



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to AircraftRegistration@casa.gov.au.

Purpose of this form

Use this form to apply for the registration of an aircraft that is not currently on the Australian Civil Aircraft Register under regulation 47.060 of the [Civil Aviation Safety Regulations 1998 \(CASR\)](#).

Who is this form for?

This form is for the owner of the aircraft, who will become the registration holder. Where there is more than one owner, the owners should jointly select one owner to become the registration holder.

Information needed to complete this form

All documents must be **provided in English**. Documents not in English must be accompanied by a certified translation.

The translation must be compiled by a translator registered with the [National Accreditation Authority for Translators & Interpreters Ltd \(NAATI\)](#) and must include the NAATI translator stamp.

The NAATI national hotline is **1300 557 470**.

Following is a list of other documents available on CASA website which you may need to read or download in order to ensure you lodge a correctly completed application:

- [letters of authority](#)
- [proof of identity for registration holders – organisations](#)
- [proof of eligibility for registered operators – individuals](#)
- [proof of eligibility for registered operators – organisations](#)
- [ferry flights](#)

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

Privacy

Any personal information you provide to CASA is protected by the *Privacy Act 1988*. CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

- 1** What are you applying for?
Initial aircraft registration → **Go to 3**
Return of aircraft
previously registered in Australia → **Go to 2**

Previous registration

- 2** What is the **most recent** registration mark?
This may not be a VH- mark if on a sports association register or the State Register.

- 3** Have you **reserved a registration mark**?
If you have not reserved a mark, CASA will assign one.
No → **Go to 5**
Yes → **Go to 4**

- 4** What is the **reserved registration mark (VH-)**?
You cannot nominate a mark that has not been reserved for this aircraft.

Aircraft type

- 5** Does this aircraft have a **type certificate**?
No → **Go to 7**
Yes → **Go to 6**

- 6** What **type certificate(s)** does this aircraft have?
Provide all the appropriate certificate numbers below.

Type certificate

Type acceptance certificate

Provisional type certificate

→ **Go to 10**

Aircraft details

- 7** What is the **airframe type** (select one)?
If application is for a glider, go to [registration forms for gliders](#).
Power driven aeroplane
Manned free balloon
Ornithopter
Airship
Rotorcraft
Large RPA

- 8** What is the aircraft fitted **for landing on** (select all that apply)?
Land
Water

- 9** What **type of engine** does the aircraft have (select one)?
Piston
Jet turbine
Turboprop
Not applicable

How many engines does the aircraft have?

- 10** What are the **aircraft** details?
A photo of the aircraft data plate must be provided with this application.

Manufacturer/kit manufacturer

Model

Serial number

Country of manufacture

Year of manufacture

 **Attach photo**

11 How **many seats** are in the aircraft (including crew)?

12 How was the **aircraft built**?

Kit built ➔ [Go to 13](#)

Plans built ➔ [Go to 13](#)

Production built ➔ [Go to 14](#)

13 Who was the **aircraft builder**?

➔ [Go to 15](#)

14 What is the aircraft **production certificate number**?

15 What are the **aircraft engine/propeller** details?

Engine manufacturer

Engine model

Propeller manufacturer

Propeller model

Maximum take-off weight (kg)

16 Has, or will, the aircraft be **imported**?

This application must be accompanied by evidence, provided by the NAA of the country from which the aircraft has, or will be, imported, that the aircraft is not on the aircraft register of that country. Alternatively, ensure that CASA has already received such a statement.

No ➔ [Go to 20](#)

Yes ➔ [Go to 17](#)

Import

17 Was the aircraft **registered outside Australia**?

No ➔ [Go to 19](#)

Yes ➔ [Go to 18](#)

18 What is the **country of previous registration**?

What is the previous registration mark?

For example: N12345

19 What country are you **importing from**?

Aircraft owner

20 What are the **aircraft owner** details?

If more than one owner, the owners should jointly select one owner to become the registration holder.

Legal entity/full name

ARN

Phone number

Email address

21 Have you appointed another entity as the **registered operator**?

If the owner does not qualify as an 'eligible person' they must nominate an 'eligible person' to become the **registered operator**.

No As **you** will be the registered operator, you must be an **eligible person** ➔ [Go to 24](#)

Yes ➔ [Go to 22](#)

Registered operator

22 What are the **registered operator** details?

Legal entity/full name

ARN

Phone number

Email address

Registered operator declaration

23 I declare that:

- I am the appointed **registered operator** named in question 22.
- I accept, as an 'eligible person' or on behalf of the '**eligible person**' named in question 22, the position of registered operator, effective from the date of issue of the certificate of registration for the aircraft detailed in this form.
- Details in question 22 are true and correct in every particular and that I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) including exchanging the information with Commonwealth, state and territory government agencies.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO President

Vice President Agent/Other

Declaration continued

An authority must be provided if the person making this declaration is not the individual or an office holder of the entity named in question 22.

 **Attach authority**

If you completed this declaration, you have now completed the form as the appointed **registered operator**.

The owner needs to complete the rest of this form.

Certificate of registration issue

24 Do you require the **original certificate of registration** to be sent to an address other than the postal address CASA holds for the aircraft owner?

No ➔ **Go to 26**

Yes ➔ **Go to 25**

25 What are the details?

Addressee

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

Applicant checklist

26 Select all that apply:

Copy of the foreign de-registration/non-registration notice attached or already received by CASA

Commonwealth statutory declaration in relation to imported aircraft (see Conditions in the Guidelines) is attached

Photo of aircraft data plate is attached

Letter(s) of authority is attached

Copy of Trust Deed is attached

If other please specify

Aircraft owner declaration

27 I declare that:

- I am the **aircraft owner** named in question 20 and if the aircraft has more than one owner, I have been duly appointed to act on behalf of all owners.
- The aircraft is intended for flight.
- I apply as a legal entity or on behalf of the legal entity named in question 20, to be the registration holder for the aircraft detailed in this form.
- I accept, as an **'eligible person'** or on behalf of the **'eligible person'** named in question 20, the position of registered operator, or nominate the entity named in question 22 to be the registered operator, effective from the date of issue of the certificate of registration for the aircraft.
- The aircraft has never been registered before or, if it has, it is not, at the time of the application, registered in any country.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* and guidelines which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) including exchanging the information with Commonwealth, state and territory government agencies.
- I have attached all required documentation specified in the application checklist.
- I accept that if this application is withdrawn or refused by CASA, or if CASA is unable to complete an assessment because I have failed to provide required information, I am liable to pay CASA fees for work conducted.

Declaration continued

- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO President

Vice President Agent/Other

An authority must be provided if the person making this declaration is not the individual or an office holder of the entity named in question 20.

 **Attach authority**

Ferry flight

28 Is a **Ferry Flight Certificate** of registration required?

The Ferry Flight Certificate of registration can be issued to expedite import or ferry of aircraft into Australia from a foreign country.

The Ferry Flight Certificate is a substitute to the standard certificate of registration and expires immediately after the aircraft lands at the port of entry in the Australian Territory or 30 days from the date of issue (whichever is the earlier).

A Ferry Flight Certificate must **not be** requested if there is sufficient time to have the original certificate of registration delivered to the overseas destination.

No ➔ **Go to Payment page**

Yes ➔ **Go to 29**

Recipient

29 What are the **details of the recipient** situated at the aircraft's overseas location?

The Ferry Flight Certificate must be issued to the overseas aircraft location, in the country named in question 19.

Legal entity/full name

Phone number

Email address

Fax number, including country code (if required)

Date of planned aircraft departure for Australia (DD/MM/YYYY)
/ /

Date of planned aircraft arrival in Australia (DD/MM/YYYY)
/ /

Aircraft owner ferry flight declaration

30 I declare that:

- At the time of making this application, the aircraft is located in the country named in question 19.
- All sectors of the ferry flight are part of the most direct route practicable between the point of departure and Australia.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO President

Vice President Agent/Other

An authority must be provided if the person making this declaration is not the individual or an office holder of the entity named in question 20.

 **Attach authority**

The entity paying the fee for this application should complete the payment authorisation.

31 Application fees

Registration of an aircraft - processing and consideration of application.

Fee Code: 12.1.....\$130

Total:

32 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster. To make a payment go to [Secure payment gateway](#). After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from:


Mastercard	Visa	Total \$	
Card number		Expiry (MM/YY)	/
Cardholder name			
Signature		Date (DD/MM/YYYY)	/ /


Receipt options Applicant **or** Third party (provide details below)

Details of third party

ARN (If applicable)	Email
Legal Entity/ Full name	Phone number

Submitting this form to CASA

 By email – send this form with all supporting documents attached to AircraftRegistration@casa.gov.au

 By post – return this form and all supporting documents to:
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601