



# Change of aircraft registration mark

CASR 47.165

## Purpose of this form

Use this form to apply for a **change of registration mark** on an aircraft that is already VH registered in accordance with regulation 47.165 of the Civil Aviation Safety Regulations 1998 (CASR).

## Who is this form for?

This form is for the aircraft registration holder, or an authorised registered operator with written consent from the registration holder, to request a change to an aircraft registration mark.

## Information needed to complete this form

You need to reserve a registration mark before you can apply to use it on an aircraft.

An approval letter will be issued by CASA when the change of mark is approved. The aircraft must not be flown under the new registration mark until the new certificate of registration and certificate of airworthiness, bearing the new registration mark, are issued on or after the nominated date of effect of the mark change.

If there has been a change in the aircraft **ownership**, or to other aircraft details please refer to the relevant forms and instructions Aircraft register forms and fees.

The applicant should ensure that:

- contact is made with the appropriate CASA Regional Office prior to the nominated date of change, to ensure that additional requirements relating to the mark change are met
- the date of effect for the mark change takes in to account the time required to meet all the requirements outlined in 'Certificate of Airworthiness due to Change of Registration Mark Application & Approval' (Form 1000). This form is required for the issue of the new Certificate of Airworthiness.

The following rules must be observed when nominating a date of effect for the mark change. The nominated date of effect:

- must be a weekday
- must be a day on which the Australian Civil Aircraft Register is open for business
- must be at least 14 days after CASA receives your application
- must take in to consideration the time it will take to meet the airworthiness requirements in relation to the reissue of the certificate of airworthiness (see 'Certificate of Airworthiness due to Change of Registration Mark Application & Approval' (Form 1000) on CASA's website and liaise with your local CASA regional office).
- must take in to consideration the fact that aircraft cannot operate on the date of effect until both the new certificate of registration and certificate of airworthiness are issued



**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 data plate and certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

- 2** Who is making this application?

Aircraft registration holder

Registered operator

## Applicant

- 3** What are the applicant details?

If the **registered operator** is making this application, then **authority** to act on behalf of the registration holder must be attached.

Legal entity/full name

ARN

Contact number

Email address



**Attach authority if required**

## New registration mark

- 4** What is the new registration mark (VH-) to be assigned to this aircraft?

You cannot nominate a mark that has not been **reserved** for the registration holder for this aircraft.

- 5** What is the date the mark is proposed to be changed?

The proposed date **must** be at least 14 days after CASA **receives** your application. To avoid possible delays caused by posting your application, we **recommend** you submit your application to CASA via email.

Date (DD/MM/YYYY)

/ /

## Additional notifications

- 6** Will the new certificate of airworthiness bearing the new mark be issued by an Instrument of Appointment holder?

**No**

**Yes**

- 7** Who is the **Instrument of Appointment** holder?

Legal entity/full name

Email address

- 8** Is the aircraft oversighted by a **Regional Office** other than the office responsible for your physical location?

**No**

**Yes**

- 9** What is the name of the **Regional Office**?

## Address for certificate issue

**10** Do you require the new **Certificate of Registration** to be sent to an address other than the postal address CASA holds for the registration holder?

**No**

**Yes**

**11** What are the issue details?

Addressee

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## Applicant checklist

**12** Are you attaching any documents to this application?

## Applicant declaration

**13** I declare that:

- I am the registration holder or registered operator identified in question 3, or an authorised representative of the entity named in question 3.
- 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 understand CASA 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 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 accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

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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 3.

 **Attach authority**



# Payment authorisation

Applicant  
ARN

## Application fees

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

**Fee code:** 12.6..... **Total: \$ 130**

**Description:** Change of a registration mark – processing and consideration of application.

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 Application:



By email – attach this form and all supporting documents. Send them to [AircraftRegistration@casa.gov.au](mailto: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)

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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