

# United Kingdom Overseas Territories Aviation Circular

OTAC 47-1

## Aircraft Registration

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### GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

### PURPOSE

This Circular provides guidance on the processes and procedures for applying for to place an aircraft on a Territory Aircraft Register.

### RELATED REQUIREMENTS

This Circular relates to OTAR Part 47 and Part 2 of the Air Navigation (Overseas Territories) Order 2013, as amended by the Air Navigation (Overseas Territories) (Amendment) Order 2014.

### CHANGE INFORMATION

This revision amends the qualification criteria for registering an aircraft in a Territory to accord with the current requirements in the Air Navigation (Overseas Territories) Orders.

### ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International or to the appropriate Overseas Territory Aviation Authority.

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## 1 Introduction

- 1.1 This Circular provides background information and guidance material for the completion of the Aircraft Registration application. It is also intended to assist owners/applicants in determining the documentation and procedural requirements necessary prior to an application being made.
- 1.2 Aircraft are required to be registered in compliance with the Air Navigation (Overseas Territories) Order. Aircraft registration is a prerequisite for the issue of a Certificate of Airworthiness.

## 2 Qualifications for registering an aircraft

Persons eligible to register an aircraft in a Territory are described in article 16 of the Air Navigation (Overseas Territories) Order and are referred to in this Circular as qualified persons.

## 3 Application

- 3.1 Applications for aircraft registrations are normally only accepted from qualified persons, businesses or a Charterer. The AN(OT)O provides full details of the legal requirements.
- 3.2 Applicants must complete and submit the application form and provide all the supporting documentation and information as detailed in this OTAC. An aircraft registration application form is available on the ASSI website at the following address: <https://www.airsafety.aero/Aircraft/Application-forms.aspx>. Alternatively, applicants should contact their OTAA regarding the actual application form to be used.
- 3.3 Applicants should refer to the guidance material highlighted in this OTAC, the requirements of OTAR Part 47 and the requirements of AN(OT)O Articles 14 to 18 inclusive prior to making a formal application.
- 3.4 On receipt of a completed application, the OTAA will establish whether the applicant is eligible to register an aircraft within the Territory.
- 3.5 A certificate of airworthiness for an aircraft registered in a Territory will not be issued unless a Type Acceptance Certificate has been issued by the OTAA. The OTAA therefore, as part of the registration process verifies whether the aircraft type and designation has a Type Acceptance Certificate (TAC). If a TAC is not in force, the application for aircraft registration will need to be conducted in parallel with an application for a TAC. Refer to OTAR Part 21 and OTAC 21-1.

## 4 Investigation

### 4.1 Qualified persons

It is necessary to establish that the owner/applicant is a qualified person (see paragraph 2). The applicant should provide the following information in support of the application for Registration:

Name of aircraft Manufacturer;

Aircraft Type;

Aircraft serial number;

Name and address of owner/applicant;

Accompanying evidence in order to substantiate the identity of the owner/applicant (Passport, driving licence, utility bill etc) a minimum of two forms of documentation are required.

The applicant must also provide a statement as to the proposed usage of the aircraft, i.e. Commercial Air Transport (CAT), aerial work or private.

*Note:* If there are a number of persons who will be co-owners of the aircraft, all persons should be included on the application. Where applicable the percentage of ownership in the aircraft should be included in the application, or a statement should be supplied in support of the application indicating equal ownership.

#### 4.2 **Incorporated bodies**

In addition to the documentation required under paragraph 4.1 above, incorporated bodies shall supply the following information to the OTAA for review in support of their application for Registration:

Name and registered address of the intended registered owners as an incorporated body.

A legible and notarised certified true copy of the Certificate of Incorporation or similar document that clearly identifies the company name under which the aircraft will be registered.

A legible and notarised certified true copy of the Territory business licence that clearly identifies the company name under which the aircraft will be registered.

A list of all the company Directors accompanied by legible and notarised colour copies of all the Directors' passports.

A certified true copy of the Certificate of Good Standing issued by the Territory's Financial Services department/commission.

A statement that highlights the intentions of the organisation's business activities.

*Note:* This is to be a transparent overview of the company, promoting an open and truthful account of what the company has done previously and its intentions for the future.

#### 4.3 **Unqualified persons**

If the proposed owner/applicant is not a qualified person and that person resides or has a place of business in the Territory and holds a legal or beneficial interest in the aircraft, the Director of Civil Aviation in the Territory may allow the aircraft to be registered under certain conditions. The applicant should supply the following information in support of the application for Registration:

Full details of residency or place of business and the extent of the beneficial interest in the aircraft;

Name of aircraft Manufacturer;

Aircraft Type;

Aircraft serial number;

Name and address of owner/applicant;

Accompanying evidence in order to substantiate the identity of the owner/applicant (Passport, driving licence, utility bill etc) a minimum of two forms of documentation are required.

*Note:* When an aircraft is registered under this paragraph, it may not be used for the purposes of Commercial Air Transport (CAT), or aerial work.

## 5 Registration process

- 5.1 During the process of registering the aircraft in the Territory it is extremely important to be aware of the consequences of premature de-registration from the aircraft's current register, as this could have severe implications regarding issue of the Certificate of Airworthiness and movement of the aircraft to a suitable place where the Territory Certificate of Airworthiness can be issued.
- 5.2 The applicant should not request that the aircraft be de-registered from the current state of registry until the OTAA has given written confirmation that the aircraft registration application process in the OTAA is complete and satisfactory. Failure to adhere to this could leave an aircraft stateless, preventing the issue of an airworthiness certificate.
- 5.3 Once the application review is complete, all monies and fees have been settled in full and it has been established that the applicant is eligible to register the aircraft on the OTAA register, the OTAA will notify the owner/applicant confirming acceptance and indicating the reserved registration. If the applicant has requested a particular registration mark, the applicant will be informed of the necessary format and associated costs in reserving a specific registration. The OTAA may impose a time limit on reserving a registration mark.
- 5.4 On receipt of confirmation from the OTAA of satisfactory acceptance on to the Territory register and once all maintenance has been correctly certified to state of registry requirements, the owner/applicant should request that the aircraft be de-registered from the previous state of registry and request the OTAA that the registration of the aircraft in the Territory be finalised.
- 5.5 It is important that the aircraft is not inadvertently placed on two registers at the same time. Allocated and assigned 24-bit Mode S transponder codes shall be removed from coded aircraft equipment on de-registration, except in the following instances:
- (a) when the aircraft is to make a flight or journey immediately following de-registration and the new state of registry has not allocated a new transponder code; or
  - (b) the OTAA is satisfied with the arrangements and the associated aircraft log book entries have been made specifying the removal of the transponder code following the agreed flight or journey.
- 5.6 The OTAA will not issue an airworthiness certificate unless it is confirmed that the process of de-registration and re-registration is complete.

- 5.7 On de-registration the applicant should arrange that the OTAA is formally notified. Once confirmed, the OTAA can issue the Certificate of Registration.