



## WHY USE THIS FORM

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This form is used to apply for the registration of an aircraft that is not currently on the Australian Civil Aircraft Register.

If your aircraft is currently VH-registered under the name of another person or organisation and that registration is to be transferred use [Form 027 Part 1](#) and [Form 027 Part 2](#).

## WHO SHOULD COMPLETE THIS FORM

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The owner of the aircraft, who will become the registration holder, should complete this form.

Where there is more than one owner, the owners should jointly select one owner to become the registration holder. See definition of a registration holder in the IMPORTANT INFORMATION section of these guidelines.

Follow the instructions in the form to ensure your application is completed correctly.

## IMPORTANT INFORMATION

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**Do NOT submit this form if your aircraft is currently registered on any other aircraft register (foreign, State or sporting association).**

The following conditions apply unless:

- the aircraft is a newly built aircraft completely constructed in Australia (including kit and amateur built aircraft), or
- the aircraft was last registered with CASA and has not:
  - been outside Australian Territory,
  - placed on a foreign register (civil, military or sporting) or
  - been registered with an Australian sporting association
  - been registered on the Australian State Register.

### Conditions

1. BEFORE this application is lodged for imported aircraft, CASA must receive official notification of the aircraft's de-registration or non-registration by the NAA/sporting authority of the country from which the aircraft has, or will be, imported.
2. BEFORE this application is lodged for an aircraft previously registered with an Australian sporting association, CASA must receive official notification of the aircraft's de-registration or non-registration from the association.
3. BEFORE this application is lodged for an aircraft previously registered with the Australian State Register, CASA must receive official notification of the aircraft's de-registration or non-registration from the Department of Defence.
4. Alternatively, the application MUST be accompanied by a copy of the official notification mentioned above.
5. Print-outs from websites are not acceptable as official notification.

6. If an application is received for an aircraft that has been or will be imported or is on the State register or register of a sporting association, the application to register the aircraft will be returned as not acceptable unless the above requirement is met.
7. Where the notice is more than three months old, or where the aircraft's registration was cancelled more than three months ago, the owner is required to provide a statutory declaration which outlines the aircraft's whereabouts and operations since its de-registration or the issuing of the non-registration notice. In addition, the declaration needs to state that the aircraft has not been placed on the register of any other country since the cancellation or issuing of the non-registration notice. This provides CASA with additional confidence that the aircraft will not be on the register of two contracting States at the same time.

The statutory declaration needs to be made under the Statutory Declarations Act 1959 (Commonwealth) - CASA has a copy of the form to be used on our [website](#) (Form 370).

The statutory declaration should be scanned and emailed along with your Form 029 Registration Application.

**Definition of a Legal Entity:** A legal entity is an individual, an incorporated body, a corporation with an Australian Company Number (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.

**Definition of a registration holder:** Only one owner of an aircraft can apply to be a registration holder. The owner must be able to prove that they are a **legal entity**. Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register as the registration holder. Being noted by CASA as an aircraft registration holder does not give the registration holder a greater claim to ownership as CASA's records do not infer legal title. If more than one legal entity owns the aircraft, the person applying to be the registration holder must certify on the application form to have been duly appointed to act on behalf of multiple owners.

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

**Trusts:** A Trust is not a legal entity and is not eligible to be named or recorded as the registration holder or the registered operator of an aircraft. However, a Trustee Company incorporated under the Corporations Act 2001 can be recorded as the registration holder or the registered operator of an aircraft. A trustee of a trust or superannuation fund is a legal entity. They may be noted as registration holder on the Australian Civil Aircraft Register with a mention of the trust or superannuation fund.

If a trust is to be mentioned in the name of the registration holder, a copy of the Trust Deed must be provided with the application form.

If you would like to discuss your specific situation, please contact the CASA's Client Services Centre by [email](#).

**Definition of an 'eligible person'** is included in [CASR](#) 47.010. Eligible person means one of the following:

1. A resident of Australia and who is:
  - 18 years of age or older; and
  - an Australian citizen or the holder of a permanent visa (within the meaning of the Migration Act 1958).
2. A corporation incorporated under the Corporations Act 2001 (e.g "ABC PTY LTD")
3. A body incorporate under a law (other than the Corporations Act 2001) in force in Australia (e.g "ABC Incorporated")
4. The Commonwealth, a State or a Territory
5. An agency of the Commonwealth, a State or a Territory

6. A foreign corporation that is lawfully carrying on business in Australia (Company will have an Australian Registered body Number (ARBN)).

**Registered operator:** Only an 'eligible person' can be a registered operator. The registered operator must be able to prove how they qualify as an 'eligible person'.

**Note:** If an owner (new registration holder) is not an 'eligible person' in accordance with [CASR 47.010](#), or if CASA is not aware of the owner's eligibility, the owner MUST nominate an eligible person as the registered operator.

**Responsibilities of a registered operator:** The registered operator is responsible for the airworthiness and maintenance control of the aircraft. Essentially, this means that the registered operator is required to:

- Ensure that the aircraft is maintained in an airworthy and serviceable condition so that when it is operated, it is done safely. These responsibilities include making sure all the equipment needed for the flight is serviceable, that the aircraft has been inspected by the correct people and that the required maintenance has been completed and signed for.
- Have the aircraft maintained in accordance with a set of procedures and requirements commonly referred to as the Aircraft Maintenance Program (AMP) and to keep records of the work associated with these procedures and requirements. In addition, the registered operator should review the AMP regularly to make sure it is still effective for the aircraft and reflects any changes that have been made to the aircraft, the way the aircraft is operated or even where the aircraft is located. The Registered Operator can perform these functions or contract someone else to do so on their behalf.

Aviation Reference Number (**ARN**) 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.

This is a **MANDATORY** field. Applying for an ARN at the same time as you submit your application will fulfil the mandatory requirement.

If you don't have an ARN, you can apply for one.

**Individuals with no ARN:** Apply for an ARN via online ARN portal or submit [Form 1162](#) with the appropriate identification along with this application.

**Organisations with no ARN:** You must submit [Form 1170](#) with the appropriate identification along with this application.

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 [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au) along with identification (for example, Australian Company Number (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.

### Translations of documents not originally in English

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's stamp. The NAATI national hotline is 1300 557 470.

## HOW TO COMPLETE THIS FORM

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This form can be completed online, and electronic signatures 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.

### Type of Application

MANDATORY - Tick the box for either "Initial Registration" if the aircraft has never been registered on the Australian Civil Aircraft Register or "Return to the Australian Civil Aircraft Register" if your aircraft has previously been registered on the Australian Civil Aircraft Register.

### Registration Mark (VH-)

If there is a mark currently reserved by the applicant for use on the aircraft, insert that mark here. If a mark has not been reserved by the applicant for use on the aircraft, leave the VH- field blank and CASA will assign an available mark to your aircraft.

Note: You must first reserve a mark before you can apply to use that mark on an aircraft. You cannot nominate a particular mark if it is not currently reserved to the entity named in question 4 for the aircraft detailed in question 2. Use [Form 028](#) to reserve a registration mark. If you have not reserved a mark by submitting [Form 028](#), which has been accepted for processing by CASA, this application will not be accepted and will be returned to you.

### Aircraft Details

A photo of the aircraft data plate must be provided with this application. This will assist CASA in ensuring that the certificate of registration and registration record display the correct details. It will also assist with the issue of the certificate of airworthiness.

### MANDATORY Fields – for aircraft with a Type Certificate, Type Acceptance Certificate or Provisional Type Certificate:

- Type of certificate – type, type acceptance or provisional type
- Manufacturer
- Aircraft model
- Aircraft serial number
- Country and year of manufacture
- Certificate number
- Production certificate number (if applicable)
- Engine Manufacturer
- Engine Model
- Propeller Manufacturer
- Propeller Model
- Maximum take-off weight (in kilograms)

While the regulations do not require provision of the remaining aircraft details, CASA strongly recommends that they be provided, where applicable, as this will assist with accuracy of registration related data.

### **MANDATORY Fields – for aircraft WITHOUT a Type Certificate, Type Acceptance Certificate or Provisional Type Certificate:**

- Method of construction – kit built, plans built or production built
- Manufacturer (if applicable) – enter kit manufacturer if kit built
- Aircraft model
- Aircraft serial number
- Country and year of manufacture
- Aircraft builder name (if applicable)
- Airframe type
- Number of seats
- Fitted for landing on
- Number and type of engines (if applicable)
- Engine Manufacturer
- Engine Model
- Propeller Manufacturer
- Propeller Model
- Maximum take-off weight (in kilograms)

### **Previous Registration Details**

#### **Imported Aircraft**

**MANDATORY for imported aircraft** – Insert the country that the aircraft was/will be exported from and the foreign registration mark (if applicable).

If this aircraft is registered in another country, then it must be removed from that register before you can sign and lodge this application.

It is the applicant's responsibility to ensure that the foreign registration has been cancelled before submitting an application for registration on the Australian Register – see details in Important Information above.

#### **Previous Australian Registration**

**MANDATORY** - Indicate whether or not the aircraft has been previously registered in Australia. If the aircraft has previously been registered in Australia, you must insert the most recent registration mark.

#### **Owner Details**

**MANDATORY** - Insert all details for the new owner. The legal name and Address 1 are mandatory for all applications. Address 2 is mandatory if different from Address 1. The date of birth is mandatory for individuals. The ACN/ARBN and Address 3 are mandatory for organisations with an ACN or ARBN. The address provided must match the address recorded with ASIC

The ARN is **MANDATORY** for all applications or the application must be accompanied by the applicable ARN application form. See Important Information above.

**CASA will use the provided contact details to update their databases.**

### Owner's Proof of Identity/Eligibility

#### Individuals

On 1 July 2018, CASA introduced a policy that requires 100 points of identification from individuals. This 100 points of identification is only ever required once. Some pre-existing ARN holders have been deemed to have met the 100-point requirement based on previously lodged applications with CASA (for example, individuals who hold, or have held, a CASA issued ASIC or AVID).

If CASA does not hold 100 points of identification on file for an aircraft owner, we will contact the owner requesting the necessary identification so that the application can be processed. The individual can use [CASA's online portal](#) to undergo the verification process or alternatively they can have their documents certified as true copies and post them to us.

CASA has a policy of requiring proof of eligibility from individual registered operators every 2 years coinciding with the submission of an application. This ensures that the requirements of Part 47 continue to be met. There is no requirement to lodge evidence unless a registration process is being undertaken, unless CASA specifically requests such evidence.

If the individual has provided suitable evidence to CASA within the last 2 years, there will be no requirement to provide it again with this application. However, if suitable evidence has not been provided to CASA within that period, suitable evidence must be attached to the application. Information on proof of eligibility, along with lists of acceptable documentation, can be found on the [Australian Civil Aircraft Register page](#) of CASA's website.

CASA reserves the right to require suitable evidence of eligibility at intervals more frequent than every 2 years. This evidence may need to be certified as true copies. If you are required to provide this evidence within the 2-year period, CASA will inform you of this requirement in writing.

#### Organisations

CASA requires proof of identity and/or eligibility from registration holders and registered operators who are organisations with every application. This is because the status of an organisation can change. For example, an organisation can cease to be a legal entity by virtue of deregistration or a government body can undergo organisational change.

Evidence can include:

- For companies registered with the Australian Securities and Investments Commission (ASIC), the ACN/ARBN entered on the form. CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a copy of a certificate of incorporation.
- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right.
- For foreign corporations, a copy of a certificate of incorporation, or equivalent document. (Please note, this will only satisfy the proof of identity requirement, not the eligibility one.)

Note: An ABN is not evidence of identity or eligibility.

#### Registered Operator Appointment and Details

This section is MANDATORY only if the owner has appointed a registered operator (other than themselves).

Insert all details for the nominated registered operator. The legal name and Address 1 are mandatory for all applications. Address 2 is mandatory if different from Address 1. The date of birth is mandatory for individuals. The ACN/ARBN and Address 3 are mandatory for organisations with an ACN or ARBN. The address provided must match the address recorded with ASIC.

The ARN is MANDATORY for all applications or the application must be accompanied by the applicable ARN application form. See Important Information above.

### Registered Operator Proof of Eligibility

This section is MANDATORY if question 7 has been completed. It is to be completed by the appointed registered operator.

#### Individuals

CASA has a policy of requiring proof of eligibility from individual registered operators every 2 years coinciding with the submission of an application. This ensures that the requirements of Part 47 continue to be met. There is no requirement to lodge evidence unless a registration process is being undertaken, unless CASA specifically requests such evidence.

If the individual has provided suitable evidence to CASA within the last 2 years, there will be no requirement to provide it again with this application. However, if suitable evidence has not been provided to CASA within that period, suitable evidence must be attached to the application. Information on proof of eligibility, along with lists of acceptable documentation, can be found on the [Australian Civil Aircraft Register page](#) of CASA's website.

CASA reserves the right to require suitable evidence of eligibility at intervals more frequent than every 2 years. This evidence may need to be certified as true copies. If you are required to provide this evidence within the 2-year period, CASA will inform you of this requirement in writing.

#### Organisations

CASA requires proof of eligibility from registered operators who are organisations with every application. This is because the status of an organisation can change. For example, an organisation can cease to be a legal entity by virtue of deregistration or a government body can undergo organisational change.

Evidence can include:

- For companies registered with the Australian Securities and Investments Commission (ASIC), the ACN/ARBN entered on the form. CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a copy of a certificate of incorporation.
- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right.

Note: An ABN is not evidence of identity or eligibility.

### Mandatory Declarations by the Appointed Registered Operator

This section is MANDATORY if question 7 has been completed. It is to be completed by the appointed registered operator. You must ensure you read and understand the clauses before signing.

Who can sign this section?

The appointed registered operator should sign this section of the form. If the appointed registered operator is:



### **An organisation:**

A Director, Company Secretary, CEO, President or Vice President should sign the form and tick the appropriate box in the signature block. Alternatively, a Director, Company Secretary, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'authority attached' box in the signature block should be ticked and a copy of the authority must be forwarded with the form. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal document of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal document of this nature.

### **A government body or a foreign corporation:**

A person filling an equivalent position to that of Director, Company Secretary, etc, must sign the form. Alternatively, that person can give another person written authorisation (on letterhead) to sign the form on behalf of the body. In this case the 'authority attached' box in the signature block should be ticked and a copy of the authority must be forwarded with the form. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal document of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal document of this nature.

### **An individual:**

The individual can give another person written authorisation to sign this form on their behalf. In this case the 'authority attached' box in the signature block should be ticked and a copy of the authority must be forwarded with the form. The authority could take the form of a power of attorney or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal document of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal document of this nature.

Note: A sample letter of authority can be found on the [Australian Civil Aircraft Register page](#) of CASA's website.

Once the appointed registered operator has signed question 9 they have finished completing their section of the form. The form should be returned to the owner for completion, along with any supporting documentation that the appointed registered operator may need to provide. This might include an ARN application and supporting identification or proof of eligibility.

### **Mandatory Declarations by Owner**

**MANDATORY** -This section contains mandatory declarations that must be made by the owner. You must ensure you read and understand the clauses and tick the appropriate box in clause 1 and 2, before signing.

See "Mandatory Declarations by the Appointed Registered Operator" in these guidelines for rules regarding signatures.

If an authority to sign on behalf of the owner is required, the address details of the signatory must be provided. This could be a business or private address for the individual.



### Where to send the certificate of registration

CASA mails the original certificate of registration to the postal address recorded to the owner (registration holder). If the owner (registration holder) wishes CASA to mail the certificate to an alternate address, complete question 11. This mailing information will only be used in this instance.

### Ferry Flight Certificate

Ferry flight certificates of registration are intended to expedite matters for owners importing and ferrying aircraft into Australia, under the "VH-" nationality mark, from a foreign country. CASA can fax or email a specific certificate of registration directly to where the aircraft is located overseas.

The following rules apply to ferry flight certificates of registration:

- Ferry flight certificates of registration are only available for aircraft based overseas at the time of inclusion in the Australian Civil Aircraft Register and for which a certificate of registration is urgently required to ferry the aircraft to Australia from an overseas country. The ferry flight certificate only covers the subsequent flight into Australia.
- Ferry flight certificates of registration must be the very first certificate of registration issued. It is not possible for CASA to issue a ferry flight certificate once a certificate of registration is issued.
- CASA reserves the right to request further information when receiving a request for a ferry flight certificate of registration if the proposed process does not ensure a safe and reliable outcome. This may cause delays. Matters of concern could include the location of the facsimile in relation to the location of the aircraft, owner of the facsimile, person collecting the document from the facsimile, etc.
- Any request for the issue of a ferry flight certificate of registration after the standard certificate of registration has been issued will be rejected. The ferry flight certificate of registration process is built around the concept that the very first certificate of registration printed to prove the registration of the aircraft is the original certificate of registration.
- CASA will issue the standard certificate of registration once the aircraft has arrived in Australia.

SIGNATURE BLOCK - Mandatory if a Ferry Flight is requested - This section contains mandatory declarations that must be made by the owner. You must ensure you read and understand the clauses before signing.

See "Mandatory Declarations by the Appointed Registered Operator" of these guidelines for rules regarding signatures.

### 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

- Click the payment button on the CASA website homepage and follow the instructions.
- Attach a copy of the receipt with the application and submit to CASA.

#### 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

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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 14 days of the date on the letter without incurring a financial penalty.
- Payment for this application will be taken and will be held for this period.
- If an acceptable, complete application is not received within 14 days 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 appointed 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?

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Please forward the form plus any other required documents to the CASA Client Services Centre (CSC). Receipt by email is CASA's preferred option:

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

**Mail:** CASA Client Services Centre ACR  
GPO Box 2005  
CANBERRA ACT 2601  
AUSTRALIA

## WHO SHOULD I CONTACT IF I HAVE A PROBLEM

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Contact the CASA Client Services Centre (CSC) 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 REGISTRATION CERTIFICATES

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

You can check the CASA website to see if your aircraft has been registered and the certificate has been issued by entering the aircraft's VH mark in the search facility of the Australian Civil Aircraft Register.

## WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER?

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### Register to be accessible to the public.

[CASR](#) 47.030 states:

- (1) CASA must make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.
- (2) CASA may comply with sub regulation (1) by making the information in the Register accessible on the Internet or by another suitable electronic means.

You are advised that the [Australian Civil Aircraft Register](#) page on CASA's website ([www.casa.gov.au](http://www.casa.gov.au)) includes information as stipulated in [CASR](#) 47.080. Additional information held by the Australian Civil Aircraft Register in relation to the aircraft and dealer's marks is also included.

### Personal details published on CASA's Internet site.

CASA will publish only the name and address details of a registration holder and registered operator. The address shown will be that provided to CASA as the postal address. If a separate postal address has not been supplied, then the person's or an organisation's physical address will be published.

Personal inspections of the Australian Civil Aircraft Register can be made, by prior appointment, at the office of the Australian Civil Aircraft Register in Canberra. Please phone 131 757 and ask to be put through to the Aircraft Registrar to arrange a suitable time.