



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.au.



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 apply for the registration of a glider/sailplane, powered sailplane or power-assisted sailplane that is not currently on the Australian Civil Aircraft Register.

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](#)

Payment options

Contact the GFA for payment options at returns@glidingaustralia.org.au

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.

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.

For more information

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

- 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 there is a mark currently reserved for this aircraft, insert that mark, otherwise leave blank and an available mark will be assigned. You cannot nominate a mark that has not been reserved for the aircraft detailed in question 2.

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

Aircraft details

- 7** What is the **airframe type** (select one)?
Glider/Sailplane
Powered Sailplane

- 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
Not applicable
Other (specify)

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, the applicant must ensure that the GFA 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**?

18 continued

What is the previous registration mark?
For example: N12345

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

Owner details

20 What are the **owner** details?

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

Legal entity/full name

ARN

GFA member number

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

GFA member number

22 continued

Phone number

Email address

Registered operator declaration

23 I declare:

- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign this application.
- I understand GFA 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 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](#).

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 22.

 **Attach authority**

23 continued

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.

Application checklist

24 Select all that apply:

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

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

Owner declaration

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- All statements in this notice are true and correct.

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

- This satisfies the requirement for me to sign this application.
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Owner declaration continued

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

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