



Part 115 application for amendment 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 are enclosed. No application will be processed until all required documentation and applicable fees are received.
- c) The application must include the amended exposition as required by rule 115.79.
- d) Further notes and instructions are included in the grey margins of the different sections.
- e) 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.
- f) **Submit the completed application and supporting documentation to either:**
Email: info@caav.vu
Post: Civil Aviation Authority, PMB 9069, Port Vila International Airport, Port Vila, Vanuatu

1. Organisation Details

CAA Participant number (if known)		Companies Office No.	
Legal name of organisation			
Trading name (if any)			

Only fill this part of the section if changes are being made.

Address for service

The Civil Aviation Act 2021, 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	
Phone	
Email	

Your reference – or –

Details of the person who may be contacted for further information

Name		Position	
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)	X			

3. What are you changing?

Operations Specifications				Sections to complete	
Sections 1, 2, 3, 4, 9 and 10 are required for all applications. Indicate the change you are proposing in your organisation. Tick as many boxes as relevant. The line numbers align with the section numbers on the Operations Specifications	1 & 2	Locations	☐	Complete section 5	
	3	Address for Service	☐		
	4	Trading name	☐		
	5	Type of operations	☐	Complete section 5	
	6	Senior persons	☐	Complete section 6	
	7 & 8	Aircraft	☐	Complete section 7	
	9	Service providers (contractors)	☐	Complete section 8	
	10	Training programme	☐	Complete section 5	
	11	Competency assessments	☐		
	12	System for safety management	☐		
	13	Organisational management system	☐		
		14	Maintenance programme	☐	

4. Exposition

List the exposition manual(s) required by CAR 115.79 that are being amended for this proposed change	Manual Titles	Amendment No. and date

5. Details of Change

Provide details of the changes you are proposing to make to your organisation

6. Senior Persons

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

Appropriate fit and proper person form ([24FPP](#) or [24FPPDEC](#)), and CV

Nominated persons	Name & company title	Participant No. (if known)
Chief Executive	Name	
	Title	
*Adventure aviation operations, including flight operations and supporting ground operations	Name	
	Title	
*Crew training	Name	
	Title	
*Crew assessment If different from training	Name	
	Title	
Control and scheduling of Maintenance	Name	
	Title	
Organisational management System	Name	
	Title	
System for safety management	Name	
	Title	
Conducting occurrence Investigations	Name	
	Title	

* Provide the following information for the three marked positions:

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	

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

Signature of
Chief Executive or Board
Chairperson

X

Date

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

Removed persons

7. Aircraft to be Changed

List the aircraft you wish to add to or remove from the organisation's operations specifications.

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?
Add / Remove				Yes / No
Add / Remove				Yes / No
Add / Remove				Yes / No

Notes: If the unique ID (identification) mark is unknown, use the 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 submit the form notifying the change of possession ([24115-01B](#)).

8. Contractors

Crew training and competency assessment

List any changes to the 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.

Add or Remove	Name and address	Participant No. (if known)
Add / Remove		
Add / Remove		
Add / Remove		

Maintenance

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

Add or Remove	Name and address	Participant No. (if known)
Add / Remove		
Add / Remove		
Add / Remove		

9. 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 sections 107 and 362 respectively 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 not exceeding VT 400,000; or (b) in the case of a body corporate, to a fine not exceeding VT 2,000,000..

Full Name of
Chief Executive

Signature

I have obtained a current copy of NZCAR Part 115 and the appropriate advisory circulars, 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.

	Participant Number (if known)	
X	Date of application	

10. 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.

- | | | |
|----|---|--------------------------|
| 1. | All necessary sections completed | ☐ |
| 2. | Amended company exposition enclosed | ☐ |
| 3. | Maintenance programmes that require approval enclosed | ☐ |
| 4. | Appropriate fit and proper person form (24FPP or 24FPPDEC) and CV for the nominated senior persons enclosed | ☐ |
| 5. | Operator statement as per CAR 47.55(d) is amended to reflect details in this application | ☐ |
| 6. | Additional attachments enclosed as per this list: | ☐ |

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