



Part 115 application for issue or renewal of an adventure aviation operator certificate

Application requirements and instructions for completing the form

- a) The CAA Standard hourly charge applies. **NOTE:** If an organisation is being invoiced, you **MUST** obtain the details AND signature of the person authorising the payment in Section 2.
- b) Please ensure all documents and applicable fees are paid. No application will be processed until all required documentation and applicable fees are received.
- c) The application must include
 - completed rule compliance matrix (24115-02) and any other as applicable to your type of operation.
 - a complete exposition as required by rule 115.79.
- d) Initial issue applications must also submit a completed Safety management system evaluation tool (24100-02).
- e) 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.
- f) Further notes and instructions are included in the grey margins of the different sections.
- g) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.
- h) **Submit the completed application and supporting documentation to either:**

Email: info@caav.vu

Post: Civil Aviation Authority of Vanuatu, PMB 9068, Bauerfield International Airport, Port Vila

1. Organisation Details

CAA Participant No (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 name (if any)			
Address for service <i>The Civil Aviation Act 2021, section 8, 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.</i>	Postal address <i>(if different from Address for Service)</i>		
Post Code		Post Code	
Phone		Phone	
Email		Email	

Your reference – or –			
Details of the person who may be contacted for further information			
Name		Position	
Phone		Phone	
Email			

2. Details for Invoice

Please provide the name of the organisation or applicant and address for the invoice to be sent. If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising payment.

The invoice is to be sent to:	☐ Applicant		☐ Organisation	
Applicant or organisation name:			CAA Participant No:	
Name of the person authorising payment: (If applicant, N/A)			Purchase Order No: (If applicable)	
Title/Position within the company:				
Email:			Phone:	
Postal Address:				
(For the invoice to be sent to individual or organisation)				
Signature:				
(Of the applicant or person within the organisation authorising payment)				

3. 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?	
	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?	
Note If "Yes", please provide details with this application on separate sheets.		

4. Adventure Aviation Types of Operation

Identify the type of operation. More than one box may be ticked	A to A Standard ☐	A to A Special ☐	A to A Microlight ☐
	Hot Air Balloon ☐	Parachute Drop ☐	Tandem Parachute ☐
	Hang Glider ☐	Para Glider ☐	Glider ☐

5. Proposed Locations of Operation

May be supported with drawings or maps.

6. Proposed Routes and Geographical Areas of Operations

May be supported with drawings or maps.

7. Crew Training and Competency Assessment

*List any organisations you intend to **contract** training to.*

Confirm with the contractor that their CAR Part 141 certificate authorises them to conduct the courses or assessments.

Name and address

Participant No.
(if known)

8. Training Courses and / or Training Assessments Applied For

List the training courses and assessments that require acceptance by CAA if exercised under your CAR Part 115 certificate by marking the appropriate boxes, if applicable.

Courses

Remarks

☐

Crew training – 115

☐

Ground crew training

Assessments

Remarks

☐

Operational competency – Part 115 ops.

9. Exposition

*List the manuals that constitute the **exposition** required by CAR 115.79*

*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 [CAA Part 115 Rule Compliance Matrices](#) to show compliance with the rule requirements in the exposition.

10. Aircraft to be Used (Includes Parachutes)

List the aircraft you wish to operate. Please also indicate any aircraft that are being removed from the organisation's operations specifications.

When adding an aircraft, enclose the relevant associated exposition amendments (e.g. operations, maintenance manuals) with your application.

Add or Remove	Registration or ID mark	Manufacturer	Model	Are you the registered operator?

Notes: If the unique ID (identification) mark is unknown, use supplemental form [24115-01A](#) to request an identification mark.
If you are disposing of a parachute, hang glider or paraglider (rendering it unairworthy), you must inform the CAA Aircraft Registrar in writing (letter or email), indicating the serial number and ID mark.
If you are selling or handing over possession of a parachute, hang glider or paraglider to another person, you must notify the change of possession by submitting form [24115-01B](#).

11. Maintenance

List any maintenance organisations or persons (LAME, licensed engineer) you intend to contract the maintenance of your aircraft to.

Registration or ID mark	Name and Address	Participant No. (if known)

12. Maintenance Programme

List the maintenance programmes that will apply to the aircraft operated by your organisation.

Registration or ID mark	Document / Programme Title	Has CAA approved them?*

***Note:** Any programme that has not been approved must be submitted to CAAV for assessment and approval as per 91.605(a)(1).

13. Exemptions

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

--

14. Senior Persons

Separate forms must accompany this application for each of the nominated senior persons as shown below.

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](#) with an accompanying CV must be included.

Nominated persons

Chief Executive

Name

Title

Name &
company title

Participant No.
(if known)

Adventure aviation operations, including flight operations and supporting ground operations

Name

Title

Licence / Certificate No.

Certificate Type

Ratings

Aeroplanes

Commercial Tandem Master ☐

Helicopters

NZHGPA Certificate ☐

Hours

P-in-C single engine

P-in-C glider

P-in-C multi engine

P-in-C microlight

P-in-C helicopters

P-in-C float plane

Tandem master descents

P-in-C hang glider/paraglider

P-in-C hot air balloon

Total flying time

Crew training

Name

Title

Participant No.

Licence / Certificate No.

Certificate Type

Ratings

Aeroplanes

Commercial Tandem Master ☐

Helicopters

NZHGPA Certificate ☐

Hours

P-in-C single engine

P-in-C glider

P-in-C multi engine

P-in-C microlight

P-in-C helicopters

P-in-C float plane

Tandem master descents

P-in-C hang glider/paraglider

P-in-C hot air balloon

Total flying time

Crew assessment

Name

Title

Participant No.

If different from training

Licence / Certificate No.

Certificate Type

Ratings

Aeroplanes

Commercial Tandem Master ☐

Helicopters

NZHGPA Certificate ☐

Hours

P-in-C single engine

P-in-C glider

P-in-C multi engine

P-in-C microlight

P-in-C helicopters

P-in-C float plane

Tandem master descents

P-in-C hang glider/paraglider

P-in-C hot air balloon

Total flying time

Control and scheduling of

Name

Title

Participant No.

maintenance

Safety Management

Name

Title

Conducting occurrence

Name

investigations

Title

Signature of Chief Executive or Board Chairperson	I hereby nominate the above person(s) for the responsibilities indicated.	
	X	Date

15. Declaration by Chief Executive

<i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 59, of the Civil Aviation Act 2021 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine of VUV 400,000; or in the case of a body corporate, to a fine not exceeding VT2,000,000.</i>	I have obtained a current copy of CAR Part 115 and AC115-1, 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 2021, Section 12.	
	I declare that, to the best of my knowledge, the information supplied in this application and any documentation attached is true and correct.	
	Full Name of Chief Executive	Participant Number (if known)
	Signature	Date of application

16. Fees and Charges

Initial issue:	A minimum charge of four hours at the prevailing standard hourly rate is <u>payable in advance for applications for initial issue only</u>. The charge is credited towards the total and a final adjustment will be made on completion of certification. The additional charge is at the prevailing standard hourly rate for the time taken to assess and process the application. Follow the link for information on fees and charges. <u>Ensure section 2 of this form is completed.</u>
Renewal:	Charge at the prevailing standard hourly rate for the time involved. An advance payment is not required. <u>Ensure section 2 of this form is completed.</u>
Pay by bank transfer:	Civil Aviation Authority of Vanuatu PMB 9068 Port Vila International Airport Port Vila Vanuatu Phone: +(678) 22819
Pay by credit card:	If you want to pay by credit, contact us on 22819 and ask to speak to CAAV Finance Office. Do not send cash or cheques. Do not send credit card details via email.

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

<i>Please ensure all documents are enclosed.</i> <i>Applications which are incomplete or lacking any required documents will not be processed.</i> <i>*Applicants applying for a new certificate must complete the Safety management system evaluation tool (24100-02)</i>	1.	All necessary sections completed	☐
	2.	Completed rule compliance matrices enclosed	☐
	3.	Completed company exposition enclosed	☐
	4.	Maintenance programmes that require approval enclosed	☐
	5.	CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	☐
	6.	Form CAA 24100-02 enclosed (as applicable)*	☐
	7.	Operator statement as per CAR 47.55(d) is amended to reflect details in this application	☐
	8.	Payment made (as applicable)	☐
	9.	Purchase order number (optional)	☐
	10.	Additional attachments enclosed as per this list:	☐

18. Additional information

Use this space 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
