

OFFICIAL



Australian Government
Civil Aviation Safety Authority

**ADVISORY CIRCULAR
AC 47-01 v5.0**

Registration of aircraft and related matters

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Audience

This advisory circular (AC) applies to:

- aircraft owners and operators
- aircraft registration interested parties.

Purpose

This AC provides guidance and information to applicants in relation to aircraft registration matters.

For further information

For further information or to provide feedback on this AC, visit CASA's [contact us](#) page.

Status

This version of the AC is approved by the National Manager, Client Services Centre.

Note: Changes made in the current version are not annotated. The document should be read in full.

Table 1. Status

| Version | Date | Details |
|---------|-------------------|--|
| v5.0 | March 2025 | This AC edition has been updated to reflect the latest changes in regulations, policies, and procedures that have evolved since the last revision. The AC intends to give the reader a better understanding of the nuances surrounding registration and how to comply with current law. |
| v4.1 | November 2022 | Administrative review only. |
| (3) | October 2009 2015 | This is the third revision to AC 47-01 which provides updated information on the current registration application forms, the completion of the transition of aircraft registrations to CASR Part 47, and the availability of Ferry Flight Certificates. It also provides information of the amended CASR Part 47 transfer regulations. |
| (2) | May 2007 | This is the second revision to AC 47-01 which provides updated information on the current registration application forms, the completion of the transition of aircraft registrations to CASR Part 47, and the availability of Ferry Flight Certificates. |
| (1) | October 2005 | This the first revision to AC 47-1 which provides further information/guidance on the transition of aircraft registration from the old regulations to CASR Part 47. |
| (0) | November 2004 | Initial AC. |

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Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Artwork: James Baban.

1 Reference material

1.1 Acronyms

The acronyms and abbreviations used in this AC are listed in the table below.

Table 2. Acronyms

| Acronym | Description |
|---------|--|
| AC | advisory circular |
| ARN | Aviation Reference Number |
| NAATI | Australian National Accreditation Authority for Translators and Interpreters |
| CAR | <i>Civil Aviation Regulations 1988</i> |
| CASA | Civil Aviation Safety Authority |
| CASR | Civil Aviation Safety Regulations 1998 |
| CDCL | certified designee confirmation letter |
| CofA | Certificate of Airworthiness |
| CoR | certificate of registration |
| IDERA | irrevocable deregistration and export request authorisation |
| FOI | freedom of information |
| GFA | Gliding Federation of Australia |
| MOS | manual of standards |
| RH | registered holder |
| RO | registered operator |

1.2 Definitions

Terms that have specific meaning within this AC are defined in the table below. Where definitions from the civil aviation legislation have been reproduced for ease of reference, these are identified by 'grey shading'. Should there be a discrepancy between a definition given in this AC and the civil aviation legislation, the definition in the legislation prevails.

Table 3. Definitions

| Term | Definition |
|-----------|--|
| executor | An executor of a will is the person named in a will to carry out the wishes of the deceased. |
| intestate | This refers to a person passing away without a will. |
| probate | This is the Supreme Court's recognition that a will is legally valid. |

| Term | Definition |
|------|---|
| will | A will is a legal document that outlines what you'd like to happen to your assets after your death. |

1.3 References

Legislation

Legislation is available on the Federal Register of Legislation website <https://www.legislation.gov.au/>

Table 4. Legislation references

| Document | Title |
|--|---|
| <i>Civil Aviation Act 1988</i> | |
| <i>Corporations Act 2001</i> | |
| <i>Privacy Act 1988</i> | |
| <i>Freedom of Information Act 1982</i> | |
| CAR | The Civil Aviation Regulations 1988 |
| Part 21 of CASR | Certification and Airworthiness Requirements for Aircraft and Parts |
| Part 45 of CASR | Display of Nationality and Registration Marks and Aircraft Registration Identification Plates |
| Part 47 of CASR | Registration of Aircraft and Related Matters |
| Part 45 MOS | Aircraft marking |
| Regulation 11.115 of CASR | Replacement documents |
| Regulation 11.260 of CASR | Delegation |
| Regulation 11.130 of CASR | Suspension or cancellation of authorisation |
| Regulation 47.015 of CASR | Requirement for aircraft to be registered |
| Regulation 47.030 of CASR | Access to Australian Civil Aircraft Register |
| Regulation 47.065 of CASR | Information required for registration general |
| Regulation 47.110 of CASR | Transfer of ownership |
| Regulation 47.130 of CASR | Lapsing of registration |

| Document | Title |
|---------------------------|---|
| Regulation 47.145 of CASR | Reservation of registration mark |
| Regulation 47.175 of CASR | Assignment of dealer's marks |
| Regulation 47.205 of CASR | Dealer's plate |
| Regulation 47.220 of CASR | Annual report to CASA on aircraft using dealer's marks |
| Subpart 47.131A of CASR | Suspension and cancellation of registration if registered operator is not an eligible person |
| Regulation 91.115 | Carriage of documents—flights that begin or end outside Australian territory |
| Subpart 202.BF of CASR | Transitional Provisions for CASR Part 47 (Registration of Aircraft and Related Matters) |
| CAO 95.4 | Civil Aviation Order 95.4 (Exemptions from CAR and CASR — Sailplanes and Towing Aircraft) Instrument 2021 |

International Civil Aviation Organization documents

International Civil Aviation Organization (ICAO) documents are available for purchase from <http://store1.icao.int/>

Many ICAO documents are also available for reading, but not purchase or downloading, from the ICAO eLibrary (<https://elibrary.icao.int/home>).

Table 5. ICAO references

| Document | Title |
|----------|---|
| Annex 7 | Aircraft Nationality and Registration Marks |

Advisory material

CASA's advisory materials are available at <https://www.casa.gov.au/publications-and-resources/guidance-materials>

Table 6. Advisory material references

| Document | Title |
|----------|---|
| AC 47-01 | Registration of aircraft and related matters |
| AC 47-02 | Convention on international interests in mobile equipment |
| AC 45-01 | Nationality and registration marks |

1.4 Forms

CASA's forms are available at <http://www.casa.gov.au/forms>

Table 7. Forms

| Form number | Title |
|-------------|--|
| 023 | Application for change of mark |
| 026 | Cancellation of an Aircraft registration |
| 027 | Part 1 Notice of transfer of ownership |
| 027 | Part 2 Application by New Owner to become the Registration Holder |
| 028 | Application for Mark Reservation |
| 029 | Registration Application |
| 030 | Change of Aircraft details |
| 031 | Application for Assignment of Aircraft Dealers mark |
| 032 | Appointment/Cancellation of Registered Operator under CASR Part 47 |
| 099 | Replacement aircraft certificate of registration |
| 1538 | Request to record an IDERA on the Australian Civil Aircraft Register |
| 1539 | Request to CASA to record a certified designee confirmation letter (CDCL) |
| 1540 | Irrevocable De-registration and export request authority (IDERA) Removal Request |
| 1541 | Certified Designee Confirmation Letter (CDCL Removal request) |
| 1542 | IDERA or CDCL De-registration |

2 Communicating with CASA

For the purposes of conducting aircraft registration transactions, a notice that must be given to CASA under Part 47 of the *Civil Aviation Safety Regulations 1998* (CASR) can be done so through the following methods:

- a. delivered to: Australian Civil Aircraft Register, CASA, 18 Marcus Clarke Street, Civic, ACT 2601
- b. posted to: Australian Civil Aircraft Register, CASA, GPO Box 2005, Canberra, ACT, 2601
- a. contact us: aircraftregistration@casa.gov.au

The notice must be received at the above CASA destination prior to any expiry date or time for receipt of the documentation, and CASA may refuse to accept documents that are not legible.

All applications and correspondence require the identification of an Aviation Reference Number (ARN). ARN's can be obtained by application online through [myCASA portal](#). In the event that you cannot complete the application online, contact CASA as described above for further assistance.

3 Registration

Under section 20AA of the *Civil Aviation Act 1988* (The Act) a person must not fly an aircraft within Australian territory unless the aircraft is registered or exempted from registration under regulation 47.015 of the *Civil Aviation Safety Regulations 1998* (CASR).

Regulation 47.015 - Requirement for aircraft to be registered

(1) For paragraph 20AA(1)(b) of the Act, an aircraft is required to be registered unless it is one of the following:

- (a) an aircraft that is not intended to be used as an aircraft
- (b) an aircraft that, under Subpart 200.B, is exempt from these Regulations
- (c) an unmanned free balloon
- (d) a permanently tethered balloon
- (e) a kite
- (f) a model aircraft
- (g) a parachute
- (h) a rocket
- (i) an aircraft that is prescribed by an instrument under subregulation (1B) for the purposes of this paragraph
- (j) an aircraft that is registered under the law of a foreign country referred to in subregulation (2)
- (k) an aircraft that satisfies all the following conditions:
 - (i) it has been manufactured in Australia for delivery outside Australia to a foreign operator
 - (ii) it is registered under the law of a foreign country referred to in subregulation (2)
 - (iii) it displays nationality and registration marks in accordance with the law of that country
 - (iv) it has no certificate of airworthiness issued, or rendered valid, under the law of that country
 - (v) it is flown within Australia only for a purpose mentioned in paragraph 21.197(1)(b) or (c)
- (l) a Part 103 aircraft mentioned in subparagraph 103.005(4)(b)(i), (ii), (iv), (v), (vi) or (vii) that is listed with a Part 103 ASAO
- (m) a Part 103 aircraft mentioned in subparagraph 103.005(4)(b)(iii) or (iv);
- (n) an RPA (other than a large RPA or an aircraft prescribed for the purposes of subregulation 47.096(2)) that is being operated only:
 - (i) for the purposes of a test flight
 - (ii) in circumstances applicable to the aircraft and the test flight that are prescribed by the Part 101 Manual of Standards for the purposes of subregulation 101.099B(1).

Note: For registration requirements affecting aircraft for which a special flight permit is issued, see subregulation 21.197(3).

(2) For paragraph (1)(j) and subparagraph (1)(k)(ii), the foreign countries are:

- (a) the Contracting States; and
- (b) any other foreign country with which Australia has an agreement that allows an aircraft registered under the law of that country to be operated in Australia.

3.1 Registration requirements

- 3.1.1 Aircraft as described in the requirements (3.2) with an intention to fly in Australia are required to be registered with CASA unless excepted by regulation 47.015 of CASR. For aircraft with an empty weight greater than 70 kg and less than 760 kg, they may elect to use the services of an Approved Self-Administering Aviation Organisations (ASAO). The most common is Recreational Australia. Aircraft listed with an ASAO (with the exception of the GFA) are not assigned a VH mark and are not included in Australia's civil aircraft register.
- 3.1.2 To register an aircraft, the owner or a person who is acting on behalf of, and at the direction or request of the owner, should use Form 029 as described in 5.3 of this AC. If the aircraft is owned by more than one person, the owners need to appoint one of them to act on their behalf. The application process will require the nomination of an operator. This person may be a separate entity to the owner, or the owner maybe nominate to be the owner and operator. Reference should be made to chapter 7.1 in which the nomination process is described. There are specific eligibility requirements and responsibilities assigned to the Registered Operator (RO) as described in 7.2 and 7.3 of this AC.
- 3.1.3 While there is a requirement to be the owner of the aircraft to apply for registration, the register entry is not conclusive evidence of the existence of a legal or beneficial property interest in the aircraft.
- 3.1.4 If the applicant is requiring a specific mark that is on the available list, it is important to submit a reservation (Form 028) to ensure that the mark that is desired is attributed to the registration.
- 3.1.5 If the aircraft is intended to be owned or operated by a trust, it is important to refer to chapter 6.5 to further understand the requirements when application is made. As the trust is not regarded as a legal entity, the application will only be accepted if the trustee of the trust applies. The following example of trustee applications is as follows:

FLYBY PTY LTD ATF THE FLYBY TRUST or FRED BLOGGS ATF THE BLOGG FAMILY TRUST
'ATF' is the abbreviation for 'As Trustee For'

- 3.1.6 You are required to provide a copy of the trust deed to verify the legitimacy of the trust and trustee at the time of making application.
- 3.1.7 In order to keep a record of the data plate that is attached to the aircraft, it is important to submit a photo of the data plate at the time of registration. This will be used to verify the data that is included in the registration application in respect to the aircraft unique identity. This requirement can be waived for registration of new balloon's manufactured by Kavenagh Balloons. In this case, the provision of a copy of the Aircraft Data plate order sheet can be used to verify the content of the data plate. This is in place to accommodate the manufacturing process and allow registration early. The data plate photo can be submitted when available.

3.1.8 Ferry flight certificates

- 3.1.8.1 While flying outside Australian territory 'VH-' registered aircraft must carry on board a current Australian Certificate of Registration (CoR), as required by regulation 91.115 of CASR and by Article 29 of the Chicago Convention.
- 3.1.8.2 Endorsement of copies of a CoR is not yet a common practice among all of the International Civil Aviation Organization (ICAO) contracting states. Failure to carry the original CoR on board may, at least, result in delays on the clearance of aircraft should they be ramp checked on any transiting airport by the local national aviation authority (NAA).
- 3.1.8.3 Therefore, owners importing newly acquired aircraft who elect to fly them into Australia under a 'VH-' registration must ensure the original CoR is on board before departing from the foreign airport where the aircraft is located. However, in line with similar practice by other major NAAs,

CASA offers an alternative to the requirements referred in subsection 10.1 - the Ferry Flight CoR.

- 3.1.8.4 The Ferry Flight CoR is a substitute to, and issued simultaneously with the original CoR, and can be e-mailed to the aircraft owner at the designated foreign airport from where the aircraft will be departing under 'VH-' registration.
- 3.1.8.5 The Ferry Flight CoR offers considerable cost savings by eliminating the waiting time associated with the delivery of the original CoR to the foreign airport where the aircraft is based. The Ferry Flight CoR provides the legal basis for a 'VH' registered aircraft to depart from anywhere in the world immediately after its registration in the Australian Civil Aircraft Register takes place in Canberra.

3.1.9 General conditions associated with ferry flight CoR's

- 3.1.9.1 In order to respect the prevailing concept of originality of documents among most of the contracting states to the Chicago Convention, CASA regards the Ferry Flight CoR as the first CoR issued to the aircraft.
- 3.1.9.2 Therefore, the owner must alert CASA when applying for registration, of the need for a Ferry Flight CoR so that it can be issued simultaneously with the first CoR. An e-mail address for the delivery of the certificate must also be provided with the application.
- 3.1.9.3 The Ferry Flight CoR 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. In the majority of the cases, by the time of arrival in Australia, the original CoR would have already arrived to the owner's address. However, regulation 91.115 of CASR exempt Australian aircraft operating wholly within Australian Territory from carrying the CoR on board.
- 3.1.9.4 It must be noted that while the Ferry Flight CoR aligns with the ICAO Annex 7 provisions in respect of registration data contents, its endorsement by the NAAs of the countries where the aircraft will be landing on its route to Australia may still be subject to individual consideration by those NAAs and subject to delays pending official response by CASA to any matter they may raise as part of the aircraft identification and validation process.
- 3.1.9.5 All reasonable efforts will be made to attend a request for a Ferry Flight CoR in time and in accordance with the owner's intents. Nevertheless, CASA reserves the right to request further information as necessary to assist determining the conformity with the intent of the Ferry Flight CoR concept.
- 3.1.9.6 The Ferry Flight CoR includes a series of legally bound statements to brief foreign NAAs engaged on ramp checking on the transiting airports of the applicability and validity of the document.

3.1.10 Airworthiness requirements for 'VH-' aircraft operating outside Australian Territory

- 3.1.10.1 Aircraft owners must be aware that while flying outside Australian territory, 'VH-' registered aircraft must also carry on board a current Australian Certificate of Airworthiness, as required by regulation 91.115 of the *Civil Aviation Safety Regulations 1998* and by Articles 29 and 31 of the Chicago Convention.

4 Internet based articles

The Australian Civil Aircraft Register is made available through CASA's web site including information relating to the RH, RO and aircraft details, as referred in regulation 47.030 of CASR. The civil register information is displayed as a data file in a CSV format or condensed in a zip format and can be found at the following site: [Data files for registered aircraft | Civil Aviation Safety Authority \(casa.gov.au\)](#)

All current application/notification forms can be found at [Forms | Civil Aviation Safety Authority \(casa.gov.au\)](#) guidance material and an electronic copy of the Australian Civil Aircraft Register. The specific address for the Aircraft Register page is: [Aircraft register | Civil Aviation Safety Authority \(casa.gov.au\)](#)

5 Registration forms

The Australian Civil Aircraft Register publishes a set of registration application forms that are available for printing from the Aircraft Register page on CASA's website at: [Aircraft registration | Civil Aviation Safety Authority \(casa.gov.au\)](https://www.casa.gov.au/aircraft-registration).

They comprise of a set of 6 'Approved Forms' and 2 other optional forms, which can be used to apply for, or to notify about, regulated registration matters.

'Approved Forms' must be used to apply for the following registration processes:

- Form 023 - [Application for Change of Registration Mark](#)
- Form 027 - Part 1 – only available by written application giving specific reasons for requiring it hardcopy. The transfer is available through myCASA portal
- Form 027 - Part 2 – [Application by New Owner to become the Registration Holder](#)
- Form 028 - [Application for Mark Reservation](#)
- Form 029 - [Registration Application](#)
- Form 031 - [Application for Assignment of Aircraft Dealer's Mark](#)
- Form 032 - [Appointment / Cancellation of Registered Operator](#)
- Form 099 – [Replacement aircraft certificate of registration](#).

Optional forms are published for the following registration processes, but a letter or email may be used in their place:

- Form 026 - [Cancellation of an Aircraft Registration](#)
- Form 030 - [Change of Aircraft Details](#)
- Form 1326 - [Cancellation of an Aircraft Registration](#) (glider)
- Form 1330 - [Change of Aircraft Details](#) (glider)

Forms used by the Gliding Federation are as follows:

- Form 1323 - [Application for change of registration mark](#)
- Form 1327 - Part 1 - [Notice of Transfer of Ownership](#)
- Form 1327 - Part 2 - [Application by new owner to become the registration holder](#)
- Form 1329 - [Registration application](#)
- Form 1332 - [Appointment/Cancellation of Registered Operator](#)

Applications for the transfer of registration (excluding Gliding) can now be completed online through the 'myCASA' portal. To access the portal, select 'Online Services' and locate myCASA. For quick access, use this link: [myCASA - Login](#). Consequently, Form 027- part 1 is no longer available for download. If you are unable to use the online portal for specific reasons, please contact CASA registration to request a form

All forms are to be completed in accordance with the respective guidelines and forwarded to the Australian Civil Aircraft Register as detailed in Section 4 'Communicating with CASA' in this Advisory Circular.

GFA forms have a prefix of '13' followed by the last 2 numbers of the equivalent CASA form, i.e. Form 027 becomes Form 1327, and is also an 'Approved Form'. However, GFA forms cannot be completed online, but need to be printed, completed and submitted to the GFA. GFA registration forms are published at: [Aircraft registration | Civil Aviation Safety Authority \(casa.gov.au\)](https://www.casa.gov.au/aircraft-registration).

For the purposes of conducting aircraft registration transactions for gliders or powered sailplanes, a notice that must be given to CASA under Part 47 of CASR must be either:

- a. emailed to: returns@glidingaustralia.org
- b. delivered to: Gliding Australia. C4/1-13 The Gateway, Broadmeadows, Vic 3047
- c. posted to: The Gliding Federation of Australia Inc. PO Box 2306 Gladstone Park VIC 3043

5.1 Costs for regulatory services

- 5.1.1 In line with Australian Government policy, CASA is required to recover costs for providing regulatory services. An explanation of the fees charged for the registration of aircraft and related matters is shown on the CASA website at: [Fees and charges | Civil Aviation Safety Authority](#). The application form for each registration service attracting a fee includes a section to allow the applicant to pay the appropriate fee by credit card or online transaction.
- 5.1.2 Registration applications for services attracting a fee will not be processed until the appropriate fee has been paid.
- 5.1.3 Where the schedule of fees for regulatory services shows that a fee is charged for 'processing and consideration of application' and CASA has cause to reject an application, then the registration application process will not be completed, and the fee will not be refunded. This is in recognition of the time and process expended in conducting the assessment. If the same service is still required, then a new application must be submitted together with the payment of the appropriate

5.2 Summary of the forms and their purposes

5.2.1 Form 023 – Application for change of registration mark

- 5.2.1.1 This form should be used by the aircraft Registration Holder or, if authorised, the RO, when applying for a change of registration mark under regulation 47.165 of CASR on an aircraft that is already VH registered.

5.2.2 Form 026 - Cancellation of an Aircraft Registration Under CASR Part 47

- 5.2.2.1 This form should be used by the Registration Holder of an aircraft when applying for the cancellation of the registration under regulation 47.130 of CASR.

5.2.3 Form 027 - Part 1 – Notice of Transfer of Ownership

- 5.2.3.1 This form is not available in the CASA website and can only be obtained after contacting Aircraft Registration and providing a viable reason for its use.
- 5.2.3.2 This form should be used by the seller (former owner and registration holder) to notify of a transfer of ownership in accordance with regulation 47.110 of CASR. This form must be submitted as soon as practicable and, in any case, within 14 days after a change of ownership occurred.

5.2.4 Form 027 - Part 2 – Application by New Owner to become the Registration Holder

- 5.2.4.1 This form should be used by the buyer (new owner) to transfer the ownership of a currently registered aircraft in accordance with regulation 47.110 of CASR (proposed 47.100). This form must be submitted within 28 days after a change of ownership occurred.

5.2.5 Form 028 – Application for Mark Reservation

- 5.2.5.1 This form should be used when applying for the reservation of a registration mark under regulation 47.145 of CASR. Only one reservation is permitted per form and the mark must be reserved for a specific aircraft. The reservation will lapse if, 12 months after the day on which the registration was reserved, the aircraft is not registered, or the mark is not re-reserved.
- 5.2.5.2 In the case of an applicant wanting to reserve a number of marks, please fill in Form 028 and provide an accompanying sheet detailing the extent of marks that you wish to reserve. The model and Make of the aircraft should be supplied for each aircraft.

5.2.6 Form 029 – Registration Application

- 5.2.6.1 This form should be used by the owner of an aircraft when applying for initial registration under regulation 47.060 of CASR. If the aircraft is currently 'VH' registered under the name of another person or organisation and that registration is to be transferred, use Form 027 (Transfer of Ownership).

5.2.7 Form 030 - Change of Aircraft Details

- 5.2.7.1 This form should be used by the Registration Holder to notify the Australian Civil Aircraft Register under regulation 47.115 of CASR of a change in aircraft details. If the registered operator is notifying of changes, they must attach authority to act on behalf of the registration holder.

5.2.8 Form 031 – Application for Assignment of Aircraft Dealer's Mark

- 5.2.8.1 This form should be used by an aircraft dealer when applying for the assignment of dealer's marks under regulation 47.175 of CASR. It is the applicant's responsibility to ensure that evidence of the dealer's engagement in the manufacture, sales or distribution of aircraft in Australia is included with this application.

5.2.9 Form 032 – Appointment/Cancellation of Registered Operator under Part 47 of CASR

- 5.2.9.1 This form should be used by the Registration Holder of a registered aircraft when nominating or cancelling the appointment of a Registered Operator under CASR 47.100. A nomination must also be signed and accepted by the nominated Registered Operator. The form may be used by the operator if they are relinquishing the position of operator.

5.2.10 Form 099 – Replacement aircraft certificate of registration

- 5.2.10.1 This form is for the aircraft registration holder to request a **replacement** Certificate of Registration, where the original certificate has been lost, stolen, destroyed or damaged to the point where it is no longer legible.

6 Who can be a registration holder?

Note: The term 'owner' should be taken in the literal sense.

Under Part 47 of CASR only an aircraft owner can apply to be a Registration Holder. The owner must be able to prove that they are a legal entity. Where more than one party owns the aircraft, the owners must decide which of them will be recorded as the Registration Holder in the Australian Civil Aircraft Register. Being recorded by CASA as an aircraft Registration Holder, does not give the Registration Holder a greater claim to ownership, as CASA's records do not confer legal title.

If more than one legal entity owns the aircraft, the person applying to be the Registration Holder must certify on the application form to have been duly appointed to act on behalf of multiple owners.

6.1 What is a legal entity?

6.1.1 A legal entity is an entity on which a legal system confers rights and imposes duties. [Butterworths Concise Australian Legal Dictionary].

6.1.2 A legal entity is one of the following:

- An individual
- A corporation incorporated under the Corporations Act 2001
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- The Commonwealth, a State or a Territory
- An agency of the Commonwealth, a State or a Territory
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity, as described in paragraph 6.2.1 of this AC.

6.2 Partnership not a legal entity

6.2.1 A partnership is not a legal entity for the purposes of conferring rights and imposing duties – it has no separate personality from its members.

6.2.2 Those intending to be a Registration Holder or a Registered Operator (RO) under a partnership must nominate one person from among themselves to apply for the position. CASA will only record and deal with the nominated legal entity.

6.3 Trust not a legal entity

6.3.1 A Trust is not a legal entity and is not eligible to be named or recorded as the Registration Holder or the RO of an aircraft. However, a Trustee Company incorporated under the Corporations Act 2001 can be recorded as the Registration Holder or the RO of an aircraft.

6.3.2 A trustee of a trust or superannuation fund is a legal entity. They may be noted as Registration Holder on the Australian Civil Aircraft Register with a mention of the trust or superannuation fund.

6.4 Trading names are not legal entities

- 6.4.1 A trading name, whether or not registered under the relevant State legislation is not a legal entity for the purposes of conferring rights and imposing duties – it has no personality when separated from the name of a legal entity.
- 6.4.2 A trading name is not eligible to be named or recorded as the Registration Holder or the RO of an aircraft. Application should be made in the name of the legal entity with which the trading name is associated.

7 Who can be a registered operator?

7.1 Who nominates the registered operator?

- 7.1.1 The Registration Holder of an aircraft is the RO if they meet the criterion of an eligible person, and they wish to do so.
- 7.1.2 However, the Registration Holder may nominate another entity, individual or body corporate that can meet the criterion of an eligible person, to become the RO of the aircraft.
- 7.1.3 To enable CASA to endorse the nomination of a third party as a RO, the Registration Holder and the RO must jointly sign the confirmation of nomination on the relevant CASA form, depending upon the applicable registration process. The original nomination of an operator can be done in Form 029 (aircraft registration) or in Form 032 (Appointment / Cancellation of Registered Operator).
- 7.1.4 Only an eligible person can be an RO. The RO must be able to prove his/her qualification as an eligible person.

7.2 What is an eligible person?

- 7.2.1 An Eligible person is defined in regulation 47.010 of CASR as one of the following:
- a resident of Australia
 - 18 years of age or older
 - an Australian citizen or the holder of a permanent visa (within the meaning of the Migration Act 1958)
 - a corporation incorporated under the Corporations Act 2001
 - a body incorporated under a law (other than the Corporations Act 2001) in force in Australia
 - the Commonwealth, a State or a Territory
 - an agency of the Commonwealth, a State or a Territory
 - a foreign corporation that is lawfully carrying on business in Australia.
- 7.2.2 Eligibility is assessed based on the self-declaration in the application form and the current records held for the applicant.
- 7.2.3 CASA reserves the right to request documentation or other evidence to verify eligibility.

7.3 Operational responsibilities of a Registered Operator

- 7.3.1 The RO is responsible for the airworthiness and maintenance of the aircraft to ensure its safe operation. This means that the RO is required to:
- Maintain the aircraft in an airworthy and serviceable condition so that it is operated safely. These responsibilities include making sure all the equipment needed for the flight is serviceable, that the aircraft has been inspected by the correct people and that the required maintenance has been completed and signed-off.
 - Ensure the aircraft is maintained in accordance with the agreed system of maintenance and to keep records of the work associated with this program. In addition, the RO should review the system of maintenance to regularly to make sure it is still effective for the aircraft and reflects any changes that have been made to the aircraft, the way the aircraft is operated or even where the aircraft is located.

- If the aircraft is maintained under Part 42 of CASR, the operator or the Continuing Airworthiness Management Organisation (CAMO) is responsible. The responsibility will depend on the contract in place between the CAMO and the operator regulation 42.105 of CASR.

7.3.2 The term RO in Part 47 of CASR is the same as the term Certificate of Registration Holder used in CAR. Until CASA issues new aircraft maintenance regulations under CASR, the meaning and applicability of the responsibilities of the RO are the same as those found in CAR for the Certificate of Registration Holder.

7.3.3 The RO can perform these functions, or contract someone else to do so on their behalf.

7.4 Registered Operator duration

7.4.1 Under regulation 47.100 of CASR the appointment of a RO lasts until it is cancelled or otherwise ceases to have effect. The Registration Holder must notify CASA of the cancellation of the appointment.

7.4.2 Cancellation of an RO is to be accompanied by a nomination of a new RO that meets the criterion of an eligible person. The nomination must be made by submitting a Form 032 – Appointment/Cancellation of Registered Operator.

7.4.3 If CASA receives a request from the current Registration Operator to cease being the operator without a nomination for a new eligible operator, the Registration Holder will assume both roles.

7.4.4 If the Registration Holder does not meet the criterion of an eligible person, CASA will contact the Registration Holder and request an eligible RO to be nominated. If a suitable RO is not nominated and the holder is not eligible, then the aircraft registration will be suspended from the Australian Civil Aircraft Register. Failure to act on this suspension will mean deregistration pursuant to Subpart 47.131A of CASR.

8 Deceased estates

When a registration holder or RO passes away, it is important to update our records.

The passing of the holder will mean that the registration ownership will need to be determined and transferred to the new owner. The new owner is determined by direction of the will or in the case of an intestate death, directions from the supreme court. The executors of the will need to ensure that probate documents are issued by the supreme court of the state of residence to validate the will or give directions in the case of no will. Once the owner has been determined by the submission of accredited documents, a transfer can be accomplished into the new owner's name. An operator can be changed or removed under the directions of the owner.

8.1 Change the registered operator

8.1.1 If the operator passes away, the registered holder should change the operator or remove them and become the operator themselves. This is to occur within 14 days.

Note: The operator must be an eligible person.

8.1.2 To notify the change of the RO, you must:

- complete Form 032: [Appointment / cancellation of registered operator](#).

8.1.3 This includes deceased registration holders where the individual was also the RO.

8.2 Ownership allocation of a deceased estate

8.2.1 The transfer or cancellation of an Aircraft Registration can only be carried out by the owner of the aircraft. In the case of a deceased person, it is important to ascertain who is given the ownership of the aircraft after the legal process is completed. The recognition process of the allocation of the assets depends on whether a Will is in place or not at the time of death.

8.2.2 A grant of probate certifies that the Will is the last and valid Will of the deceased person and confirms the authority of the executor named in the Will to administer the estate.

8.2.3 Please note: The administration of the assets of the deceased is state based and the process may change to suit the state requirements.

8.2.4 When there is a Will in place:

- the estate submits an application for a grant of Probate in line with the administrative directions of the state in which the deceased resided.
- a grant of Probate is issued to the executor(s)
- the executors divide the assets of the deceased in accordance with the directions of the Will, at which time the ownership is changed.

8.2.5 If there is NO Will in place (known as dying 'intestate'):

- the next of kin needs to apply to the Supreme court for letters of administration using the administrative directions of the state in which the deceased resided.
- the court will assess the application and give direction to an administrator to manage the deceased estate and the disposition of assets.
- the administrator(s) will ensure assets are divided according to court directions.

8.3 Requirements to transfer or cancel registration after a death

- 8.3.1 After the process of Probate (or letters of administration) is complete, it can be determined who has been given the ownership of the assets of the deceased. At this stage, the new owner can apply for a transfer of ownership of the aircraft that previously was owned by the deceased person.
- 8.3.2 All forms should be supported by the following documentation:
- a death certificate if issued. *If not available, please contact 131757 (aircraft registration) for guidance*
 - a copy of Probate (or letters of administration)
 - a copy of the Will (if used).

8.4 Transfer of aircraft registration

- 8.4.1 The initial stage of aircraft registration transfer can be signed by the executor of the estate (the executor should write 'Executor' on the form near their signature). The Will may give directions to the executor to divide the assets according to a formula or to liquidate for division. After the former owner gives consent to the transfer, the new owner is required to apply for the registration ownership change and nominate the operator. The new owner will be the nominated owner in the Will or in the case of a liquidation, it will be the new purchaser of the aircraft. This means that the aircraft may be transferred to a third-party owner in the one transfer.

8.5 Cancellation of aircraft registration

- 8.5.1 Aircraft registration can be cancelled after the death of the registration holder by the estate if so desired.
- 8.5.2 To cancel the registration, you must:
- complete Form 026: Cancellation of aircraft registration (PDF 110 KB).
- 8.5.3 The form can be signed by the executor of the estate (the executor should write 'Executor' on the form near their signature).

Note: If an IDERA is in place CASA cannot cancel the registration without required permission.

9 Transfer of aircraft ownership

9.1 Process of transfer

- 9.1.1 Following the change of ownership of an aircraft, the registration is required to be changed to reflect the new owner and operator. CASA does not require proof of the title change of the aircraft as the ownership is self-declared when making applications and notices.
- 9.1.2 The transfer of the aircraft occurs in two parts. The first part is the former owner giving assent to the transfer from their name and the second being the application from the new owner. The portal works in the same format.
- 9.1.3 If CASA does not receive the Part 1 notification, then the Aircraft Register (ACR) will not be aware that the change of ownership has occurred. As a result, the former owner may legally remain the registration holder, with consequent legal responsibilities.
- 9.1.4 The process to follow for the former owner within is as follows 14 days:
- Former owner logs into myCASA portal to notify CASA of the registration ownership change.
 - If there is a valid reason for inability to use the portal, you need to ring Aircraft Registration (131 757) to be sent Form 027-1.
 - If a form is used, you need to send it to [Aircraft Registration](#) when completed.
- 9.1.5 The new owner must apply for the registration transfer within 28 days as follows:
- The new owner logs into myCASA portal to apply for the registration. This is easily done but requires the input from the former owner before you can act.
 - If there is a valid reason for inability to use the portal, you need to download [Form 027-2](#) and complete the form including the declaration nomination of the operator.

9.2 Former owner's responsibilities and actions

- 9.2.1 The former owner is responsible for:
- lodging a transfer notice
 - giving the new owner a copy of the transfer notice
 - giving the new owner a copy of the certificate of registration
- 9.2.2 This must occur as soon as practicable after the transfer but at least within 14 days.
- The notification is normally carried out using myCASA portal. The portal entry can be found in the CASA website under the 'Online Services' selection box at the top of the CASA web page. Once you have logged in, you can select your aircraft and give notice of the transfer by providing some information about the person or company that you have transferred it to.
 - The part 1 transfer form is not available for download as it is expected that the former owner will use the portal. If there are particular reasons as to why the online portal cannot be used, you need to contact CASA registration and provide reasons to for the requirement to obtain a Form 027-1.
 - The receipt of Part 1 signals to the portal or the registration section that a transfer of registration has been reported. The expectation for a Part 2 response is recoded in the CASA system based on the stated dated of transfer. If a Part 2 application is not made in a timely fashion, alerts will be sent to the nominated new owner. Failure to respond within 28 days means that the registration is suspended.

9.3 New owner's responsibilities and action

- 9.3.1 The new owner is responsible to provide an application to transfer the aircraft registration into their name within 28 days of the aircraft ownership transfer.
- Online:
 - Receive an email advising that the former owner has lodged a transfer successfully
 - Log in to myCASA portal and respond to the registration transfer prompt
 - Receive email advice that the transaction was completed successfully.
 - The new Certificate of Registration will be received in the mail within 2 weeks.
 - Paper form:
 - Receive advice from email or former owner that part 1 of the application has been lodged successfully
 - Download Form 027-02 and complete form including operator details
 - Send form by email or post within 28 days of transfer
 - Receive new Certificate of Registration in the mail within 2 weeks
- 9.3.2 After a myCASA notice of ownership transfer has been accepted, the new owner will be sent an email prompting them to go to myCASA portal. Once logged in, the new owner can provide the relevant information for the transfer including the nomination of an operator. If an operator is nominated who is different to the owner, they will receive an email to prompt them to complete their acceptance.
- 9.3.3 The new owner must apply to become the registration holder of the aircraft within 28 days after the transfer of ownership occurring. The application is made by submitting the approved Form 027-2, Transfer of Ownership, to CASA. This form can be found on the CASA website.
- 9.3.4 If the Part 2 application is not received by CASA within 28 days, subregulation 47.131(1) of CASR states that CASA must suspend the registration. If the form is still not received within 3 months of the suspension, the registration is cancelled as per subregulation 47.131(4) of CASR.

Note: Ensure the date of transfer is the same on both applications.

- 9.3.5 Ensure that all party's in the application forms use their ARN's.
- 9.3.6 If a trust is involved, ensure that the correct naming convention is used and supply a trust deed to verify the trust.

10 CASA Action

10.1 Effect of registration cancellation on the aircraft's Certificate of Airworthiness

- 10.1.1 If a registration is cancelled then the aircraft's Certificate of Airworthiness (CofA) is taken to be not in force¹.
- 10.1.2 After the aircraft is reregistered the previous CofA that was previously in force will become valid.

10.2 Supporting documents

10.2.1 Letters of authority

10.2.1.1 The following is a brief outline of the policy currently in place for the Australian Civil Aircraft Register in relation to 'letters of authority'. A letter of authority is used to authorise an individual to sign on behalf of another person in matters associated with the registration on an aircraft. Such letters are required when:

- a person nominates a third party to apply to or notify CASA about a registration matter and the organisation nominates a person other than a Director, Company Secretary, CEO, President or Vice-President, to apply to or notify CASA about a registration matter.

10.2.1.2 It should be noted that, in some situations, 'letters of authority' must specifically state the purpose for which they have been supplied (e.g. this letter of authority is for the purpose of requesting a mark change from VH-ABC to VH-XYZ). Check the guidelines for the form being completed for specific details in relation to the process being undertaken.

10.2.1.3 A 'letter of authority' must be on company letterhead, be dated and be signed by a Director, a Company Secretary, a CEO or, for 'incorporated bodies', a President, Vice-President or public officer. The CASA reserves the right to request further documentation to support the letter of authority.

10.2.1.4 This 'letter of authority' is valid until the CASA is notified in writing by this organisation that this authorisation is revoked, unless it relates to a particular purpose.

10.2.2 Submission of identity and eligibility documents

10.2.2.1 Some registration processes require that the applicant to be a Legal Entity or an Eligible Person. Where these requirements exist, the applicant will make the necessary declarations and acknowledgments when signing the appropriate registration application form.

10.2.2.2 Letters of Authority or other identity documents can be scanned and emailed to [Aircraft Registration](#). However, CASA reserves the right to require the applicant to provide original copies of certified documents as proof of identity or eligibility if necessary. The documents that are sent should be certified as true copies.

10.2.3 Identification of applicants

10.2.3.1 Documents that are not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National

¹ Subregulation 21.181 (4) of CASR.

Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

- 10.2.3.2 One piece of identification may be used to meet more than one requirement, a driver's licence showing an Australian address would meet the requirements for both proof of age and proof of residency. You would, however, still need to supply identification to meet the Australian citizenship requirements.

10.2.4 Identification that an owner must supply to prove identity

- 10.2.4.1 Individuals and companies are generally recognised as legitimate after being assessed for the issue of an Aviation Reference Number (ARN). This number will allow the officer progressing an application to verify the applicant.
- 10.2.4.2 When government bodies are applying in their own right, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right. This is to recognise the ability for the agency to be recognised as an entity and hold ownership.
- 10.2.4.3 CASA may ask for further information to allow knowledge of the applicant. This is especially important in regard to applicants that received their ARN before 100-point checks were carried out.

10.2.5 Identification that a registered operator must supply to prove eligibility

- 10.2.5.1 Operators must be able to prove to CASA that they are eligible if requested.
- 10.2.5.2 The eligibility of the operator is determined primarily in 2 ways:
1. The self-declaration that is agreed to by the applicant in the form
 2. Use of the person profile linked to the ARN as recorded by CASA.
- 10.2.5.3 In situations where there may be some doubt in the operator being considered legitimate, CASA will ask for further documentation to support the recognition of the person or organisation as an operator.

10.2.6 Certified documents

- 10.2.6.1 A certified copy means an acceptable referee has endorsed the copy of your identity document.
- Your referee can't be any of the following:
 - your family member or relative
 - your business partner or business owner.Referees must be confident the copy of your identity document is a true copy of the original.
- 10.2.6.2 To certify a copy of your identity document, your referee needs to do all of the following:
- sight your original document and the copy
 - write This is a true copy of the original as supplied to me on each copy
 - sign their signature on each copy.
- 10.2.6.3 Where documents have multiple pages, the referee must write or stamp I certify this and the following [number of pages] pages to be a true copy of the original as supplied to me on the first page and initial all other pages.
- 10.2.6.4 You must write the following referee details on each copy:
- occupation from the acceptable referee
 - full name and address
 - phone number.

10.2.7 Statutory declarations

10.2.7.1 Statutory Declarations required for any registration related matter must be a Commonwealth Statutory Declaration (StatDec).

10.2.7.2 StatDec's can be located:

- in the Attorney Generals Department site [Commonwealth statutory declaration form – to be made with a witness | Attorney-General's Department](#)
- [myGov](#) application

10.2.7.3 The benefit of using the myGOV application is that you do not need an independent witness to complete the StatDec.

Create a Commonwealth statutory declaration

1. Sign in to myGov using your Digital ID.
2. Select myGovID as your Identity Provider.
3. Enter your myGovID email address, then select Login.
4. A 4-digit code will appear on the login screen.
5. Select Get started, in myGov.
6. Enter your address and occupation.

11 Dealer's marks

11.1 Administrative requirements

- 11.1.1 Any individual who is at least 18 years of age or a body corporate registered as an aircraft manufacturer or distributor may apply for one or more registration marks to be used on aircraft manufactured or distributed by the applicant.
- 11.1.2 Application can be made by completing Form 031 '[assignment of an aircraft dealer mark](#)'.
- 11.1.3 Any available aircraft registration marks can be allocated to dealers.
- 11.1.4 CASA will issue a Certificate of Assignment to each of the assigned marks. The dealer is responsible for making a fireproof dealer's plate in accordance with the specifications provided in regulation 47.205 of CASR. The dealer's plate must only be placed on board the aircraft using the mark.
- 11.1.5 Dealer's marks remain in force until cancelled by CASA or at the dealer's request.
- 11.1.6 Regulation 47.220 of CASR requires the dealer must supply to CASA within 1 month after the completion of each 12-month reporting period, a report listing all aircraft that had operated under each of the assigned dealer's marks. Failure to supply the records may lead to cancellation of the Certificate of Assignment.

11.2 Operational requirements under a dealer's mark

- 11.2.1 The aircraft shall comply in all aspects, other than those related to a Certificate of Registration, a Certificate of Airworthiness or the display of nationality and registration markings, with the applicable requirements of CASR and CAR, as if it was an Australian Aircraft:
- a. An aircraft to which a dealer's mark is assigned must be an aircraft that was manufactured, or is being distributed or dealt with, by the dealer
 - b. Not be registered in any country, including Australia, at the time of its operation under a Dealer's Plate
 - c. Not be flown outside Australian territory
 - d. Be limited to flights for the purpose of:
 - i. Test flying the aircraft
 - ii. Delivery to a person under a contract of sale, or with a view to sale
 - iii. Flights to and from places where demonstrations of the aircraft are to take place
 - iv. Demonstration to a potential client:
 - A The dealer's plate must be carried on board of the aircraft and must not be used by other than the organisation to which the dealer's plate was assigned.
 - B Any reference to the aircraft, other than for operational purposes, shall identify the aircraft by its data plate identification elements that are, the manufacturer, model and serial number.
 - C The aircraft shall not bear any external markings, nationality and registration mark, whether Australian or foreign.
 - D For operational purposes air traffic services must be notified of the category of the mark 'Dealer's mark operations' and the 3-letter registration mark on the plate must be used as the radio callsign unless otherwise instructed by the air traffic services.

- E Airworthiness requirements to operate under a dealer's mark. The prime airworthiness control document for an aircraft operating under a Dealer's Mark is the Special Flight Permit. Advice on Special Flight Permits to operate aircraft under Dealer's Mark is provided in [AC 21-09 - Special flight permits](#).

12 Registering gliders

Gliders and powered gliders are included in the Australian Civil Register. Applications for registrations and transfers are carried out in a similar fashion to regular aircraft and helicopters. All matters pertaining to gliders and powered gliders are handled by The Gliding Federation of Australia (GFA). The GFA uses a trading name of Gliding Australia however this name is not used in conjunction with regulatory matters.

The GFA have administration staff members who have been appointed by CASA as delegates for the relevant areas of Part 47 of CASR. This allows the particular staff members to carry out the functions associated with registration on behalf of CASA. All applications for registration related matters should be sent to direct to the GFA as detailed in section 5.10.

The Gliding Federation of Australia (GFA) processes registration applications for gliders and motor gliders operated under CAO 95.4 on behalf of CASA. Further information in reference to the application forms can be found in 5.1.8 and 5.1.9 of this AC.

13 Privacy provisions

13.1 The Privacy Act 1988

13.1.1 Under the *Privacy Act 1988*, applicants registering an aircraft must be informed about the authority permitting the collection of their information, whether providing this information is mandatory or voluntary, the main purpose for which the information will be used, potential uses of the collected information, and the consequences of not providing all or part of the requested information.

13.1.2 The information is routinely used for the following purposes:

- a. determine that aircraft are registered in accordance with the provisions of Part 47 of CASR
- b. provide registration holders and specialised organisations with information about potential mechanical defects or unsafe conditions of aircraft, in the form of airworthiness directives
- c. satisfy the publication requirements of Articles 21 and 37(f) of the Convention on International Civil Aviation (Chicago Convention)
- d. comply with regulation 47.030 of CASR in respect of access and inspection of the Australian Civil Aircraft Register by members of the public
- e. respond to general requests from the aviation community or the public for statistical information under the Freedom of Information Act
- f. assist on search and rescue, air traffic services and accident investigation operations.

13.2 Release of registration information

13.2.1 Register availability

13.2.1.1 Regulation 47.030 of CASR requires CASA to make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions. This regulation provides for the Register to be accessible on the Internet or by another suitable electronic means.

13.2.1.2 What registration information is available to the public? Information required for registration, under the provisions of regulation 47.065 of CASR, is considered public information and, therefore, made available to the public.

13.2.2 Use of registration information

13.2.2.1 CASA will only use the registration information provided by individuals or organisations for the purpose for which it has been provided. However, CASA may give this information to other government agencies authorised by law to receive such information.

13.2.3 Access to the Australian Civil Aircraft Register

13.2.3.1 Registration records maintained in the Australian Civil Aircraft Register are public records and are open for inspection by members of the public:

13.2.3.2 The records can be viewed by:

- a. Accessing registration data on CASA's [Internet site](#). This data is presented in CSV or ZIP format. The registration data is updated every day, and displays the complete list of aircraft registered in the Australian Civil Aircraft Register.

- b. Personal details published on CASA's Internet site will only show the address details of a Registration Holder and/or RO. The address shown will be that provided to CASA as the postal address. If a separate postal address has not been supplied, then the person's or an organisation's physical address will be published.

13.2.4 Classified registration information

- 13.2.4.1 Registration documents and some of their contents (including identification details, telephone numbers and email addresses), notifications and general correspondence are classified documents and therefore not available to the public unless requested and approved under the provisions of section 15 of the *Freedom of Information Act (1982)*, the FOI Act, which can be assessed on: [Federal Register of Legislation - Home Page](#)
- 13.2.4.2 If you need further information or wish to lodge a formal request for information under the FOI Act, contact the CASA FOI Coordinator:
- Freedom of Information Coordinator
Civil Aviation Safety Authority
GPO Box 2005
CANBERRA ACT 2601.
- Ph: 131 757 (cost of a local call), or
- CASA website: [Freedom of information | Civil Aviation Safety Authority \(casa.gov.au\)](#)
- 13.2.4.3 However, CASA may, on an individual basis, give this information to other government agencies authorised by law to receive it, for safety, security or operational reasons.