

# Australian Civil Aircraft Register

## Guidelines for Registration Application (Form 029)

An application for Registration will only be processed if the applicable fee of \$130 has been paid.

### WHY USE THIS FORM?

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.

Do not submit this form if your aircraft is registered on any foreign aircraft register. See the guidelines for Section 3 for more details.

**If an application is received for an aircraft registered on a foreign register, the application will be rejected and the application fee will not be refunded.**

### WHO SHOULD COMPLETE THIS FORM?

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

The nominated Registered Operator, if not the owner, should also complete the relevant sections of 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 Section 5 of these guidelines.

### HOW DO I COMPLETE THIS FORM?

This form can be completed online but must be printed to be signed.

#### —Section 1—

**Registration mark.** If there is a mark currently reserved for this aircraft, insert that mark here. If a mark is not reserved for the aircraft, leave Section 1 blank and CASA will allocate the next available mark to your aircraft.

**Note:1** You must first reserve a mark before you can apply to use that mark on an aircraft. Use Form 028 to reserve a mark.

**Note:2** You cannot nominate a particular mark if it is not currently reserved for the aircraft detailed in Section 2.

#### —Section 2.1—

**Aircraft details.** Insert the details for a production aircraft, as noted on the data plate.

#### —Section 2.2—

Insert information about non-production built aircraft.

#### —Section 3—

All applicants must complete this section regarding previous registration details.

**Note:** If this aircraft is registered in another country, then it must be removed from that register before it can be included on the Australian Civil Register.

You should ensure that any foreign registration has been cancelled before submitting an application for registration on the Australian Register.

If the aircraft has been removed from a foreign register the applicant must ensure that CASA receives notification from the foreign aviation authority that the aircraft is no longer on their register.

CASA will not register an aircraft unless it receives the deregistration notification.

#### —Section 4—

**Period of registration.** Unless otherwise requested, aircraft registration is perpetual (issued without an expiry date). If you want the registration to be perpetual, do not complete Section 4.

If you want the registration to expire on a given date, you must complete Section 4.

#### —Section 5 —

**Definition of a registration holder.** Only an owner can apply to be a registration holder. The owner must be able to prove that he/she is a legal entity (see 'Definition of Legal Entity' below). Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register. 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. This is done by completing Section 7.

**Note:** The term 'owner' should be taken in the literal sense.

#### The owner must be a legal entity

**Definition of a Legal Entity.** A legal entity is one of the following:

- An individual
- A corporation incorporated under the Corporations Act 2001
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia
- The Commonwealth, a State or a Territory
- An agency of the Commonwealth, a State or a Territory
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

**The owner will certify their status as a legal entity by signing Section 7. However, CASA reserves the right to require certified documentation as proof of identity to become the registration holder.**

Do **NOT** forward documents as proof of identity with your application. CASA will notify you if certified documentation is required. However, if CASA is required to create an ARN the relevant documentation outlined below must be submitted with the application. For the definition of an ARN see guidelines for Section 5.1.

If CASA notifies you of the requirement to submit certified documentation, only originals of the certified copies of the documents will be accepted.

Documentation the owner must supply to prove identity, if notified to do so by CASA.

### **For an Individual**

A certified true copy of any one of the following is acceptable:

- An Australian full birth certificate showing parental details, or a current photo birth card issued by the Registry of Births, Deaths and Marriages.
- A current Australian passport or one that expired within the last two years.
- A current foreign passport.
- A current Document of Identity issued by the Australian Passport Office.
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs.
- A current Australian driver's licence or one that expired within the last two years.
- A current Australian issued firearms or security industry licence or one that expired within the last two years.
- A current identity card for an Australian police force or defence force member, excluding civilian staff or family.
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade.
- A current student identity card.
- A current proof of age card.

### **For an Organisation**

- For companies registered with the Australian Securities and Investments Commission (ASIC), (when completing the form) insert your organisation's ACN in the appropriate space in Section 5.1). CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a certified true 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 certified true copy of a certificate of incorporation, or equivalent document.

**Definition of a 'Certified True Copy'**. A certified true copy of a document is a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy of the Original'. Copies of certified copies are not acceptable.

- Persons who may certify documents include:
- Justices of the Peace (with a registration number)
- Commissioner for Declarations
- A pharmacist
- A doctor (Medical Practitioner)
- An accountant
- An engineer
- A postmaster
- A Registered Migration Agent
- CASA employee
- CASA authorised person or delegate
- A barrister or solicitor
- A police officer
- A member of the Parliament of the Commonwealth or a State
- A member of a Territory legislature.
- Gliding Federation of Australia employee
- Member of the Gliding Federation of Australia Executive

Gliding Federation of Australia Regional Technical Officer.

The certifying officer must:

Write on the copy: "*This is a true copy of the original document sighted by me*"; and

Sign the document; and

Print the following details: name; address; contact telephone number; profession or occupation; date verified; and

Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print his/her registration number and affirm in which State he/she is registered. A CASA authorised person/delegate must also print his/her ARN, if one exists. A Gliding Federation of Australia Regional Technical Officer must also print his/her GFA number.

**Note:** Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

### **—Section 5.1 —**

**ACN.** Insert the Australian Company Number (ACN) assigned by ASIC if an organisation is applying to be the Registration Holder.

**Note:** An Australian Business Number (ABN) is a number for business dealings with the Australian Taxation Office. Do not insert an ABN in this section.

**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.

To issue an ARN CASA requires the submission of certified identification documentation as outlined in the guidelines for Section 5 for the registration holder and Section 5.2 for the registered operator with the application.

#### Addresses

- **Address 1** – Individual's home address, or Organisation's physical address.
- **Address 2** – Individual's or Organisation's postal address—this refers to the address to be used for mailing of documents. If it is the same as Address 1, write 'as above' for Address 2.
- **Address 3** – An Organisation's Registered Office address, as listed with the Australian Securities and Investments Commission (ASIC). Address 3 must be supplied for an Organisation with an ACN.

Address 3 is not applicable for an individual.

CASA will use the supplied postal address for mailing of documents unless otherwise requested.

You should note that it is not possible to have different addresses for different purposes recorded against the one legal entity. You cannot have one residential address for registration matters, and another residential address for Air Operator Certificate matters, etc.

However, it is possible to have a limited number of different types of addresses recorded. (For example, residential, communications, registered place of business). The types of addresses recorded will be determined by CASA's business rules and may vary from time to time.

#### —Section 5.2 —

**Is the owner an eligible person.** Complete Section 5.2(a) to provide details of how the owner qualifies as an Eligible Person, to become the Registered Operator.

Even if the owner elects to nominate another party as the registered operator, it is important to complete Section 5.2(a). This may offer protection from cancellation of registration under CASR 47.130(2)(c) in cases where the registered operator resigns or has his/her appointment cancelled.

**Definition of an Eligible Person** in CASR 47.010.

'Eligible Person' means one of the following:

- (a) A resident of Australia who is:
  - (i) 18 years of age or older; and
  - (ii) An Australian citizen or the holder of a permanent visa (within the meaning of the Migration Act 1958).

- (b) A corporation incorporated under the Corporations Act 2001.
- (c) A body incorporated under a law (other than the Corporations Act 2001) in force in Australia.
- (d) The Commonwealth, a State or Territory.
- (e) An agency of the Commonwealth, a State or a Territory.
- (f) A foreign corporation that is lawfully carrying on business in Australia.

**Definition of a Registered Operator.** Only an 'eligible person' can be a registered operator. The registered operator must be able to prove his/her qualification as an eligible person.

**Responsibilities of a Registered Operator.** The registered operator is responsible for the airworthiness and maintenance control of the aircraft. What does this mean? Essentially, 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 procedures and requirements regularly to make sure they are still effective for the aircraft and reflect 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 his/her behalf.

See the guidelines for Section 6 on nominating the registered operator.

**If the Registration Holder accepts the position of Registered Operator they certify their status as an eligible person by completing Section 5.2(a) and by signing Section 7.**

**If another entity is nominated as the Registered Operator and accepts the position, they certify their status as an eligible person by completing Section 6.2(a) and by signing Section 6.3.**

**However, CASA reserves the right to require certified documentation as proof of eligibility to become a Registered Operator.**

Do **NOT** forward documents as proof of eligibility with your application. CASA will notify you if certified documentation is required. However, if CASA is required to create an ARN the relevant documentation outlined below must be submitted with the application.

If CASA notifies you of the requirement to submit certified documentation, only originals of the certified copies of the documents will be accepted.

**Documentation the Registered Operator must supply to prove eligibility, if notified to do so by CASA**

**For an Individual**

**To prove Australian residency:** a certified true copy of one of the following:

- A current driver's licence showing your current Australian home address
- A lease agreement and rental receipt, together with a certified copy of a rates notice or utilities bill
- Any document acceptable to CASA as proof of residency.

**To prove age:** a certified true copy of one of the following, which must include the day, month and year of birth:

- A current driver's licence or one that has expired within the last two years
- A birth certificate/extract
- A current passport or one that has expired within the last two years
- A current proof of age card.

**To prove Australian citizenship:** a certified true copy of one of the following:

- A current Australian passport
- For those born in Australia on or before 19 August 1986, an Australian full birth certificate showing details of parents
- For those born in Australia on or after 20 August 1986, an Australian full birth certificate together with proof that at least one parent was either an Australian citizen or Australian permanent resident, or any document acceptable to CASA as proof of Australian citizenship
- An Australian citizenship certificate
- A declaratory citizenship certificate as issued by the Department of Immigration and Multicultural and Indigenous Affairs
- Any document acceptable to CASA as proof of citizenship.

**To prove that you are the holder of a permanent visa:** (only for those who are not Australian citizens), a certified true copy of one of the following:

- An overseas passport with an Australian permanent residency stamp
- A declaratory certificate from the Department of Immigration and Multicultural and Indigenous Affairs.

**Note:** One item of identification may be used to meet more than one requirement—eg, a driver's licence showing an Australian address would meet the requirements for both proof of age and proof of residency. You would, however, still need to supply identification to meet the Australian citizenship requirements.

**For an Organisation**

- For companies registered with the Australian Securities and Investments Commission (ASIC) (when completing the form insert your organisation's ACN in the appropriate space in Section 5.1 or 6.1(b)). CASA will check the ASIC register to validate the number provided.
- For a state-registered and incorporated body or a foreign corporation, a certified true copy of a certificate of incorporation.
- For government agencies, a copy of the establishing statutory provision that proves it is capable of exercising statutory rights in its own right.
- For foreign corporations, an Australian Registered Body Number (ARBN).

**Note:** Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

—Section 6. —

**Nomination of a Registered Operator.** If the owner is to be the Registered Operator then complete Section 6.1(a) then go to Section 7.

If the owner is not going to be the Registered Operator then complete Section 6.1(a) and insert the details for the nominated Registered Operator in Section 6.1(b).

See the guidelines for Section 5.2 for the definition and responsibilities of a Registered Operator.

—Section 6.1(b) —

**ACN.** Insert the Australian Company Number assigned by ASIC if an organisation is applying to be the registered operator.

**ARN.** For the definition of an ARN see guidelines for Section 5.1.

**Addresses.** See guidelines for Section 5.1

—Section 6.2 —

**Is the nominated Registered Operator an eligible person?** Complete Section 6.2(a) to provide details of how the Registered Operator qualifies as an Eligible Person.

See the guidelines for Section 5.2 for the definition of an Eligible Person, and for details of the required documents.

—Section 6.3 —

This section contains mandatory statements that must be made by the registered operator.

The entity accepting the position of Registered Operator certifies their status as an eligible person by completing Section 6.2(a) and by signing Section 6.3.

Insert the effective date of the appointment of the registered operator.

**Signature.** Section 6.3 must be signed by the entity named in Section 6.1(b) accepting the position of registered operator.

**Note the statements and declarations you are making by signing Section 6.3.**

The following rules apply regarding signatures:

- If the nominated registered operator 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 employee of the organisation written authorisation (on a company letterhead) to sign this form 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. The letter of authority must clearly state that the authorisation is for the purposes of acceptance of the position of registered operator.
- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc. must sign the form and the same conditions apply to letters of authority.
- If an individual is to be the registered operator, no letter of authority will be accepted.

**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>

—Section 7 —

This section contains mandatory statements that must be made by the owner.

If the Registration Holder accepts the position of Registered Operator they certify their status as an eligible person by completing Section 5.2(a) and by signing Section 7.

'Ownership' statements – tick one box.

'Registration Status' statements – tick one box.

'Use as an aircraft' statement – If the aircraft is to be a static display or put to some other use that will not involve it being used as an aircraft, then the aircraft must not be registered.

Insert the effective date of the appointment of the registered operator.

**Signature.** Section 7.1 must be signed by the entity applying to be the registration holder.

**Note the statements and declarations you are making by signing Section 7.**

The rules for signatures are the same as in the guidelines for Section 6.3.

**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>

—Section 8—

**Payment of Registration Fees**

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 at: <http://www.casa.gov.au/corporat/fees/fees>.

Enter you details in Section 8 to enable CASA to process you payment. Applications for registration received without the correct payment will be rejected.

**IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?**

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

If you do not supply certified documentation to prove your status as a legal entity or an eligible person, when notified to do so by CASA, the application will not be processed until the required documents are received and your application may be rejected.

If you do not include payment with your application the aircraft will not be registered.

**WHERE DO I SEND MY FORM?**

You can submit your form and 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](mailto:aircraft.register@casa.gov.au)

If required, 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](mailto: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 Registration Certificates**

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.

However, notification of non-receipt received by CASA more than six weeks after the issue date will attract a fee of \$65 for the issue of a replacement certificate.

You can check the CASA website to see if your certificate has been issued by entering the aircraft's

VH mark in the search facility at:  
<http://www.casa.gov.au/casadata/regsearch/findairs.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](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 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 the 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>