

# 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 on the IFIS website ([www.ifis.airways.co.nz](http://www.ifis.airways.co.nz)) under the 'Publication' section.

**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**  
**Aeropath Limited**  
**PO Box 365**  
**Wellington**  
**6140**

⇒ **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 amend.
- 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:
  - Submit details to amend the relevant Operational Data page in the AIPNZ - AD section, and
  - Send in a New/Amend Organisation Details form to update the Operator Database.
- If you have any questions, please contact *Aeronautical Information Management* :

**by phone: 04 471 5689**

**or**

**by email: [info@aeropath.aero](mailto:info@aeropath.aero)**

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

**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 IFIS website ([www.ifis.airways.co.nz](http://www.ifis.airways.co.nz)) under the “Publications” section.