



**i** You MUST download and save this form before starting

## Purpose of this form

Use this form to apply for the registration of an aircraft that is not currently on the Australian Civil Aircraft Register under regulation 47.060 of the Civil Aviation Safety Regulations 1998 (CASR).

## 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](#)
- [ferry flights](#)

## Filling in this form

This form can be completed as a **fillable form**:

- You MUST download and save this form before starting
- it is recommended you use [Adobe Reader](#) to complete the form
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the ➔ **Go to 8** 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 8** 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 and applicant details based on your ARN to process this application.

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.

- 1** What are you applying for?  
**Initial aircraft registration**  
**Return of aircraft**  
previously registered in Australia

## 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 you have not reserved a mark, CASA will assign one.

**No**  
**Yes**

- 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**  
**Yes**

- 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)?  
If application is for a glider, go to [registration forms for gliders](#).

Power driven aeroplane  
Manned free balloon  
Ornithopter  
Airship  
Rotorcraft  
Large RPA

- 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  
Turboprop  
Not applicable  
**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

Plans built

Production built

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**13** Who was the **aircraft builder**?

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**14** What is the aircraft **production certificate number**?

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**15** What are the **aircraft engine/propeller** details?

Engine manufacturer

Engine model

Propeller manufacturer

Propeller model

Maximum take-off weight (kg)

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**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, ensure that CASA has already received such a statement.

**No**

**Yes**

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**Import**

**17** Was the aircraft **registered outside Australia**?

**No**

**Yes**

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**18** What is the **country of previous registration**?

What is the previous registration mark?

**For example:** N12345

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

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**Aircraft owner**

**20** What are the **aircraft owner** details?

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

Legal entity/full name

ARN

Contact number

Email address

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**Aircraft owner address**

**21** What are the **address** details?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

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## Aircraft owner proof of eligibility

**22** What are the **aircraft owner residency** details?

It is recommended the aircraft owner provides proof of eligibility, even if nominating a registered operator.

CASA will make an assessment of eligibility as part of this application, and may request further information.

Proof of Australian residency is required from **individuals**, unless provided within the last two years.

Refer to [acceptable evidence](#)

Evidence of **Australian residency** attached

Evidence provided **within last 2 years** for aircraft

Registration mark (VH-)

 **Attach evidence if required**

**23** Have you appointed another entity as the **registered operator**?

If the new 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**

**Yes**

## Registered operator

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

Legal entity/full name

ARN

Contact number

Email address

## Registered operator address

**25** What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

**26** Is the **postal** address the same as the **home/principal physical** address?

**No**

**Yes**

**27** What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

**28** Is the organisation's **registered office** address the same as the **home/principal physical** or the **postal** address?

No

Yes

**29** If a corporation, what is the **registered office** address?

Unit/number

Street name

Suburb

State/territory

Postcode

## Registered operator proof of eligibility

**30** What are the **registered operator residency** details?

CASA will make an assessment of eligibility as part of this application, and may request further information.

Proof of Australian residency is required from **individuals**, unless provided within the last two years.

Refer to [acceptable evidence](#)

Evidence of **Australian residency** attached

Evidence provided **within last 2 years** for aircraft

Registration mark (VH-)

 **Attach evidence if required**

## Registered operator declaration

**31** I declare that:

- I am the appointed **registered operator** named in question 24.
- I accept, as an 'eligible person', the position of **registered operator**, effective from the date of issue of the certificate of registration for the aircraft detailed in this form.
- All statements in questions 24-31 of 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 Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I have attached all required documentation specified in questions 24-31.
- I acknowledge that to knowingly make a false statement in this form 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

ARN

If you are applying on behalf of an organisation you need to have the authority to act on behalf of the entity in this role. If you have an individual ARN, please provide below.

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 24.

 **Attach authority**

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.**

## Certificate of registration issue

**32** Do you require the **original certificate of registration** to be sent to an address other than the postal address CASA holds for the aircraft owner?

**No**

**Yes**

**33** What are the details?

Legal entity/full name

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## Applicant checklist

**34** Select all that apply:

Evidence of owner eligibility is attached

Evidence of registered operator eligibility is attached

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

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

## Aircraft owner declaration

**35** I declare that:

- I am the **aircraft owner** named in question 20 and if the aircraft has more than one owner, I have been duly appointed to act on behalf of all owners.
- The aircraft will be used as an aircraft.
- I apply as a legal entity, to be the **registration holder** for the aircraft detailed in this form.
- I accept, as an 'eligible person', the position of **registered operator**, or nominate the entity named in question 24 to be the registered operator, effective from the date of issue of the certificate of registration for the aircraft.
- The aircraft has never been registered before or, if it has, it is not, at the time of the application, registered in any country.
- 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 and guidelines which are relevant to this application.
- I accept that if this application 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 this form and the associated Guidelines
- I acknowledge that to knowingly make a false statement in this form is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration

**For example:** Self, Director, Agent

ARN

If you are applying on behalf of an organisation you need to have the authority to act on behalf of the entity in this role. If you have an individual ARN, please provide below.

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**

## Ferry flight

**36** Is a **Ferry Flight Certificate** of registration required?

The Ferry Flight Certificate of registration can be issued to expedite import or ferry of aircraft into Australia from a foreign country.

The Ferry Flight Certificate is a substitute to the standard certificate of registration and 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).

A Ferry Flight Certificate must **not be** requested if there is sufficient time to have the original certificate of registration delivered to the overseas destination.

**No**

**Yes**

## Recipient

**37** What are the **details of the recipient** situated at the aircraft's overseas location?

The Ferry Flight Certificate must be issued to the overseas aircraft location, in the country named in question 19.

Legal entity/full name

Contact number

Email address

Fax number, including country code (if required)

Date of planned aircraft departure for Australia (DD/MM/YYYY)

/ /

Date of planned aircraft arrival in Australia (DD/MM/YYYY)

/ /

## Aircraft owner ferry flight declaration

**38** I declare that:

- At the time of making this application, the aircraft is located in the country named in question 19.
- All sectors of the ferry flight are part of the most direct route practicable between the point of departure and Australia.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration

**For example:** Self, Director, Agent

ARN

If you are applying on behalf of an organisation you need to have the authority to act on behalf of the entity in this role. If you have an individual ARN, please provide below.

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**

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

VH -

Applicant  
ARN

### Application fees

**Fee code:** 12.1..... **Total: \$ 130**

**Description:** Registration of an aircraft – processing and consideration of application.

Submit both the Payment Authorisation and Notice:



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**

### Payment options

#### Option 1 (CASA preferred option)

I have made an online payment

Receipt number

### Option 2

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

Mastercard	Card number		
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