

## Notice of Change of Possession of Aircraft

(Where both the person(s) relinquishing possession and the person(s) taking possession of an aircraft are both available).

This form is used to notify the CAA of a change in possession of an aircraft, under Part 47 of the Civil Aviation Rules and to seek the grant of a new Certificate of Registration. Please ensure that the form is complete and the fee of \$263.00 has been paid. Incomplete or unpaid applications will not be processed and may cause delays in the change in registration while follow up information/fee is sought. This could affect putting the aircraft on an Air Operator Certificate. The fee is the responsibility of the relinquishing party unless otherwise agreed between parties. [For more information see Advisory Circular AC47-1.](#)

### Instructions for completing this form

Please ensure all sections of this form are completed and the change of possession fee of \$263.00 (including GST) has been paid to the CAA. This fee is the responsibility of the person relinquishing possession of the aircraft unless otherwise agreed between the parties. **Payment can be made by credit card or direct internet banking.**

A Fit and Proper Person Questionnaire CAA 24047/02 (available on the CAA website) must also be completed and submitted by the new owner if they do not have a recent Fit and Proper Person history with the CAA. (This could be by being an existing aircraft owner, or having an aviation document issued within the last five years.)

NOTE: The completed application form and payment must be received by the Civil Aviation Authority within 14 days of the transfer of possession. See the requirements under Rule §47.57 and Advisory Circular 47-57(b)(1).

\* make sure your **ELT beacon registration** is correct and up to date with [www.Beacons.org.nz](http://www.Beacons.org.nz) (CAR part 91.529)

### Privacy statement for the purposes of principle 3 of the Privacy Act 1993:

The CAA is collecting information on this form about you to process your application for a Certificate of Registration for an aircraft. Information you provide may also be used by the CAA for wider aviation safety and security regulatory purposes. The information contained in this form will be held by the CAA and entered into the register of civil aircraft. A version of the register, which includes the name and postal address of an aircraft owner, appears on the CAA website, and is publicly accessible.

More information about the online aircraft register can be found at:

[http://www.aviation.govt.nz/aircraft/aircraft\\_register\\_faq.html](http://www.aviation.govt.nz/aircraft/aircraft_register_faq.html)

The information sought on this application form is required before a Certificate of Registration will be granted. If you do not provide the information, a Certificate of Registration will not be granted. In the case of a change of possession, the change of ownership may not be processed, and the aircraft's registration may be cancelled.

You may request access to and correction of personal information supplied on this application form, using the contact details [info@caa.govt.nz](mailto:info@caa.govt.nz) or [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz). At any time in future you are also entitled to:

- obtain confirmation whether or not personal information is held about you; and, if so:
- obtain access to that information, subject to the provisions of the Privacy Act 1993;
- request that CAA correct any personal information it holds about you.

### When should this form be used?

This form is to be completed by both the person(s) relinquishing possession and the person(s) taking possession of an aircraft for 28 days or more. Alternatively you may use the reverse side of the Certificate of Registration which has a change of possession form printed on it.

**Section 2 of the Civil Aviation Act 1990 defines “owner” of an aircraft to be the person lawfully entitled to possession of the aircraft for 28 days or longer.** Although the Act and Rules refer to owner, a Certificate of Registration is not legal title – the registered operator is the person who is responsible for the operation of the aircraft, and to whom safety information is sent. It is the “owner’s” responsibility under the Act and Rules to notify the CAA of any change in possession that would require a change in the registered owner of the aircraft.

Where there is more than one owner/operator you will need to decide who will sign the form and become the main contact for the CAA. In the case of partnerships and syndicates the CAA requires the full names, addresses, contact numbers and CAA client numbers (if applicable) of all members and a completed Fit and Proper Persons Questionnaire (24047/2) completed by each member.

If the person(s) relinquishing possession (seller) is unavailable to complete the form the person taking possession (buyer) will need to complete a different form CAA 24047/03A.

# Notice of Change of Possession of Aircraft

(Where both the person(s) relinquishing possession and the person(s) taking possession of an aircraft are both available).

## Section 1. Aircraft Details - To be completed by relinquisher (Seller).

Registration Mark: ZK- \_\_\_\_\_

Manufacturer:

Model:  Serial Number:

## Section 2. To be completed by person(s)/organisation RELINQUISHING possession of the aircraft (Seller)

Full Name of Individual/Organisation/Partnership or Syndicate RELINQUISHING possession: Name on the current Certificate of Registration.

Full name and contact details of Individual/Organisation/Partnership or Syndicate TAKING possession (Buyer):

<b>Name of new owner:</b> (for definition of 'owner' see General Notes)	
<b>Postal address of new owner:</b>	<b>Date transfer occurred:</b>
Post Code:	
Telephone: <input type="text"/>	Email: <input type="text"/>

Name & Signature of the person(s) relinquishing possession of the above aircraft:

Print Name:  Position/Title:   
(if applicable)

Signature: \_\_\_\_\_ Date:

**NOTE:** Maintenance providers and/or aircraft sales agents cannot sign this form on behalf of the applicant relinquishing possession of the aircraft (the seller) unless they have a Power of Attorney or similar legal authority

**PLEASE ENSURE THAT YOUR ELT BEACON REGISTRATION INFORMATION HAS BEEN CHANGED TO REFLECT THE TRANSFER OF THIS AIRCRAFT.**

**PLEASE RETURN THE COMPLETED CHANGE OF POSSESSION FORM AND APPLICATION FEE AS FOLLOWS: (within 14 days of transfer)**

**Note-** if paying by credit card – please contact the Aircraft Registrar with the card details

<b>Forms should be sent or emailed to:</b>	<b>Direct banking details:</b>
Attention: Aircraft Registration Civil Aviation Authority PO Box 3555 Wellington 6140 Email: <a href="mailto:aircraftregistrar@caa.govt.nz">aircraftregistrar@caa.govt.nz</a>	Civil Aviation Authority of New Zealand Westpac, Lower Hutt <b>03 0531 0406878 00</b> Please indicate Registration mark as reference.  ZK- _ _ _

# Notice of Change of Possession of Aircraft

(Where both the person(s) relinquishing possession and the person(s) taking possession of an aircraft are both available).

## Section 3: To be completed by person(s)/Organisation TAKING possession (the buyer)

Registration Mark:  Make:  Serial No:

Name of the Individual/Organisation/Partnership or Syndicate TAKING possession (operating the aircraft):

Name to be registered under:

CAA Client Number - if Known:  OR, if individual, state date of birth:   
 (this information required for client identification purposes only)

The name you provide above will appear on the Certificate of Registration. This name, together with your postal address, will also appear on the aircraft register published on the CAA web site, [www.aviation.govt.nz](http://www.aviation.govt.nz). If your aircraft is registered in the name of an individual you may at any time request that your name and postal address details be withheld from the online aircraft register. Requests for removal of personal information should be directed to [privacy@caa.govt.nz](mailto:privacy@caa.govt.nz)

Please note that even if personal information is removed from the online register, the information may be disclosed to third parties (including Airways NZ and other government agencies) in accordance with the Official Information Act 1982.

State whether: Individual  Partnership/Syndicate  Organisation/Limited Company

Nature of Interest: Operator  Legal/financial Owner  Name of Legal Owner

\*The Certificate of Registration is NOT a certificate of title.

If partnership or syndicate, the full names of all syndicate /partnership members are required.

(Use separate sheet if necessary) CAA can also provide a Change of Syndicate form.

Name:  CAA Client Id:

Name:  CAA Client Id:

If you are not already a CAA client a completed Aircraft Owners Fit and Proper Person Questionnaire needs to be included for each member without a CAA client ID or who has not previously completed an Aircraft Owners Fit and Proper Person Questionnaire. Please Complete form 24047/02 and attach to this application.

Contact details:	Address for service (Must be a physical New Zealand address)	Postal address (If different from the address for service)
It is mandatory to provide an address for service & to promptly notify the Director of any changes (refer s8 Civil Aviation Act). An address for service is a physical address for the person(s)/ organisation taking possession, not the address the aircraft is based or serviced at.	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Post Code: <input type="text"/>	Post Code: <input type="text"/>
Phone: After Hours: <input type="text"/>	Email: <input type="text"/>	<input type="text"/>
Business: <input type="text"/>	Mobile: <input type="text"/>	<input type="text"/>

The information provided above is accurate and complete:

Print Name:  Position/Title:   
 Signature:  Date:

NOTE: An agent cannot sign this form on behalf of the applicant taking possession unless they have legal authority

PLEASE ENSURE THAT YOUR ELT BEACON IS REGISTERED WITH [www.beacons.org.nz](http://www.beacons.org.nz) AND THE INFORMATION IS CURRENT. (CAR PART 91.529) YOUR AIRCRAFT MAY NOT BE FLOWN IF THIS IS NOT REGISTERED OR UP-TO-DATE.

Please return the completed Change of Possession form to: Aircraft Registrar,  
 Civil Aviation Authority, PO Box 3555, Wellington 6140 or Email: [aircraftregistrar@caa.govt.nz](mailto:aircraftregistrar@caa.govt.nz)