

AIPNZ AMENDMENT REQUEST FORM

PART 1: CONTACT DETAILS	
Organisation Name	
Aerodrome Name	
Contact Person	
Contact Telephone	()
Fax Number	()
Email Address	
Total number of pages included with this Request (including this page)	

PART 2 : AMENDMENT DETAILS	
Page(s) to be Amended*	
Effective From	
Is the information also promulgated as a NOTAM? No <input type="checkbox"/> Yes <input type="checkbox"/>	
If "Yes", enter NOTAM number -->	

***NOTE:** Some information appears on several pages (i.e. Graphics and Operational Data) :

⇒ You must identify **ALL** affected AIPNZ pages. ⇐

IMPORTANT: You must also complete **PART 4** and **PART 5** on the following pages.

PART 3: AUTHORISATION			
<i>The information in this Amendment request is declared as accurate/authorized for promulgation.</i>			
Name			
Signature		Date	

AMENDMENT CUT-OFF DATES: A list of available AIP Amendment dates and the associated information cut-off dates can be found in the *AIP Originators* section of the AIM website (www.MyAIP.co.nz) under 'Submission Cut-Off Dates'.

LATE SUBMISSIONS: Information received after a particular cut-off date will be automatically scheduled for the next AIP Amendment.

MAIL COMPLETED REQUEST TO: **Aeronautical Information Management**
 Airways New Zealand
 PO Box 294
 Wellington

⇒ **Incomplete and/or Unclear Amendment Requests will be returned to the Originator.** ⇐

PART 4 : MARK-UP ORIGINALS

ATTACH A COPY OF THE CURRENT PAGE(S)/CHART(S)

- Please ensure you enlarge any graphic as much as possible.
- Indicate clearly on each page what you would like to add or amend.
- To delete information, do not use “white-out”; use the instruction “Delete ...” and clearly indicate the information to be removed.
- Include extra drawings if you think it will explain your request more accurately (e.g. survey plans, aerodrome photos, or hand drawings).
- Number each change and fill out the details in the spaces provided in the PART 5 AMENDMENT ACTION REQUIRED section (see next page).
- If you have changes to the aerodrome Operator contact details, make sure you:
 - Log on to the *AIP Originators* section of the AIM website (www.MyAIP.co.nz/originators) to update the aerodrome operator contact details in the online Originator Database, and
 - Tick the box indicating that you want to also amend the relevant Operational Data page in the AIPNZ - AD section. This portion of your request will be automatically submitted to the AIP Technical Editors.
- If you have any questions, please contact the AIP Technical Editors at *Aeronautical Information Management* :

by phone: 0800 500 045

or

by email: aimedit@airways.co.nz

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PART 5 : AMENDMENT ACTION REQUIRED	
ITEM	ACTION REQUIRED (state Change ... , Add ... , or Delete ...)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

ATTACH BACKGROUND MATERIAL IF REQUIRED

For information on how to complete this form, please refer to the booklet *"Publishing and NOTAM Guidelines for Aerodrome Operators"*, available on the Airways New Zealand AIM website (www.MyAIP.co.nz) under the "AIP Originators – Submission Guidelines" section.