



Appointment/Cancellation of Registered Operator (Glider)

CASR 47.100



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.

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](#)

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.

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 aircraft data plate and the certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

Current aircraft 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 ➔ **Go to 8**

Registered operator named in question 3 ➔ **Go to 6**

Registered operator

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

Phone number

Email address

Registered operator notification

- 7** Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO Vice President

President Agent/Other

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.**

Submitting this form to GFA



By email – attach this form and all supporting documents. Send them 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

- 8** Have you appointed another entity as the **registered operator**?
- No** As **you** will be the registered operator, you must be an **eligible person** ➔ **Go to 9**
- Yes** ➔ **Go to 10**

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 making this declaration?

Director

Company Secretary

CEO

Vice President

President

Agent/Other

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.

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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

Phone number

Email address

Notification checklist

- 11** 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

12 I declare:

- 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.
- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign this notice.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- 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 notice and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your notice.

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 notice in accordance with that policy.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO Vice President

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 2.

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 13**.

Aircraft registration holder declaration

13 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.

- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign this notice.
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Date (DD/MM/YYYY)

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CEO Vice President

President Agent/Other

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Attach authority

VH-

ARN

GFA member
number

Payment authorisation

14 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

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