



CASA Stamp:

**IMPORTANT INFORMATION FOR APPLICANTS**

1. This form is to be used **to apply for the reservation of a registration mark** under regulation 47.145 of the [Civil Aviation Safety Regulations 1998 \(CASR\)](#).
2. Please read the **Form 028 Guidelines** attached to this form for instructions on completing and submitting *each* section of this application of **mandatory** fields and sections. Failure to lodge a correctly completed application will result in the return of your application.
4. You must have an ARN. If you do not have an ARN you must submit [Form 1162](#) (for an individual) or [Form 1170](#) (for an organisation) with this application. Submitting an ARN application form will fulfil the mandatory requirement for an ARN.
5. This form can be completed electronically and saved locally to your computer. Once the VH-mark has been entered into the first page, it will automatically update in VH-mark fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.
6. Please ensure all required supporting documentation is provided. Incomplete applications will be returned.

**CONTACT DETAILS**

You are required to notify of any changes to your personal contact information (refer to [CASR 11.70](#)), information on how to change your contact details is available on CASA website <https://www.casa.gov.au/services/standard-page/changing-your-details>.

All correspondence, including permissions issued as a result of this application, will be sent by email or post to your current contact details according to CASA's records.

**Privacy Statement:** 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

**1. Requested Registration Mark**

Requested Registration Mark: **VH-**

**2. Aircraft Details**

If Section 2.1 does not include a serial number, then Section 2.2 must also be completed. See [Section 2 Aircraft Details](#) in the guidelines to ensure you complete this section correctly.

**2.1 Full Aircraft Details** (as they would appear on the data plate)

Manufacturer - mandatory (enter 'Amateur Built' if not production built)	
Model - mandatory (use certification designation)	Serial Number

**2.2 Other Justification for Reservation**

**If a serial number is not provided in section 2.1, you must provide an explanation as to why the mark is required below.** If there is not enough space below, enclose a separate letter of explanation.

The decision on whether or not to approve an application under these circumstances rests solely with the Registrar.

--

**3. Owner Details**

Note: Complete in the name of **one legal entity only** - should be the name of the intended registration holder. See [Section 3 Owner Details](#) in the guidelines for the definition of a legal entity.

Name	ARN
ACN/ARBN (if applicable) ____ _ / ____ _ / ____ _	Date of Birth (if an individual) ____ / ____ / ____

**Application Checklist**

You must have read the guidelines to ensure you have correctly completed this application and attached all required additional documentation. Tick the applicable boxes below.

	Application form completed correctly
	Payment details or cheque attached
	ARN included in Section 3

**4. Mandatory Declaration** (To be made by the **owner**, or owner’s representative, named in **Section 3**)

I, the owner, or the representative of the owner named in Section 3:

1. declare that the Guidelines have been read, understood and accepted;
2. hereby certify that all statements in this application 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 application. I consent to CASA using and disclosing my personal information in accordance with [CASA’s Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies. I have attached all required documentation specified in this form and the associated guidelines and acknowledge that to knowingly make a false statement in this form is an offence against subsections 136.1(1) and 137.1(1) of the [Criminal Code Act 1995 \(Cth\)](#).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Payment Authorisation

Application Fees

Fee Code	Description	Total
<input type="checkbox"/> 12.5	Reservation of a Registration Mark – processing and consideration of application	\$ 65
		<b>Total Cost:</b> \$ _____

Payment Options \*

- I have enclosed a Cheque or Australian Money Order (please make cheques payable to CASA)
- I am paying by credit card (provide details below)

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

Card Number:                   Expiry Date:    \_\_\_\_ / \_\_\_\_

Card Holder Name (please print): .....    Total: \$ \_\_\_\_\_

Signature: .....    Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Receipt Options \*

Send receipt to:     Applicant    OR     Third party

Details of Applicant

Applicant Name:	ARN:
-----------------	------

Details of Third Party

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	

Submit the Payment Authorisation Form (and Cheque / Money Order / Purchase Order) with the Application Form.

- **Email to:** [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au)
- **Mail to:** ACR-CLARC  
CASA  
GPO Box 2005  
CANBERRA ACT 2601

Paid Stamp

Receipt No:	Initial:
-------------	----------



### **WHY USE THIS FORM**

Form 028 is the approved form used to apply for the reservation of an Australian VH- registration mark.

**Note:** Regulation 47.145 of the [Civil Aviation Safety Regulation 1998 \(CASR\)](#) states that the owner of an aircraft may ask CASA, in writing, to reserve a particular registration mark for an aircraft, whether or not the aircraft is registered. The request must be submitted in an approved form and identify the aircraft by reference to at least its manufacturer and model.

### **WHO SHOULD COMPLETE THIS FORM**

The owner of the aircraft should complete this form. Alternatively it can be completed by the owner's representative. Where an aircraft is owned by more than one legal entity, Part 47 states that the owner's must nominate one owner to be the registration holder. Section 3 of the form must be completed using this owner's details.

Marks cannot be reserved in the name of a Trust. You must use the name of the Trustee (Bob Jones) to reserve the mark. When the aircraft is ready to be registered, using Form 029 (Form 1329 for gliders) the Trustee should provide a copy of the Trust Deed and include the Trustee and Trust Name as owner. For example, Bob Jones as trustee for The Jones Family Trust.

**Note:** The term 'owner' has its ordinary English meaning.

### **OTHER INFORMATION YOU MAY NEED TO READ OR DOWNLOAD TO COMPLETE YOUR APPLICATION**

Following is a list of other documents available on CASA's website which you may need to read or download in order to ensure you lodge a correctly completed application:

- ARN applications

### **IMPORTANT INFORMATION**

1. Only one mark can be reserved per form.
2. The reservation will be valid for 12 months from the date of reservation or until the aircraft is registered in the Australian Civil Aircraft Register, whichever occurs first.
3. Extensions of reservations are not permitted.
4. A reserved mark is expected to be placed on a registered aircraft within 12 months after the date of reservation. Extensions to reservations are not permitted. If the initial 12-month reservation period expires without the mark being placed on a registered aircraft, the mark will be returned to the 'available' pool of marks.
5. **No reminder about a reservation expiry date, or notification that a reservation has expired, will be sent by CASA.**

You may apply to reserve the same mark again, but the new application must not be lodged until after the original reservation has expired. Requests for a mark reservation received prior to the expiry date will not be accepted.

6. Mark reservation applications are processed in order of receipt. If the same mark is requested by two different parties on the same day, the mark will be reserved for the first reservation received, provided the application is completed correctly.

### **HOW TO COMPLETE THIS FORM**

This form can be completed online and an image of your signature (electronic signature) may also be added. This allows the form to be completed and submitted electronically, without the need to produce a hard copy.

**Note:** Digital signatures cannot be accepted, if you are not sure of the difference between a digital and electronic signature you should print the form, then sign it.

## **Section 1 Requested Registration Mark**

**MANDATORY** - Insert the available mark you wish to reserve. Before selecting a mark, you should check that the mark you want to reserve is included in the [list of available marks](#) on the Australian Civil Aircraft Register page of CASA's website.

The list of available marks is usually updated on the website each working day (refer to point 7 in Important Information above).

## Section 2 Aircraft Details

### Section 2.1 Full Aircraft Details

**MANDATORY** - Insert the details of the manufacturer, model and serial number of the aircraft to which this mark will eventually be allocated. It is mandatory to provide the manufacturer and model. If the serial number cannot be provided, then Section 2.2 **must** be completed. Please ensure you provide the same details as would be provided on the aircraft data plate. For example, write "Cessna 182", not "Cessna Skylane".

### Section 2.2 Other Justification for Reservation

If you cannot provide a serial number in Section 2.1, you **must** provide a written explanation to support your application. Failure to do so will result in your application not being accepted.

The final decision on whether or not to accept an application that does not include full aircraft details rests solely with the Registrar.

If there is insufficient space for your explanation then provide the details in a letter and submit it together with your application form.

## Section 3 Owner Details

**MANDATORY** - Insert the owner's name and ARN. Refer to Who Should Complete This Form above. Insert the Australian Company Number (ACN) or Australian Registered body Number (ARBN) for an organisation, where applicable, or date of birth for an individual.

**Note: The owner must be a legal entity to become the aircraft registration holder.**

**Definition of a Legal Entity:** A legal entity is an individual, an incorporated body, a corporation with an ACN, a government or government agency or a foreign corporation capable of providing some evidence of incorporation. An example of the proof required for an individual is a copy of a birth certificate or passport. An organisation would need to supply their ACN or a copy of a Certificate of Incorporation.

**ARN** refers to the Aviation Reference Number. This is the number issued by CASA to an entity, similar to a customer number. For instance, if you are an individual and you hold a Flight Crew Licence your ARN should be the same as your licence number.

**Individuals with no ARN:** You must submit [Form 1162](#) with the appropriate identification at the same time as you submit this Form. Further information in relation to ARNs can be found on the [CASA website](#).

**Organisations with no ARN:** You must submit [Form 1170](#) with the appropriate identification at the same time as you submit this Form.

Further information in relation to ARNs can be found on the [CASA website](#).

If you are an individual and not sure if you have an ARN, or if you do not know what your ARN is, you should send an email to [clarc@casa.gov.au](mailto:clarc@casa.gov.au) Include one piece of identification, such as a copy of a current passport or birth certificate, and request that your ARN be provided by return email.

If you are an organisation and not sure if you have an ARN, or if you do not know what your ARN is, an email should be sent to [clarc@casa.gov.au](mailto:clarc@casa.gov.au) along with identification (for example, ACN or copy of certificate of incorporation). The email may be sent from someone *other* than a person authorised to act on behalf of the organisation (Director, CEO, Company Secretary, President, Vice President or similar) but in these cases the response, and ARN where applicable, will be sent to the email address on the ARN record – it will not be provided to the requestor.

## Section 4 Mandatory Declaration

**MANDATORY** – This section contains mandatory declarations that must be made by the owner, or the owner's representative. **You must ensure you read and understand the clauses before signing.**

### Payment Authorisation

**MANDATORY** – In line with Australian Government policy, CASA is required to recover costs for providing regulatory services. The [schedule of fees for the registration of aircraft and related matters](#) is shown on the CASA website. All fees are for the processing and consideration of the application

**Please note** the change in CASA's payment processes described in the next section of these guidelines.

## Payment options:

### ONLINE

- Online payment is not available for mark reservation applications.

### MANUALLY

- Enter your details on the Payment Authorisation page of this form to enable CASA to process your payment.
- Payment will be taken immediately upon receipt of the application.

## **IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS**

Provided the payment can be processed and the current version of the form is submitted, a full assessment of the application will be completed, within the limitations of the documentation submitted to CASA.

If there are issue(s) with the application, such as additional documents are not present, insufficient information, sections of the form are not completed, signatures are missing, then the assessment will result in the application being considered **incomplete**. A letter detailing the issue(s) with the application will be sent to you. You should note the following important points:

- You have one opportunity to lodge a correctly completed application **within one month of the date** on the letter without incurring a financial penalty. However, the regulatory requirements relating to timeframes for submitting registration applications will still apply.
- Payment for this application will be taken and will be held for this period.
- If an acceptable, complete application is not received within the month all subsequent applications will need to be paid for in full.

**Refused applications** – Applications that are assessed but fail to meet regulatory requirements will be refused. This includes applications where, for example, the applicant for the position of registered operator is found not to be an eligible person.

If an application fails to meet regulatory requirements:

- The application will be refused on the basis of non-compliance.
- Any subsequent application will need to be paid for in full.

## **HOW DO I SUBMIT MY FORM**

Please forward the form plus any other required documents to the CASA Licensing and Registration Centre (CLARC). **Receipt by email is CASA's preferred option:**

**Email:** [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au)

**Mail:** ACR-CLARC  
CASA  
GPO Box 2005  
CANBERRA ACT 2601  
AUSTRALIA

## **WHO SHOULD I CONTACT IF I HAVE A PROBLEM**

Contact the CASA Licensing and Registration Centre (CLARC) for assistance:

**Phone:** Within Australia: 131 757

International: +61 2 6217 1111

**Email:** [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au)

**CASA Website:** Refer to the [Australian Civil Aircraft Register page](#) on CASA's website.

## **DELIVERY OF CONFIRMATION OF RESERVATION CERTIFICATE**

You can expect to receive your Confirmation of Mark Reservation certificate by mail within four weeks of submitting your application. If the certificate does not arrive in that period you should advise CASA.