



# Appointment/Cancellation of Registered Operator (Glider)

CASR 47.100



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

## Do not send this form to CASA

### Purpose of this form

Use this form to notify CASA of the appointment and/or cancellation of a registered operator for a currently VH - registered aircraft.

### Who is this form for?

This form is for:

- the registration holder: to notify of the cancellation of the appointment of the current registered operator and to notify of the appointment of a new registered operator, if required
- the registered operator: to notify of the cancellation of their appointment

### Information needed to complete this form

This form must be lodged on or within 14 days after the date of change. 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 notification:

- [letters of authority](#)
- [proof of eligibility for registered operators – individuals](#)
- [proof of eligibility for registered operators – organisations](#)



**We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly**

### Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

### Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

### Contact details

CASA will use the currently held contact details linked to your ARN profile.

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

### Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). 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 Privacy Policy](#).

### For more information

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

## Aircraft details

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

Registration mark (VH-)

Manufacturer

Model

Serial number

## Registration holder

- 2** What are the **current aircraft registration holder** details?

Legal entity/full name

ARN

GFA member number

## Current registered operator

- 3** What are the details of the **currently recorded registered operator**?

Legal entity/full name

ARN

GFA member number

- 4** What is the effective date the appointment of the **registered operator** named in question 3 was cancelled?

It must be **today** or a date **in the past** (DD/MM/YYYY)

/ /

## Notification

- 5** Who is notifying the cancellation of the **registered operator** appointment?

GFA must suspend the registration of the aircraft, in accordance with [CASR 47.131A](#), if the registration holder is not an 'eligible person' and the aircraft does not have a registered operator.

Current aircraft registration holder

Registered operator named in question 3

## Registered operator

- 6** What are the **registered operator** contact details?

Contact number

Email address

## Registered operator notification

- 7** Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you notifying?

**For example:** Self, Director, Agent

An authority must be provided if the person completing this notification is **not** the individual or an office holder of the entity named in question 3.

 **Attach authority**

Nothing further is required from the registered operator if they cancelled their own appointment **No fee is applied.**

## Returning your form



By email – attach this form and all supporting documents. Send them to [returns@glidingaustralia.org](mailto: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**

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

**No** As **you** will be the registered operator, you must be an **eligible person**

**Yes**

## Aircraft registration holder notification

**9** I declare that:

- I am the aircraft **registration holder** or representative of the registration holder named in question 2.
- I have cancelled the appointment of the **registered operator** named in question 3.
- I accept, as an 'eligible person' or on behalf of the 'eligible person' named in question 2, the position of **registered operator**, effective from the date detailed in question 4.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you notifying?

**For example:** Self, Director, Agent

An authority must be provided if the person completing this notification is not the individual or office holder of the entity named in question 2.

### **Attach authority**

Nothing further is required from the registered holder if no registered operator appointed.

## Returning your form



By email – attach this form and all supporting documents. Send them to [returns@glidingaustralia.org](mailto: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**

## New registered operator appointment

To be completed by the registration holder but **only if** the registration holder named in question 2 is not to be the registered operator.

This section must be completed in the name of one '**eligible person**' only, that is, an individual **or** an organisation.

These details will be used to update GFA and CASA databases.

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

Legal entity/full name

ARN

GFA member number

Contact number

Email address

## Address

**11** What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

**12** Is the **postal** address the same as the **home/principal physical** address?

**No**

**Yes**

**13** What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

**14** Is the organisation's **registered office** address the same as the **home/principal physical** or the **postal** address?

**No**

**Yes**

**15** If a corporation, what is the **registered office** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

## Notification checklist

**16** Select all that apply:

Ensure the **registration holder** completes the checklist and **aircraft registration holder** declaration.

Letter(s) of authority is attached

If other please specify

## Appointed registered operator declaration

**17** I declare that:

- I am the appointed **registered operator** or representative of the registered operator named in question 10.
- I accept, as an 'eligible person' or on behalf of the 'eligible person' named in question 10, the position of **registered operator**, effective from the date detailed in question 4.
- Details in questions 10 to 15 of this notice 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 notice.
- I am authorised to make this notice and hold the role indicated below.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I have attached all required documentation specified in the notification checklist.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Director, Agent

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 10.

### **Attach authority**

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

Ensure the **registration holder completes the registration holder declaration in question 18.**

## Aircraft registration holder declaration

**18** I declare that:

- I am the aircraft **registration holder** or representative of the registration holder named in question 2.
- I have cancelled the appointment of the **registered operator** named in question 3.
- I nominate the entity named in question 10 to be the registered operator, effective from the date of cancellation of the previous registered operator appointment, as noted in question 4.
- I am authorised to make this notice and hold the role indicated below.
- All statements in this notice 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 notice.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I have attached all required documentation specified in the notification checklist.
- I acknowledge that to knowingly make a false or misleading statement in this notice is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Director, Agent

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 2.

 **Attach authority**

VH -

Applicant  
ARN

## Payment options

Please select the required fee in this application.

Deposited the transfer 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](http://www.glidingaustralia.org) (Preferred)

GFA **do not** accept Cheques or Money orders


GFA member  
number

Total

\$

Submit both the Payment Authorisation and Application:

 By email – attach this form and all supporting documents.  
Send them to [returns@glidingaustralia.org](mailto: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**

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

### Details of third party

ARN (if applicable)

Email

Legal entity/full name

Contact number