

SECTION 5.1 AIRCRAFT REGISTRATION

5.1.1 INTRODUCTION

This section describes the following matters:

- a) Registration forms
- b) Registration number allocation
- c) New registrations
- d) Designed Seating Configuration
- e) Renewal of registration
- f) Transfer of registration
- g) Cancellation of aircraft registration
- h) Transfer of aircraft from VH and other registers
- i) Transfer from LSA to E-LSA
- j) Transfer from Group A to Group G
- k) Registration markings

5.1.2 FORMS

The applicable forms for all registration matters are:

- a) Tech Form 004 – Aircraft Registration Application – NON LSA
- b) Tech Form 010 – Aircraft Registration Application – LSA
- c) Tech Form 011 – Registration number allocation
- d) Tech Form 013 – Recreational aircraft condition report
- e) Tech Form 026 – Transfer of RAAus Registration
- f) Tech Form 028 – Damage/un-airworthy aircraft acquisition
- g) Tech Form 029 – Application for the Cancellation of Aircraft Registration
- h) Tech Form 087 - Factory Built Aircraft compliance checklist
- i) Tech Form 101G – Lightweight Aeroplane Registration
- j) Tech Form 102G – VH to RAAus Lightweight Aeroplane Registration and Replacement Certificate of Airworthiness

5.1.3 REGISTRATION NUMBER RESERVATION

The process of registration for all RAAus listed aircraft begins with an application for the reservation of an RAAus aircraft registration number.

All RAAus aircraft must have a registration number allocated and fixed to the aircraft prior to being registered. There is a fee that must be paid for the reservation of aircraft registration number. See the current RAAus schedule of fees. Use **TECH Form 011 – Registration number allocation**.

The reservation of an aircraft registration number, and the fixing of the registration number to the sides of an aircraft does not permit an aircraft to be flown.

5.1.4 NEW REGISTRATIONS

Following the reservation of a registration number, an aircraft must be registered (listed on the RAAus aircraft register) and issued with a Certificate of Airworthiness or a Permit to fly (how so ever named) before first flight.

For registration use either Tech Form 004 for non LSA, or Tech Form 010 for LSA, or Tech Form 101G for LWA. There is a fee that must be paid for aircraft registration. See the current RAAus schedule of fees.

5.1.5 REGISTRATION OF A LIGHTWEIGHT AEROPLANE (LWA)

Applying for Group G LWA registration process commences by applying to reserve a RAAus registration number which requires the payment of a fee, and a process of self-assessment of the aeroplane's eligibility for registration as a Group G lightweight aeroplane by the proposed registration holder using TECH FORM 101G for all aircraft or TECH FORM 102G for VH registered aircraft that are eligible for a replacement CoA.

All information and supporting documentation required by the relevant registration application form are essential criteria for processing the registration application form and must be provided at the time of application for RAAus to process an application in accordance with the requirements of this manual.

For applications using Form 102G, RAAus will issue the aircraft with a certificate of registration prior to the Delegate processing a replacement CoA.

5.1.6 RECORDED OWNERSHIP

When RAAus has not been advised of change of ownership of an aircraft for some reason (e.g. a deceased estate situation), and a subsequent person seeks to effect a change of ownership sometime later, RAAus will accept a statutory declaration outlining the circumstances of the aircraft and the reasons for the delay in transferring the ownership and registration of the aircraft, and begin processing the transfer of registration in accordance with paragraph 7 of this section.

5.1.7 RENEWAL OF REGISTRATION

Approximately six weeks before an aircraft registration expires, RAAus sends out renewal information to the registered owner. Following the date of registration expiry, if registration has not been renewed with RAAus, a letter will be issued advising that the aircraft registration has expired, and the aircraft must not be flown until the registration fee has been paid.

Note: The act of deregistering an aircraft by RAAus will result in the aircraft being removed from the RAAus aircraft register and the allocated registration number will be made available for allocation to another aircraft. This is different to the registered owner allowing an aircraft's registration to lapse or remain unpaid for a period of time beyond the expiry date. Refer to subsection 11.

Regardless of para 6.1, it is the registered owner of the aircraft who is responsible for managing and renewing their aircraft registration by payment of the prescribed fee by the due date.

RAAus may at any time request further information based on changes made to the aircraft, data presented, photographic confirmation of warning placards and registration markings.

Total hours flown and total landings must be supplied at each registration renewal.

Payment of a renewal fee must accompany each renewal request. See the current schedule of fees.

For a RAAus listed aircraft with a Certificate of Airworthiness, or Experimental Certificate, or a Permit to Fly, it is vitally important that the aircraft registration does not lapse. Such a certificate or permit stops being in force if the aircraft is not registered with RAAus.

NOTE: It is an offence against the Civil Aviation Act to fly an aircraft without a valid CoA (how-so-ever named), or a RAAus Permit to fly.

5.1.8 TRANSFER OF RAAUS REGISTRATION

Before a new registration certificate will be issued by RAAus, **TECH FORM 026 – TRANSFER OF RAAUS REGISTRATION** must be completed and submitted for the specific aircraft, along with a Recreational Aircraft Condition Report (RACR), including photos showing registration markings on the appropriate surfaces of the aircraft.

For aircraft other than a LWA TECH FORM 013 – RECREATIONAL AIRCRAFT CONDITION REPORT is to be completed by an unrestricted Level 2 Maintenance Authority Holder or a L2 that has the equivalent endorsements for the type of aircraft the report is to be prepared for, (or a LAME **by prior arrangement** with the RAAus HAM) and outlines the condition of the aircraft at the time of the inspection. The RACR form is valid for a period of thirty days. A new inspection and completed RACR (Tech Form 013) is required each time the aircraft is sold. Photographs showing all registration marks on the appropriate surfaces of the aircraft must also accompany Tech Form 013. Printed photographs must be signed and dated on the back. Emailed photographs are accepted as sent.

RAAus will review the forms and information received. If any of the documents are not completed correctly or are missing information, correct photographs etc., the transfer of registration will be delayed until such time as the outstanding items are resolved.

Payment of the prescribed fee must be received by RAAus before a transfer of registration will be processed. See the current schedule of fees.

Once all the documents are found acceptable, RAAus will issue a registration certificate to the new owner.

NOTE: A registration certificate is not proof of ownership. RAAus processes the transfer of an aircraft's registration in good faith based upon information supplied. This does not mean that RAAus has formed a view or endorsed any claim as to legal title of an aircraft. Falsifying documents and providing misleading information is an offence against this Tech Manual and the RAAus Rules and may result in disciplinary and/or enforcement action.

For transfer of a damaged/un-airworthy aircraft as (or to be) "unregistered", complete **TECH FORM 028 – DAMAGED/UN- AIRWORTHY AIRCRAFT ACQUISITION**. The aircraft cannot be flown until such time as the aircraft is registered, inspected and processed by RAAus. This requirement does not apply to a LWA.

5.1.9 TRANSFER FROM VH AND OTHER REGISTERS

RAAus is able to register and permit the operation of various certified and non-certified aircraft up to a MTOW of 760 kg that were:

- a) built under an Amateur Built Aircraft Approval/Acceptance (ABAA); or
- b) built as Amateur Built - Experimental (ABE) in Australia or overseas; or
- c) operated as a General Aviation registered aircraft in Australia or overseas; or
- d) operated in another sport aircraft class or category in Australia or overseas.

For an aircraft to be eligible for RAAus registration/operation, it must comply with the relevant CAO.

REGISTERING PROCEDURES

Owners of such aircraft who wish to register and operate their aircraft with RAAus must:

- a) De-register the aircraft with whichever organisation it is currently registered with and receive written confirmation of deregistration (also refer to Section 8.2.2(a) below).
- b) Remove from sight, the previous registration marks displayed on the aircraft.
- c) Have an RAAus registration number allocated **TECH FORM 011 - REGISTRATION NUMBER ALLOCATION**.
- d) Re-paint or otherwise install/affix the RAAus registration number on the aircraft as per paragraph 10 of this section.

- e) Register the aircraft with RAAus using:
 - a) **TECH FORM 004 – REGISTRATION APPLICATION (non LSA);** or
 - b) **TECH FORM 010 – REGISTRATION APPLICATION (LSA)** (as applicable) or
 - c) **TECH FORM 025 (AMATEUR BUILT TRANSFER FORM)** (as applicable); or
 - d) **LIGHTWEIGHT AEROPLANES – SEE SECTION 15**
- f) Supply copies of:
 - i. The previous registering organisation’s de-registration advice. (For other than a VH registered LWA, if the previous registering organisation’s de-registration advice is not available, a Statutory Declaration declaring that the aircraft is not currently registered anywhere else will suffice.); and
 - ii. Previous Certificate of Airworthiness, Experimental Certificate (or other similar document) for the aircraft; and
 - iii. Most recent Maintenance Release if previously VH registered or evidence of annual inspection within previous 12 months; and
 - iv. Supply contents page of Flight Manual or Pilot’s Operating Handbook; and
 - v. Current Weight and Balance report; and
 - vi. Supply contents page of Maintenance Schedule/Manual (by whatever name).

Note: Documents must be in English – Civil Aviation Legislation requires aircraft and maintenance documents to be in English. Documents that are not in English must be accompanied by a certified English language translation.

For factory-built aircraft (non LSA):

- a) Follow the procedures detailed in Section 3.2 of this manual.
- b) For a new or first of type aircraft in Australia, follow the First of Type procedures of Section 8.1 of this manual; or:

For LSA or E-LSA aircraft:

- a) Apply to a CASA Authorised Person for a Special Certificate of Airworthiness or an Experimental Certificate and forward RAAus the following documents:
 - i. Special Certificate of Airworthiness; and
 - ii. CASA form 681 Light Sport Aircraft Statement of Compliance; and
 - iii. Manufacturers weight and balance report specific to the aircraft serial number, verified by a CASA Weight Control Authority as required by CAO 100.7; and
 - iv. Manufacturer’s flight test report.

5.1.10 TRANSFER FROM LSA TO E-LSA

If a Light Sport Aircraft (LSA) transfers from operating on a Special Certificate of Airworthiness to operating on an Experimental Certificate, the aircraft must have:

- a) The additional “E” prefix mark applied, as outlined in paragraph 10.3 of this section; and
- b) A new Experimental Certificate issued by a CASA Authorised Person; and
- c) send photographs of all new marks attached to the aircraft and a copy of the new Experimental Certificate to RAAus within 7 days from the date the E-CoA is issued, for inclusion in the RAAus aircraft file.
- d) the aircraft must be eligible to transfer from SCoA to Experimental, refer section 3.4

5.1.11 REGISTRATION MARKINGS

Arabic numeral registration markings must be affixed to each aircraft in the following format:

Prefix (two digits) (or E two digits if E-LSA)	Hyphen –	Registration Number (four digits)
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The registration prefix numerals of recreational aircraft are assigned as follows:

PREFIX	TYPE	CAO CLASS
E24	NON-COMPLIANT EXPERIMENTAL LSA	95.32 or 95.55
E23	NON-COMPLIANT EXPERIMENTAL LSA	95.32 or 95.55
10	AMATEUR BUILT	95.10
17	KIT BUILT EXPERIMENTAL LSA	95.32 or 95.55
18	AMATEUR BUILT W/S & PPC	95.32
19	AMATEUR BUILT	95.55
23	LSA	95.32 or 95.55
24	FACTORY BUILT TYPE ACCEPTED	95.55
25	EARLY ULTRALIGHT AEROPLANES (1985 ERA)	95.25 (SUPERCEDED)
26	RESERVED	95.55
28	EARLY AMATEUR BUILT	101.28
29	LIGHTWEIGHT AEROPLANE (Amateur Built)	95.55
32	FACTORY BUILT WEIGHT SHIFT OR POWER PARACHUTE	95.32 W/S or PPC (including LSA)
34	LIGHTWEIGHT AEROPLANE (Manufactured)	95.55
55	FACTORY BUILT AEROPLANE	101.55 (non LSA)

REQUIRED MARKS

In the case of a CAO 95.10 or 95.55 fixed wing aircraft

- a) On vertical surfaces:
 - i. Both sides of the fuselage of the aircraft, between trailing edge of wing and leading edge of tailplane; or
 - ii. Both sides of the vertical tail surfaces of the aircraft – or outside surfaces in the case of multiple surfaces (e.g. twin fins); and as parallel as possible to the longitudinal axis of the aircraft.
 - iii. Under Wings, not required, however, is permissible under port wing or across the span of both wings, with top edge forward.

In the case of a CAO 95.10 or CAO 95.32 weight shift controlled or powered parachute

- a) On vertical surfaces:
 - i. On any location on the side of the main structure
- b) Under sail/canopy:
 - i. not required, however, is permissible.

For all aircraft:

- a) Characteristics of numerals required:
 - i. Height – all equal. Minimum 150mm. If 150mm is not physically able to fit on the aircraft structure, as large as practicable. (Must have written approval from the HAM.)
 - ii. Font – solid (“outline” or “hollow” not permitted)
 - iii. Colour – must contrast with background sufficiently to be easily read.
 - iv. Slanting – permitted, not greater than 20 degrees.
 - v. Shadowing – permitted.
- b) Additional mark for aircraft operating on an Experimental Certificate (E-LSA): An “E” prefix letter ahead of the normal registration numbers. Examples:
 - i. E24-1234

Changing marks from “old” to “new”

Aircraft owners wishing to switch from “previously required” registration marks to “currently required” (from Issue 4 of this manual) registration marks may do so, using TECH FORM 086, providing photographs of all new marks are sent to RAAus office within 7 days of changing, for inclusion in the aircraft file. A covering letter should be included.

Registration marks for Historical Replicas

Owners of aircraft which have been built as an historical replica may apply to the HAM for an approval to display historical markings in lieu of the requirements as outlined in section 10.3 above. The approval is for aircraft which display historically accurate military liveries and marks, which must be relevant to the aircraft type in question.

An approval will not be granted to a regular sport aircraft merely painted up to resemble an historic aircraft.

An application shall be in writing, and include a current colour photograph or photographs clearly showing the livery and marks carried by the aircraft concerned, or a colour diagram showing the intended livery and marks to be carried by the aircraft concerned, Country of origin, Military service and serial number and other identification marks carried, photographs of the aircraft to be registered by RAAus, details of the areas in which the aircraft is to be used or displayed, plus any other supporting information.

An approval issued by the HAM will be in writing and will include conditions upon which the aircraft markings are to be displayed including:

- a) A requirement for the aircraft’s registration mark to be clearly displayed within the cabin or cockpit, or on another location on the airframe as negotiated. (for example, under the tailplane).
- b) Locations where the aircraft may be operated without displaying the normal registration marks
- c) Whether the approval is transferable to a new owner with the aircraft.
- d) Whether the approval expires on a given date, or by other reason.

5.1.12 CANCELLATION OR SUSPENSION OF AIRCRAFT REGISTRATION

RAAus may cancel or suspend the registration of a RAAus listed aircraft if;

- a) requested to do so in writing by the registration holder, or an authorised representative of the registration holder; or
- b) the aircraft registration fee is not paid by the registration holder by the due date or within a period of time determined by RAAus; or
- c) if the aircraft is destroyed; or
- d) because of RAAus or CASA enforcement action relating to the continuing airworthiness of the aircraft.

An aircraft which has had its certificate of registration suspended or cancelled by virtue of non-compliance with the requirements of this Tech Manual or the CASR's must not be flown during the period of the suspension or cancellation of the registration, as:

- a) the aircraft loses its status of a "listed aircraft," as defined in the Civil Aviation Regulations, by virtue of the cancellation of its Certificate of Registration; and
- b) the Certificate of Airworthiness (however named) is, as a result, is taken not to be in force.

FLYING UNREGISTERED AIRCRAFT

Flying an unregistered aircraft is an offence against CASR 200.030 and the requirements of this RAAus Tech Manual.