

Australian Civil Aircraft Register

Guidelines for Cancellation of an Aircraft Registration Under CASR 47 (Form 026)

WHY USE THIS FORM?

To request the cancellation of registration of an aircraft that is registered under CASR 47.

WHO SHOULD COMPLETE THIS FORM

This form should be completed and signed by the registration holder of an aircraft.

HOW TO COMPLETE THIS FORM

All sections are mandatory.

—Section 1—

Enter the VH mark as shown on the certificate of registration.

—Section 2—

Enter the aircraft details as they appear on the aircraft's data plate or as shown on the certificate of registration.

—Section 3—

Provide the reason that the registration is required to be cancelled. For example, 'To be exported to New Zealand', or 'Aircraft sold for parts,' etc.

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

Country or sports association notification. If the aircraft is to be placed on the register of another country or a sports association, provide full details of the organisation's name. CASA will then notify the appropriate authority when the registration has been cancelled.

Returning the certificate of registration after cancellation. CASR 47.135 requires the person who has ceased being the registration holder in CASA's records to return the original certificate of registration within 14 days after the day on which the registration was cancelled.

If the old certificate of registration has been destroyed or lost, the former registration holder must give CASA a statutory declaration, detailing the circumstances of the loss, within the 14 days.

Note: Statutory declaration forms are available on the Australian Civil Aircraft Register page of CASA's website at <http://casa.gov.au/casadata/register/index.asp>

Failure to return the superseded certificate or to supply a statutory declaration within 14 days carries a maximum penalty of one penalty unit.

—Section 4—

ARN. 'ARN' refers to 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. If you don't know your ARN, leave the space on the form blank.

—Section 5—

Who can sign this form? The registration holder must sign this form. If the registration holder is:

- **An organisation:** a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.
Alternatively, the Company Secretary, Director, CEO, President or Vice President can give another person written authorisation (on a company letterhead) to sign on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form.
- **A government body or a foreign corporation:** a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form. Alternatively, that person can give another person written authorisation (on a letterhead) to sign the form on behalf of the body. A copy of the letter must be forwarded with the form.
- **An individual:** the individual can give another person written authorisation to sign this form on his/her behalf. A copy of the letter of authority must be forwarded with the form.

Note: Guidelines in relation to letters of authority can be found on the Australian Civil Aircraft Register page of CASA's website at (<http://casa.gov.au/casadata/register/part47/index.htm>)

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

At the very minimum, there will be a delay while the Registrar requests additional information. In some cases, the form will be returned for correction.

If you do not include supporting documentation, if required (eg, letter of authority), the form will not be processed until all necessary documents are received.

WHERE DO I SEND MY FORM?

You can submit your form and some other necessary documentation by fax to:

Within Australia: 02 6217 1991
International: +61 2 6217 1991.

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents.

You may also submit your form by email to aircraft.register@casa.gov.au.

Original documents should be mailed to:

CASA Civil Aircraft Register
CASA
GPO Box 2005
CANBERRA, ACT 2601

WHO DO I CONTACT IF I HAVE A PROBLEM?

Contact the CASA Licensing and Aircraft Registration Centre for assistance:

Phone: 1300 737 032

Email: clarc@casa.gov.au.

Or refer to the Australian Civil Aircraft Register page on CASA's website, which provides additional information:

<http://casa.gov.au/casadata/register/index.asp>

Delivery of Cancellation of Registration Certificate

You can expect to receive your 'Cancellation of 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 registration has been cancelled by entering the aircraft's VH mark in the deregistration search facility at:

<http://www.casa.gov.au/casadata/regsearch/regupdates.asp>

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

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 subregulation (1) by making the information in the Register accessible on the Internet or by other suitable electronic means.

You are advised that the Australian Civil Aircraft Register page on CASA's website (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 address details of a Registration Holder or 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 Register section to arrange a suitable time.

PRIVACY STATEMENT

CASA will only use information about individuals or organisations for the purpose for which it is provided.

CASA will not use this information for any other purpose and will not disclose it without the applicant's permission.

However, CASA may give this information to other government agencies authorised by law to receive it.

For further information please view Chapters 13 & 14 of Advisory Circular AC 47-01(2) at <http://www.casa.gov.au/rules/1998casr/047/047c01.pdf>