postal address**—this refers to the address to be used for the mailing of documents to an individual or an organisation. If it is the same as the home/registered address, you may write 'same'.

**New physical address**—this is an optional address, which may be supplied if an 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.

### **—Section 2.4—**

**Note:** *If the registration holder and the registered operator are the same entity, there is no need to complete both Sections 2.3 and 2.4 in full. Write 'same' in Section 2.4.*

**Addresses.** See guidelines for Section 2.3 in relation to the addresses of individuals and organisations as requested in this form.

### **—Section 3—**

Complete this section if you need to notify the Registrar of a change or error in relation to the aircraft itself (eg landing gear, serial number etc). A clear and concise explanation of the reason for the change must be supplied (eg new data plate has been fitted in accordance with STC requirements).

It is advisable to supply copies of supporting documentation (eg model changed due to installation of STC 1234, copy attached). If there is insufficient space on the form to provide a justification for the change, please attach a separate signed sheet.

Changes to manufacturers, models and/or serial numbers will only be made under specific conditions and additional details may be requested to allow proper assessment of the notice. As a general rule, the details recorded in the Australian Civil Aircraft Register for make, model and serial number must match the details on the aircraft data plate.

### **—Section 4—**

**Signature.** The registration holder must sign this section of the form. The following rules apply.

- If the registration holder 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.*
- 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 the registration holder is an individual, no letter of authority will be accepted.

**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>

### **IF MY 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 form will not be processed until all necessary documents are received.

## WHERE DO I SEND MY FORM?

You can submit your 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 originals of the certified copies of the 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, 34 Somerton Rd, Somerton  
VIC 3062:

Phone: 03 9303 7805

Fax: 03 9303 7960

Email: [stoair@sec.gfa.org.au](mailto:stoair@sec.gfa.org.au)

or refer to GFA's website [www.gfa.org.au](http://www.gfa.org.au)  
or CASA's website  
[www.casa.gov.au/casadata/register/index.htm](http://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](http://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.

## WHEN TO RETURN THE CERTIFICATE OF REGISTRATION

CASR Part 47.20 requires the new registration holder to return the original certificate of registration within 14 days after the day on which the new certificate of registration is received.

If the old certificate of registration has been destroyed or lost, the registration holder must give CASA a statutory declaration to that effect within the 14 days.

Failure to return the superseded certificate or supply a statutory declaration within 14 days carries a maximum penalty of one penalty unit.

## PRIVACY STATEMENT

CASA will only use the information about individuals or organisations 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.