



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 returns@glidingaustralia.org.



The Registration of gliders is administered by The Gliding Federation of Australia Inc. (GFA) on behalf of the Civil Aviation Safety Authority (CASA).

Do not send this form to CASA

Purpose of this form

Use this form to apply for a change of registration mark, on a glider that is already VH registered, in accordance with regulation 47.165 of the *Civil Aviation Safety Regulations 1998 (CASR)*.

Who is this form for?

This form should be completed by the registration holder or, if the registered operator has the written consent of the registration holder, the registered operator.

Information needed to complete this form

You need to reserve a registration mark before you can apply to use it on an aircraft.

The applicant must nominate a date for the mark change to take effect. The following rules must be observed when nominating a date of effect for the mark change. The nominated date of effect:

- must be a weekday
- must be a day on which the GFA is open for business
- must be at least 14 days after the GFA receives your application
- must take in to consideration the time it will take to meet the airworthiness requirements in relation to the reissue of the certificate of airworthiness.
- must take in to consideration the fact that aircraft cannot operate on the date of effect until both the new certificate of registration and certificate of airworthiness are issued.

The aircraft must not be flown under the new registration mark until the new certificate of registration and certificate of airworthiness bearing the new registration mark are issued.

When the change of registration mark is approved, the GFA will issue an approval letter.

The approval for the mark change will be issued to the registration holder and copied to the registered operator.

On the date of effect a new certificate of registration, bearing the new registration mark, will be issued. An email confirming the change will be sent to the registration holder and registered operator, if email addresses are known.

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 prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

For more information

Go to the [GFA website](#) or call the GFA on (03) 9359 1613.

Aircraft registration

- 1** What are the aircraft details, as noted on the data plate and certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

- 2** Who is making this application?

Aircraft registration holder

Registered operator

Applicant

- 3** What are the applicant details?

Your contact details must be current. Update your contact details via [changing your details](#).

If the **registered operator** is making this application, then **authority** to act on behalf of the registration holder must be attached.

Legal entity/full name

ARN

GFA member number

Phone number

Email address

 **Attach authority if required**

New registration mark

- 4** What is the new registration mark (VH-) to be assigned to this aircraft?

You cannot nominate a mark that has not been **reserved** for the registration holder for this aircraft.

Registration mark (VH-)

- 5** What is the date the mark is proposed to be changed?

The proposed date **must** be at least 14 days after GFA **receives** your application.

Date (DD/MM/YYYY)

/ /

Application checklist

- 6** Select all that apply:

Authority to act on behalf of the Registration Holder is attached

Letter of authority is attached

If other please specify:

Declaration

7 I declare:

- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting this application:

- I am the registration holder or registered operator identified in question 3, or an authorised representative of the entity named in question 3.
- I have attached all required documentation specified in the application checklist.
- This satisfies the requirement for me to sign this application.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

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 3.

 **Attach authority**

VH-

ARN

GFA member
number

Payment authorisation

8 Payment Options

Select **only one** option below

Deposited the fee into GFA Bank

Account BSB: 013-442, Account: 3047 29562

Description: If paying by direct deposit please include your VH mark or name in the description field.

Paying by credit card at www.glidingaustralia.org (Preferred)

GFA **do not** accept cheques or money orders.

Total:

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 GFA



By email – send this form with all supporting documents attached to returns@glidingaustralia.org.



By post – return this form and all supporting documents to:

The Gliding Federation of Australia Inc. (GFA)
C4/1-13 The Gateway
Broadmeadows VIC 3047