



**Application for issue or renewal of an  
Aeronautical Information Service Certificate under CAR Part 175**

**Application requirements and instructions for completing the form**

- a) Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.
- b) The application must include
  - completed rule compliance matrix [24175/02](#) and any other as applicable to your type of operation.
  - a complete exposition as required by rule 175.69.
- c) Applicants for initial issue must submit a completed Application for Approval of SMS Implementation Plan form [24100/01](#) with an SMS implementation plan. Current certificate holders have until the dates detailed in [Transition requirements](#) to submit a plan.
- d) Applications must be received, with all completed information
  - for initial issue at least 90 days prior to intended operation;
  - for renewal at least 60 days prior to certificate expiry.
- e) The charge payable in advance is 33,000vt, VAT excluded.
- f) Additional charges are at the [current standard hourly rate of 8250vt \(VAT excluded\)](#) for the time taken to assess and process the application.

**1. Organisation Details**

CAA Participant Number (if known)

Companies Office No.

Legal Name of Organisation

A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the **Companies Office Certificate of Incorporation** for initial issue or for an amendment involving a change to the legal name of the organisation.

Trading or Division name (if any)

**Address for Service**

The Civil Aviation Act, Part 2, s8, requires applicants to provide an address for service in Vanuatu (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.

**Postal Address**

(if different from Address for Service)


Post Code

Post Code

Tel

Tel

Fax

Fax

Email

Email

Your reference – or –

**Details of the person who may be contacted for further information**

Name

Position

Tel

Mobile

Fax

Email

## 2. Questionnaire

These two questions must be answered for the initial issue and for the renewal of a certificate.

Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	Yes / No
Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	Yes / No

**Note** If "Yes", please provide details with this application on separate sheets.

## 3. Service Types Applied for

Mark the appropriate boxes

AIP Service

NOTAM Service

Pre-flight Information Service

## 4. Exposition

List the manuals that constitute the **exposition** required by CAR 175.69

For **renewal** list the publications already held by CAA and their latest amendment status.

Manual Titles	Amendment No. and date

Also complete and submit the applicable [CAR Part 175 Rule Compliance Matrix](#) to show compliance with the rule requirements in the exposition.

## 5. Senior Persons

Separate forms must accompany this application for *each* of the nominated senior persons as shown below.  
 Note also the transitional provisions related to SMS in Rule 175.301

**Initial issue:**

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

**Renewal:**

- Changed persons:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and form [CAA 24FPP](#) or [24FPPDEC](#) must be included.

They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per 175.51(a)	Name & company title	Participant No. (if known)
Chief Executive		

Indicate any senior persons that are being removed from the organisation's certificate.

**Removed persons**


I hereby nominate the above person(s) for the responsibilities indicated.

**Signature of Chief Executive or Board Chairperson**

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**Date**

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## 6. Number of Persons to be Employed (175.51(a)(3))

1-5	6-10	11-50	51-100	> 100
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 7. Exemptions

List any exemptions you hold (list numbers and applicable rules).

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## 8. Declaration by Chief Executive

*The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Part 6 of the Civil Aviation Act 1999 and is subject, in the case of a body corporate, to a maximum fine of 1000,000vt.*

I have obtained a current copy of NZCAR Part 175 and AC175-1, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 1999.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

**Full Name of Chief Executive**

**Participant Number (if known)**

**Signature**

**Date of application**

## 9. Applicant's Checklist – please take the time to check and complete this section

*Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.*

*\*Applicants for a new certificate must include a form CAA 24001/01 with an implementation plan for SMS.*

*Current certificate holders have until the date detailed in [Transitional requirements](#), Rule 175.301 to submit a plan.*

- |    |   |                          |
|----|---|--------------------------|
| 1. | All necessary sections completed                                    | <input type="checkbox"/> |
| 2. | Completed rule compliance matrix enclosed                           | <input type="checkbox"/> |
| 3. | Completed company exposition enclosed                               | <input type="checkbox"/> |
| 4. | CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed | <input type="checkbox"/> |
| 5. | *Form CAA 24100/01 enclosed (as applicable)                         | <input type="checkbox"/> |
| 6. | Additional attachments enclosed as per this list:                   | <input type="checkbox"/> |

**Submit the completed application together with the appropriate fee and supporting documentation to:**

**The Director, Civil Aviation Authority, PMB 9068, Port Vila, Vanuatu**

[civav@vanuatu.com.vu](mailto:civav@vanuatu.com.vu)

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations