

Airport registration | Application requirements checklist (under the Civil Aviation Act 2023)

Completing the Requirements Checklist will reduce the time needed for the Secretary to assess Airport Registration applications by:

- allowing the Ministry to easily find and review the information required by the Act, and
- providing transparency to the applicant on the Ministry's review of the Airport Registration information.

Please complete all the sections. If a section is not applicable to the operation, please note this. If, for your operation, compliance is required for something not listed in the checklist, please add it and note the basis for the requirement.

The Ministry recommends that, after submitting the completed Requirements Checklist along with the application, you maintain an up-to-date version of the Requirements Checklist to assist with on-going compliance.

The completed Airport Registration application should be submitted as an attachment, as part of your online application.

Operator of airport information

Airport:	[insert name]
Operator of airport(s):	[insert legal name/s] [insert address of service and postal address] [insert email address]
Primary contact person for this registration:	Name: Role: Phone: Email:

Document submission information

Documents Submitted:	[list documents]
Date submitted:	<i>[enter date application submitted]</i>
Is this an application for a variation of an existing registration?	Y/N <i>[Please variation number]</i>
Has your registration previously been cancelled or suspended	Y/N <i>[specify reason for suspension or cancellation]</i> <i>[Specify date on which the suspension or cancellation took effect].</i>

Schedule of Airport registration information requirements

In each section below, please provide **both**:

- page/paragraph numbers where the information requirement has been addressed in the documentation you have provided, and
- how the information requirement has been addressed.

INFORMATION REQUIREMENT Requirements based on the Civil Aviation Act 2023 and other information required by the Ministry of Transport		OPERATOR Page references and comments	MINISTRY OF TRANSPORT Review & Comments (for MoT internal use)
Ref #	1. Spatial Information & Consultation		
1(a)	The area covered by the registration, including: <ul style="list-style-type: none"> • The aerodrome (mandatory); and • any other area being used, or held for future use, for the purposes of the airport (if applicable) 	<i>[Please summarise the information provided as attachments, to support evidence of area covered by registration. Eg: maps, diagrams, tables, written description].</i>	
1(b)	Consultation with persons likely to be substantially affected by the registration of the airport operator	<i>[Please provide evidence of consultation]</i>	
1(c)	Any space requirements that apply or will apply in relation to the airport operator.	<i>[Please specify government agency space requirements, if any apply]</i>	
1(d)	Status and progress of any Regulatory Airport Spatial Undertaking (RASU) development.	<i>[Please state whether a RASU (or request for RASU exemption) has been applied for or accepted]. Write N/A if airport has not applied for RASU (or RASU exemption)].</i>	
1(e)	The ownership and management structure of the airport or aerodrome, and the names and roles of the key personnel involved in its operation.	<i>[Please summarise]</i>	

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2. Consistency with the main and additional purposes of the Act			
2(a)	A safe and secure civil aviation system.	<i>[Please provide a general statement and/or describe relevant policies of how your operation is consistent with this purpose of the Act]</i>	
2(b)	Maintain, enhance, and promote a transport system that contributes to environmental sustainability, economic prosperity, inclusive access, healthy and safe people, and resilience and security.	<i>[Please provide a general statement and/or describe relevant policies of how your operation is consistent with this purpose of the Act]</i>	
2(c)	Promote innovation, effectiveness, and efficiency in civil aviation.	<i>[Please provide a general statement and/or describe relevant policies of how your operation is consistent with this purpose of the Act]</i>	
2(d)	Ensure that New Zealand's obligations under international civil aviation conventions, agreements, and understandings are implemented.	<i>[Please provide a general statement and evidence of meeting relevant civil aviation conventions, agreements or understandings]</i>	
2(e)	Preserve New Zealand's national security and national interests.	<i>[Please provide a general statement and/or describe relevant policies of how your operation is consistent with this purpose of the Act]</i>	
2(f)	Take into account the adverse effects of civil of civil aviation on the interests of people, property, and the environment.	<i>[Please provide evidence of consultation and describe relevant policies]</i>	
3. Obligations			
3(a)	Airport must be operated as a commercial undertaking.	<i>[Please provide evidence]</i>	
3(b)	Consult the customer when setting charges.	<i>[Please describe how you do, or will, comply with this airport operator obligation]</i>	

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3(c)	Consult all of its substantial customers concerning capital expenditure plans.	<i>[Please describe how you do, or will, comply with this airport operator obligation]</i>	
3(d)	Consult the substantial customers concerning spatial plans.	<i>[Please describe how you do, or will, comply with this airport operator obligation]</i>	
3(e)	Consult the CAA, the Secretary, any government agency operating at the airport to which the content of the proposed bylaw may be relevant, the Police, any other person who the airport operator considers may be substantially affected by the proposed bylaw.	<i>[Please describe how you do, or will, comply with this airport operator obligation]</i>	
3(f)	Give public notice of the making of the bylaw.	<i>[Please describe how you do, or will, comply with this airport operator obligation]</i>	
3(g)	Evidence of aerodrome certification issued by the CAA.	<i>[Please provide certificate]</i>	

Ministry of Transport Use

Assessed By:

Work Request:

Date received: DD / MM / YYYY

Date accepted: DD / MM / YYYY