



Appointment/cancellation of registered operator

CASR 47.100

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

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 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.

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.

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 [CASA website](#) or call us on 131 757.

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

Current registered operator

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

Legal entity/full name

ARN

- 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?

Refer to CASR 47.100

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 AircraftRegistration@casa.gov.au



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

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601

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. **No fee is applied.**

Returning your form

 By email – attach this form and all supporting documents. Send them to AircraftRegistration@casa.gov.au

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

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GPO Box 2005
Canberra ACT 2601

New registered operator appointment

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

Legal entity/full name

ARN

Contact 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 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 question 10 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.
- My details, including the address(es) held by CASA for me (or the organisation), are true and correct.
- 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 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 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 accept that if this notice is withdrawn or refused by CASA, or if CASA is unable to complete an assessment because I have failed to provide required information, I am liable to pay CASA fees for work conducted.
- 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

The entity paying the fee for this notice should complete the payment authorisation.



Application fees

Please select the required fee in this application, the total will be automatically tallied below.

Fee code: 12.2..... **Total: \$ 65**

Description: Recording an aircraft registered operator, or a change in an aircraft registered operator – processing and consideration of notice.

Total
\$

Payment options

Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Notice:



By email – attach this form and all supporting documents. Send them to AircraftRegistration@casa.gov.au



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

**CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601**

Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

Signature

Date (DD/MM/YYYY)

\$

/ /

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

Details of third party

ARN (if applicable)

Email

Legal entity/full name

Contact number