

PROCEDURE TO CHANGE G- REGISTRATION FOR LAA PERMIT AIRCRAFT

If you decide to change the G- registration mark on an LAA aircraft then please be aware that there are fees payable to both CAA and LAA. This is because both CAA and LAA have separate work to do in order to complete the re-registration process and to issue new Permit documentation bearing the new registration mark.

Please note that the aircraft will be grounded until the re-registration process has been completed and new Permit documentation has been issued for the aircraft by LAA. Therefore if you are re-registering, it is advisable to contact LAA at the same time as CAA in order to lessen the time that the aircraft is on the ground.

1. THE RE-REGISTRATION PROCEDURE IS:

- Submit a CA1 application form plus the appropriate fee and proof of insurance to the CAA Aircraft Registration section. Further details are on the CAA website – see web link below: <http://www.caa.co.uk/default.aspx?catid=123&pagetype=90&pageid=12950>
- For Microlights only – your Noise Certificate should be returned to the CAA Aircraft Registration section, together with the above application, for re-issue under the new mark.
- Advise LAA in writing that you are applying to change the G- registration and enclose the LAA **Re-registration fee**, or alternatively contact LAA Engineering Dept to pay the fee via debit card.
- Please note that the aircraft must not be flown **from** when the CAA have updated the UK aircraft register with the new registration mark and issued a new Certificate of Registration **until** you have received new Permit to Fly documents from LAA, **and** you have provided CAA Aircraft Registration section with evidence of insurance under the new mark.

2. FOR THE OLD REGISTRATION MARK - SEND TO LAA:

- Original Permit to Fly certificate
- Original Operating Limitations certificate
- Original Certificate of Validity – Permit to Fly (if currently in-permit)

3. FOR THE NEW REGISTRATION MARK - SEND TO LAA:

- If the aircraft is currently in-Permit and airworthy, written confirmation is required stating that the aircraft registration mark and fireproof ID plate have been changed to the new mark and that the log books and weight & balance schedule have also been changed (annotated) to the new mark. NB: LAA is required by CAA to confirm that these registration changes have been made.
- If the aircraft is undergoing work and is not currently airworthy, written confirmation is required at the earliest opportunity, stating that the registration mark, fireproof ID plate, log books and weight & balance schedule have been changed to the new mark. This confirmation is required before next flight. NB: LAA is required by CAA to confirm that these registration changes have been made.
- For Microlights only. Copy of CAA Noise Certificate (when issued) - please don't send the original certificate.

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- If the aircraft is fitted with an ELT operating on 406 MHz and has been previously encoded with the aircraft registration using the Modified-Baudot code, written confirmation is required confirming that the ELT has been re-programmed with the new registration number. LAA is required by CAA to confirm that the ELT has been re-programmed.

4. ON COMPLETION OF THE RE-REGISTRATION PROCEDURE:

LAA will send you the following new Permit to Fly documents for the aircraft, bearing the new registration mark:

- Permit to Fly certificate
- Operating Limitations certificate
- Certificate of Validity – Permit to Fly (if currently in-permit)

NB: A certificate of Validity will not be issued unless LAA is satisfied that the aircraft is in an airworthy condition.

Current LAA Engineering fees can be found in Light Aviation magazine or on the LAA website – see web link below:

<http://www.lightaircraftassociation.co.uk/2010/Engineering/engineeringfees-2010.html>