



Australian Civil Aircraft Register Cancellation of an Aircraft Registration under Part 3 of CAR 1988

Use this form 1321 to apply for the cancellation of an aircraft registration under Part 3 of the *Civil Aviation Regulations 1988*.

Is the aircraft Part 47 compliant?

Yes Do not proceed with this form. See the attached guidelines for the appropriate form to use.

No Please read the attached guidelines carefully before proceeding to complete and lodge this form.

Privacy. Information that you provide in this form is governed by CASA's privacy statement included in the guidelines.

**Form valid for registration of
gliders/sailplanes, powered sailplanes,
power-assisted sailplanes**

Registration administered by the
Gliding Federation of Australia Inc.
on behalf of the
Civil Aviation Safety Authority



Note: References to CASA or the Registrar on this form may be deemed to be a reference to the Gliding Federation of Australia (GFA) or the GFA Officer, as applicable.

Section 1 – Registration Mark

(As noted on the certificate of registration.)

Insert:
(mandatory)

VH- _____

Section 2 – Aircraft Details

(As noted on the aircraft data plate and the certificate of registration.)

Manufacturer	<input type="text"/>	Model	<input type="text"/>
Serial Number	<input type="text"/>	Total time in service at this date (if known)	<input type="text"/>

Section 3 – Reason for Cancellation

Q: What are your reason(s) for cancellation?

Aircraft is lost/stolen/destroyed/withdrawn ► Go to Section 3.1. Other reason(s) ► Go to Section 3.2.

3.1 The registration for the aircraft noted above should be cancelled due to: (See section guidelines.)

Loss of the aircraft Theft of the aircraft Destruction of the aircraft Withdrawal from use of the aircraft

This loss/theft/destruction/withdrawal from use occurred on ____/____/____

The following explanation is provided in support of this claim. (If more space is required, attach additional sheet.)

► If you completed Section 3.1 go to Section 4.

3.2 The registration of the aircraft noted above should be cancelled for the following reason:

(See section guidelines on requirement for written consent from all property interest holders noted in CASA's records.)

This form should not be lodged until the certificate of registration holder is ready for the cancellation to take place. It is the responsibility of the certificate of registration holder to ensure that the aircraft is not and will not be operating under Australian registration once this request is lodged. The Registration will be cancelled on the day of request or as soon as practicable thereafter.

Aircraft exported to _____

Aircraft registration being transferred to _____ sports association

Other reason(s) _____

If you inform CASA that the aircraft is to be exported or transferred to a sports association register, CASA will automatically notify that association or the registering authority in the named country.

► If you completed Section 3.2 go to Section 4.

Insert:
(mandatory)

VH- _____

Section 4 – Return of the Certificate of Registration

The certificate of registration holder is responsible for returning the original certificate to CASA – the certificate must be received before this notification can be actioned. If this form is being submitted by fax, the original certificate must be mailed immediately. If the original certificate cannot be returned, a letter explaining the reason for the non-return must be included. (See section guidelines.)

- The original certificate of registration will be returned by mail.
- The original certificate of registration has been lost/stolen/destroyed/damaged and an explanation follows:

Section 5 – Name of the Certificate of Registration Holder

Name (as noted on the certificate of registration)

Section 6 – Signature of the Certificate of Registration Holder

(See section guidelines.)

Print name _____ Signature _____ Date ____/____/____

(In cases where the registration holder is an organisation, or where someone else is acting on behalf of the certificate of registration holder, enter the signature and name of the representative and tick the applicable box below.)

- Director Company Secretary CEO President Vice President Other (supply letter of authority)

Form Checklist

► Please answer the questions below before you lodge this form.

Q1. If any of the following is applicable, have you enclosed the required documentation?

- Letters of consent to de-register from all noted property interest holders (Section 3.2) No Yes
- The current original certificate of registration or explanation (Section 4) No Yes
- A copy of the letter of authority (Section 6) No Yes

Q2. If you are faxing the form, will you forward the original certificate by mail? No Yes

All required enclosure(s) must be submitted with this form. Your form will not be processed until the necessary supporting documentation is received by CASA.

The Federal Government TimeSaver initiative aims to assess the time taken to complete Government forms. Please indicate the approximate time taken to complete this form.

Hrs Mins

Australian Civil Aircraft Register

Guidelines for Cancellation of an Aircraft Registration under Part 3 of CAR 1988 (Form 1321)

WHY USE THIS FORM?

- To request the cancellation of registration for an aircraft that is not Part 47 compliant.
- To notify CASA of the loss, theft, destruction or permanent withdrawal from use of an aircraft not yet Part 47 compliant.

Note: If your aircraft is registered under CASR Part 47 you must use Form 1326.

WHO SHOULD COMPLETE THIS FORM?

The current certificate of registration holder of an aircraft.

HOW TO COMPLETE THIS FORM?

All sections are mandatory and must be completed.

—Section 3.1—

If more space is required to provide an explanation under Section 3.1, please attach an additional signed sheet.

—Section 3.2—

Letters of consent to cancel. Where a request to de-register an aircraft is made by completing Section 3.2, each party recorded in the Australian Civil Aircraft Register as having a property interest in the aircraft must consent, in writing, to the de-registration. If the property interest holder is an organisation, the consent must be on company letterhead and be signed by a Company Secretary, Director, CEO, President or Vice President.

Note:

- Provide letters of consent to de-register from all noted property interest holders, if applicable (Section 3.2).
- If you are unsure as to who is recorded as a property interest holder for your aircraft, you should call the Australian Civil Aircraft Register to confirm the recorded details or use the search option on the Register page of CASA's website at <http://www.casa.gov.au/casadata/regsearch/findreg.htm>

— Section 4—

Return of the certificate of registration after cancellation. The Civil Aviation Regulations (1988) stipulate that the original certificate of registration must be carried on board when an aircraft is operating outside of Australian Territory. If you intend flying the aircraft to another country prior to requesting de-registration you must:

- a) keep the original certificate of registration on board the aircraft at all times whilst operating outside Australian Territory

- b) return the original certificate of registration to CASA once the aircraft has reached its final destination (it is preferable that the certificate of registration be returned by courier as this is the fastest method).

If the original certificate of registration has been lost, stolen or destroyed and can't be returned.

The certificate of registration holder must provide CASA with a written notice, under regulation 13I of the Civil Aviation Regulations (1988), setting out the circumstances of the loss, theft or destruction. If the certificate of registration holder is an organisation and the explanation is not provided on this form, the notice must be on company letterhead and be signed by a Company Secretary, Director, CEO, President or Vice-President etc.

—Section 6—

Signature. The current certificate of registration holder must sign this form. If the registration holder is:

- An organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.
Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a *copy of the letter of authority must be forwarded with the form.*
- A government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form. Alternatively, that person can give another person written authorisation (on letterhead) to sign this form on behalf of the body. *A copy of the letter must be forwarded with the form.*
- An individual, the individual can give another person written authorisation to sign this form on his/her behalf. *A copy of the letter of authority must be forwarded with the form.*

Note: Guidelines in relation to letters of authority can be found on the Civil Aircraft Register page of CASA's website at <http://casa.gov.au/casadata/register/index.htm>.

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

At the very minimum, there will be a delay while the Registrar requests additional information. In some cases, your form will be rejected or returned for alteration. If you forget to include supporting documentation (eg letter of authority), the form will not be processed until all necessary documents are received.

WHERE DO I SEND MY FORM?

The certificate of registration must be returned in its original form, therefore it must be returned by mail.

You can submit your form and some other necessary documentation by fax to: +61 3 9379 5519.

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents.

Only originals of the certified copies of the documents will be accepted. In these cases, documents should be mailed to:

Gliding Federation of Australia Inc.
Level 1/34 Somerton Rd
Somerton VIC 3062

If you intend submitting your form by fax and sending other documents by mail, please clearly state this in your fax cover sheet to avoid unnecessary follow-up by Register staff.

WHOM SHOULD I CONTACT IF I HAVE A PROBLEM?

Contact the Gliding Federation of Australia Inc.,
Level 1/34 Somerton Rd,
Somerton,
VIC 3062:

Phone: 03 9303 7508

Fax: 03 9303 7960

or refer to GFA's website www.gfa.org.au

or CASA's website

www.casa.gov.au/casadata/register/index.htm,
which may provide additional information.

WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER?

Register to be accessible to the public.

CASR 47.030 states:

- (1) CASA must make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.
- (2) CASA may comply with subregulation (1) by making the information in the Register accessible on the Internet or by another suitable electronic means.

You are advised that the Australian Civil Aircraft Register page on CASA's website (www.casa.gov.au) includes information as stipulated in CASR 47.080. Additional information held by the Australian Civil Aircraft Register in relation to the aircraft and dealer's marks is also included.

Personal inspections of the Australian Civil Aircraft Register can be made, by prior appointment, at the office of the Australian Civil Aircraft Register in Canberra. Please phone 131 757 and ask to be put through to the Register section to arrange a suitable time.

PRIVACY STATEMENT

CASA will only use the information about individuals or organisations for the purpose for which it is provided.

CASA will not use this information for any other purpose and will not disclose it without the applicant's permission.

However, CASA may give this information to other government agencies authorised by law to receive it.