



# Advisory Circular

## AC 47-1

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**Original**

**Aircraft Registration and Marking**

**24 January 2005**

### **General**

Civil Aviation Safety Authority (CASA) advisory circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they may be added to the appropriate AC.

### **Purpose**

The AC describes an acceptable means of compliance to assist organisations and individuals to understand the requirements for completing an application for entering an aircraft on the Papua New Guinea Register of Aircraft; issuing and cancelling a certificate of registration; allocation, reservation, changing, displaying, and application of registration marks; and application for, and registration of, an identifiable paint scheme and markings.

In accordance with section 65(1) of the Civil Aviation Act 2000 the CASA must maintain the Papua New Guinea Register of Aircraft. Part 47 establishes the requirements that enable CASA to keep an up-to-date record of the person(s) who have possession of a Papua New Guinea registered aircraft and issue a certificate of registration to that person. This allows the CASA to identify the person(s) responsible for the aircraft and its compliance with the appropriate rules, and provides details so the person(s) can be kept informed of airworthiness information regarding the aircraft. The Papua New Guinea Register of Aircraft is not intended to provide a record of who owns or has a proprietary interest in a particular aircraft.

### **Related Rules**

This AC relates specifically to Civil Aviation Rule Part 47, Aircraft Registration and Marking.

### **Change Notice**

This is the original AC. There is therefore no change notice in effect.

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## Subpart B — Aircraft Registration and Certificate of Registration

### 47.51 Requirement for aircraft registration and certification

Aircraft operating in PNG are required to be registered either on the PNG Register of Aircraft or by the appropriate aeronautical authority of a foreign state. The certificate of registration must be valid, and must be held by the person lawfully entitled to possession of the aircraft for 28 days or longer.

The following are exceptions and therefore are not required to be registered under Part 47:

- aircraft or equipment operated in accordance with —
  - Part 101 - gyrogliders, parasails, unmanned balloons, kites, rockets, pilotless and model aircraft

An application may be submitted in advance of an aircraft being removed from a foreign register, but the application will not be processed, and the aircraft will not be entered on the PNG Register of Aircraft, until notification of de-registration by the foreign state of registry is received by the CASA. An aircraft registered in any other country cannot be registered in PNG.

### 47.53 Application for registration and grant of certificate

#### 47.53(a)

The application to register an aircraft in PNG, and for subsequent issue of a certificate of registration, can be made by the person lawfully entitled to possession of the aircraft for 28 days or longer or by a person whom they have authorised to act on their behalf.

A person who will be entitled to take possession of an aircraft on a specified and verifiable date may also apply for registration of an aircraft and issue of a certificate of registration. The applicant may be required to include a statutory declaration in this instance. [Refer 47.53(c)(4)]

Applicants need to complete form CA 47/01 and submit it with payment of the appropriate fee. The aircraft and applicant's information supplied on this form will appear on the certificate of registration.

This person entitled to possession of a particular aircraft for 28 days or longer is the person who is primarily responsible for the operation and oversight of compliance with the airworthiness requirements for that aircraft. Arrangements made for lease or operation of the aircraft for shorter periods of less than 28 days do not require any change to the PNG Register of Aircraft, or to the certificate of registration.

#### 47.53(b)(1)

The information required for the application should be obtained from the aircraft data plate. The date of manufacture should include the month and year of manufacture. The method of determining the date of manufacture varies between aircraft manufacturers. If the date is not

clearly stated on the data plate or in the aircraft documentation, the date on the statement of conformity should be used.

#### **47.53(b)(2)**

The application must identify the person(s), organisation, partnership, or syndicate that is lawfully entitled to possession of the aircraft for 28 days or longer. The address of the applicant must include—

- the postal address to which correspondence is to be forwarded
- the street address in PNG at which the documents may be served upon the certificate holder

If these addresses are different, for example if the postal address is a Post Office Box, then both addresses must be provided.

If the group entitled to lawful possession is a syndicate or partnership, the full names of all members are required. These may be provided on a separate page. All holders of an aviation document are required to be fit and proper persons and therefore all members of the partnership or syndicate will be assessed in accordance with the relevant section of the Civil Aviation Act 2000. The applicant(s) may be required to update information in the fit and proper person questionnaire, form FPP.

#### **47.53(c)(4)**

If an applicant for initial registration of an aircraft wishes to apply for registration prior to taking lawful possession of the aircraft, a statutory declaration will be required stating the date when lawful possession is to be taken. This provision can be used to allow an applicant to apply for registration of an aircraft prior to importing the aircraft to PNG. However, the aircraft cannot be entered on the PNG Register of Aircraft until notification of de-registration is received from the foreign state of registry. The certificate of registration cannot be issued until the date of lawful possession of the aircraft.

### **47.55 Registration and grant of certificate**

#### **47.55(a)**

An applicant is entitled to have an aircraft registered and a certificate of registration issued provided the Director is satisfied that the aircraft is not registered in any other country; that the information supplied is acceptable and the applicant meets all the requirements in 47.53(b) and (c); that the applicant is a fit and proper person; and that the granting of the certificate is not contrary to the interests of aviation safety.

#### **47.55(b)**

This rule details the actions of the Director once he is satisfied that the aircraft can be registered and a certificate of registration can be issued. New registration marks are allocated in alphabetical order, however a particular mark may be reserved on application. To reserve a particular mark, the requested mark should be identified on the application form. If available, the mark may be reserved for a two-year period. (Refer 47.107) Details relating to an aircraft, its registration mark, and if applicable its identifiable paint scheme and markings, are recorded in the PNG Register of Aircraft and are available on the CASA website.

## **47.57 Change of possession of aircraft**

### **47.57(a)**

Where there is a change in the lawful possession of an aircraft for a period of 28 days or longer, the person relinquishing their lawful entitlement to possession is responsible for notifying the CASA of this change and for payment of the associated fees. The certificate of registration held by the person relinquishing possession, expires on the date possession ceases.

### **47.57(b)(1)**

Notifying the Director of a change of possession is done by completing one of the following forms and submitting it with the appropriate fee.

- form CASA 47/03; or
- Aircraft Registration Certificate, which can be found printed on the reverse of the certificate of registration.

When using form CASA 47/03, the person relinquishing their lawful entitlement to possession of the aircraft needs to identify on the form the person who will be taking lawful possession of the aircraft. The person relinquishing lawful possession of the aircraft should ensure that both parties complete the relevant sections of this form. This form must be submitted within 14 days of the date that the person relinquishing their lawful entitlement to possession ceases possession of the aircraft.

There may be occasions where it is not possible, due to geographical location or transaction time constraints, to have both parties complete the same CASA 47/03 form. In these circumstances the Director will accept separate forms from each of the parties involved provided that each form is signed by the relevant party, and the information provided clearly identifies the other party's name and physical address, and where possible a day-time contact phone number.

The person relinquishing possession should complete either form CASA 47/03 or on the C of R (on the reverse of the certificate of registration), and the person taking possession of the aircraft should complete the relevant section of form CASA 47/03. On receipt of the two signed and completed forms, the application for change of possession of the aircraft can be processed.

If the person in whose name the certificate of registration is currently issued is unable to complete the relevant section of form CASA 47/03 in order to relinquish possession of the aircraft, e.g. they are deceased, then the person taking lawful possession of the aircraft needs to complete the reverse side of the C of R which contains a statutory declaration to the effect they are the person, organisation, partnership, or syndicate lawfully entitled to possession of the particular aircraft for 28 days or longer.

### **47.57(b)(1)**

A change in possession may be the result of destruction, loss, theft, withdrawal from use, or transfer to a foreign register. In such cases the Director must be notified as soon as possible in accordance with 47.67.

In the event of an accident, your insurance company may assess the damage to the aircraft as being beyond economical repair. In this case it is usual for them to pay out the insured person(s) and the damaged aircraft then becomes the property of the insurance company and the holder of the certificate of registration is no longer entitled to possession of the aircraft. The Director must be notified within 14 days of the insurance company informing you of this outcome, as this constitutes a change of possession. The form on the back of the certificate of registration should

be completed, identifying the insurance company taking possession, and immediately forwarded to the Director.

As the insurance company will be taking possession of the aircraft, they will need to notify the Director, especially if they intend to keep the damaged aircraft on the PNG Register of Aircraft. If the aircraft registration is to be cancelled because the aircraft is classified as destroyed or being permanently withdrawn from use, then the insurance company will need to notify the Director so that the aircraft can be de-registered.

If you fail to notify the Director that you are no longer lawfully entitled to possession of an aircraft you will continue to receive all CASA correspondence including invoices, and possibly landing fees and Airways charges, as you will be the last person listed as being responsible for that aircraft.

If the Director has been notified by the holder of a certificate of registration that they are no longer in possession of an aircraft, and the Director does not receive notification from any person(s) taking possession of an aircraft, the Director may begin action to de-register that aircraft.

#### **Carriage of the certificate of registration**

You do not need to carry the certificate of registration in the aircraft when operating within PNG, however it is one of the documents listed in Civil Aviation Rule 91.110 that has to be carried by all PNG registered aircraft operating outside of PNG.

#### **47.59 Operation of aircraft after expiry of certificate**

The certificate of registration held by the person relinquishing lawful possession expires on the date that they cease to have lawful entitlement to possession of the aircraft. The certificate of registration is then no longer valid.

A person taking possession of an aircraft being flown to, from, or within PNG has a 28- day period in which to obtain a valid certificate of registration. The aircraft may be operated within this 28- day period without a valid certificate of registration. After the 28 days have elapsed the aircraft cannot be flown until a new certificate of registration is issued.

This provision allows for the processing of applications for registration as well as the change of possession of an aircraft. It allows a period of 14 days for the person(s) relinquishing or taking possession to submit the necessary documentation, and a further period of 14 days for the change of possession to be processed without the aircraft being grounded.

#### **47.61 Currency of information in certificate**

The holder of a certificate of registration needs to notify the Director of any changes that affect the currency of any information contained in the certificate. Changes of address, aircraft description, and typographical errors should all be notified in writing as soon as possible. The PNG Register of Aircraft will be updated and a new certificate of registration will be issued free of charge. The applicant's address will need to include—

- the postal address to which correspondence is to be forwarded
- the street address in PNG at which the documents may be served upon the certificate holder

If these addresses are different, for example if the postal address is a Post Office Box, then both addresses are required.

Where there is a change in the membership of a syndicate this constitutes a change in the currency of the information contained in the certificate, and the full names and other details of the new members must be forwarded to the Director.

#### **47.65 Duration of certificate**

The PNG certificate of registration remains valid until either the certificate holder ceases to be lawfully entitled to possession of the aircraft for 28 days or longer, or it is suspended or revoked by the Director under sections 53 to 57 of the Act.

If for some reason the certificate is suspended, the holder of the certificate is required to produce the certificate for endorsement. The certificate should be sent immediately to the Director marked Attention: Aircraft Registrar.

If the certificate of registration is revoked, the aircraft is considered de-registered and the registration is cancelled in accordance with 47.67. The holder of the certificate is required to surrender the certificate immediately and should send it to the Director marked Attention: Manager Airworthiness Branch, CASA PNG.

#### **47.67 Destruction, loss, theft, withdrawal from use, or foreign registration of aircraft**

If the aircraft is being permanently withdrawn from use, or has been destroyed, lost, or stolen, the holder of a certificate of registration has 14 days from the time that they become aware of this, to notify the Director. If an aircraft is being exported and an application is going to be made for the aircraft to be registered in another country, the Director is to be notified immediately of any such application.

In either instance the notification must be made in writing, signed by the certificate holder, accompanied by the certificate of registration, and should outline the particular events concerning the aircraft. On receipt of this information the Director will revoke the certificate of registration and cancel the registration, de-registering the aircraft in accordance with 47.69.

It is the responsibility of the holder of the certificate of registration to notify the Director, whether or not they are retaining possession of the aircraft and re-registering the aircraft in a foreign country themselves, or whether possession is being transferred to another person in a foreign country. In the latter case, you may not know whether the person taking possession of the aircraft will be registering it overseas, however you still need to notify the Director of the change of possession in accordance with 47.57.

The holder of a certificate of registration is not required by Part 47 to notify the Director when a PNG registered aircraft is being operated overseas. However, the Director should be notified of the overseas maintenance personnel or organisations to which responsibility has been delegated for that aircraft. The certificate holder is still required to ensure compliance with all other applicable foreign and PNG Civil Aviation Rule requirements for the operation and maintenance of the aircraft.

#### **47.69 Cancellation of registration**

The registration of an aircraft can be cancelled for a variety of reasons and these are outlined in this rule. De-registration of an aircraft and subsequent cancellation of the aircraft's registration can be initiated by either the holder of the certificate of registration, or by the Director under certain circumstances. The PNG Register of Aircraft is required to be kept up to date and reflect any such changes.

The holder of the certificate of registration may initiate cancellation of the registration if the aircraft is destroyed, lost, stolen, exported, or when they are withdrawing the aircraft permanently from use, and they request that the Director revoke the certificate of registration.

The Director may revoke the certificate of registration and cancel the registration of the aircraft at the request of the holder of the certificate of registration and when satisfied that the aircraft has been destroyed, lost, stolen, permanently withdrawn from use, or if the aircraft is found to be registered in another country. The Director may revoke the certificate of registration, being an aviation document, for other reasons by exercising powers in sections 53 to 56 of the Act.

The holder of a certificate of registration is responsible for notifying the Director of any change of possession of the aircraft. The certificate of registration expires, and is no longer, valid from the date on which the holder has ceased to be lawfully entitled to possession of the aircraft. If the Director has not received an application for registration and grant of a new certificate of registration within 14 days of the certificate expiring, the certificate of registration may be revoked and registration of that aircraft may be cancelled. Both parties are required to complete the relevant forms promptly.

## Subpart C — Aircraft Marking

### 47.101 Requirement for aircraft marking

The PNG nationality mark is **P2**. The allocated registration mark consists of a set of three letters specific to that aircraft.

All aircraft operated outside PNG are required to display both the nationality and the allocated registration mark. All aircraft with a MCTOW greater than 5700 kg are required to display both the nationality and allocated registration mark even if they are operated solely within PNG.

Smaller aircraft typically have less surface area on which to display full marks, therefore when operated within PNG some aircraft are not required to display the nationality mark. These aircraft types are identified in 47.101(b). Unless otherwise stated, these aircraft are still required to display the allocated three-letter registration mark.

Aircraft are sometimes used for special police operations where it is desirable for the aircraft operator not to be identified. For this reason, when an aircraft is operating within PNG on a police operation authorised by the Commissioner of Police, the allocated nationality and registration mark need not be displayed provided that the aircraft displays a Police Mark allocated under 47.102. Aircraft being operated under the authorisation of the Commissioner of Police are allocated a specific de-identified mark that is known to the Police.

PNG has a large number of airworthy historical aircraft. It is now possible for the holder of the certificate of registration to apply for an approval to display the aircraft's historical and identifiable paint scheme and markings under 47.104, as an alternative to displaying the aircraft's allocated registration mark.

It is an offence to obscure or alter an aircraft's allocated registration mark, unless authorised to do so either by—

- the Director, to allow the display of an approved identifiable paint scheme and markings, or

- the Commissioner of Police for an authorised Police operation.

#### **47.103 Nationality and registration marks**

All aircraft entered on the PNG Register of aircraft have the nationality mark of **P2**. The Director is required to allocate a three-letter registration mark to all PNG registered aircraft. **ALL** PNG registered aircraft will be allocated a registration mark whether or not they intend to seek an approval not to display that mark under 47.102 (Police mark) or 47.104 (Identifiable paint scheme and markings).

#### **47.107 Reservation of registration mark**

A person may apply for a particular mark to be reserved, however as described above, some marks have been reserved for historical reasons or for particular aircraft categories. A mark can be reserved for up to 2 years and cannot be allocated during this time unless requested by the person who has reserved that mark.

#### **47.108 Change of registration mark**

It is possible to replace an aircraft's allocated registration mark. The request needs to be in writing stating the registration mark being sought, and enclosing the airworthiness certificate and the certificate of registration, as these documents will need to be reissued with the aircraft's new registration mark. This information must be submitted with the appropriate fee.

#### **Reallocation of marks**

To minimise the chance of confusion, a period of 12 months will elapse between the cancellation of a mark and its subsequent reallocation. Marks may be reallocated on verification that all relevant documentation has been identified, distinguished, and either archived or associated with a new registration mark.

A mark will only be reallocated when the Director is satisfied that there can be no confusion between documentation relating to the aircraft that previously held the registration mark and the aircraft to which the mark has subsequently been allocated.

#### **47.111 Display of marks**

The aircraft's allocated registration mark must be permanently affixed and located so that it is displayed in a position where equipment or other moving parts of the aircraft won't obscure it. The marks must be kept clean and visible and contrast with the background to which it is affixed. Aircraft being operated on authorised Police operations need to similarly affix the allocated Police mark by some means so that the marks meet these requirements for the duration of the operation.

#### **47.113 Location of marks – lighter-than-air aircraft**

Airships and balloons tend to have large surfaces to which marks can be affixed, however they are generally curved and can either distort the marks or make them difficult to read from some angles. This rule standardises the location for the marks and will enable them to be displayed to the best advantage.

The location of all aircraft marks and their specifications follow the ICAO requirements in Annex 7 as closely as possible.

#### **47.115 Location of marks – heavier-than-air aircraft**

The marking of aircraft is required to be standardised and provide uniformity where possible. It is difficult to stipulate the exact location for marks to be displayed due to the various sizes, shapes, and available surface area of different makes and models of aircraft. This rule provides

requirements for fixed-wing aircraft and helicopters.

If an aeroplane, glider, powered glider, or rotorcraft does not have the parts described on which the marks can be affixed, or those parts are too small to accommodate the size of marks required, the Director may approve a more suitable location for display of the marks. The marks must still be readily visible and cannot be obscured by equipment or moving parts during the aircraft's normal use.

#### 47.117 Specification of marks

The marks are required to be solid, capital, Roman letters without ornamentation and of specific dimensions. Helvetica Medium and Helvetica Medium Italic are also acceptable.

To ensure that each letter of the registration mark is clearly visible, each letter needs to be separated by a space that is not less than one-quarter the height of the individual letters. The hyphen is considered a letter in this instance.

In some circumstances due to the size of the surface area available, and in order to keep the marks full size and horizontal, it may be more practical to display the marks on two horizontal lines. The requirements now stipulate that the minimum separation between letters cannot be less than one-quarter the height of the individual letters. The characters may be in italics and displayed as follows (example not to scale):

**P2 – ABC**

***P2 – ABC***

**P2 –**

***P2 –***

**ABC**

***ABC***

When an italic font is used—

- the height should be the vertical height of the character
- the width should be the widest portion of the character
- the slant of the character should not exceed 30°.

#### 47.119 Measurement of marks

The marking of aircraft is required to be standardised and provide uniformity. The size of the registration mark should be as large as practicable. The letters need to be uniform in height and must be 250mm or greater in height irrespective of where they are located on the aircraft.

Provision has been made for smaller sized marks to be approved if an aircraft does not have a surface large enough to accommodate full size marks. Requests to display a reduced size mark must be made in writing and submitted to the Director. The request should include details of the aircraft type, proposed markings, an explanation as to why the reduced sized marks are required, and a side view photograph of the aircraft.

The minimum size mark that can be approved in such instances is 150mm in height, however the marks must be as large as practical. Requests to display marks with a height of less than 250mm for purely cosmetic reasons will NOT be approved.