

APPLICATION FOR A SHORT-TERM LICENCE/ADHOC PERMIT

1.0 PURPOSE

- 1.1 This advisory circular is issued to provide information and guidance to foreign operator(s) operating non-scheduled services using civil aircraft, and / or their agents on requirements for grant of a short-term licence to overfly, land in or operate a foreign registered aircraft within Kenya.

2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 Civil Aviation (Licensing of Air Services) Regulations
- 2.3 Aeronautical Information Publication (AIP)-Kenya
- 2.4 Aeronautical Information Circular (AIC) on Charges for Air Navigation Services and Regulatory Fees

3.0 DEFINITIONS

- 3.1 For purposes of this circular the following terms shall have the following meanings:
- 3.1.1 **Short-term licence** means a licence granted as prescribed in the Civil Aviation (Licensing of Air Services) Regulations
 - 3.1.2 **AATIS** means Advanced Air Transport Information System (AATIS)
 - 3.1.3 **Aircraft operator** means a person, organization or enterprise engaged in aircraft operations or offering air services.
 - 3.1.4 **System** means the Advanced Air Transport Information System (AATIS)

4.0 GENERAL

- 4.1 This advisory circular contains information on the application for a short-term licence.

- 4.2 Foreign operators not licensed by Kenya Civil Aviation Authority (KCAA) intending to overfly or land in Kenya for commercial, private, technical or other purposes will be required to apply for and obtain a short-term licence
- 4.3 Foreign operators licensed by Kenya Civil Aviation Authority (KCAA) intending to operate between points within Kenya will be required to apply for and obtain a short-term licence.
- 4.4 A foreign aircraft granted a short-term licence will be required to land or take off from a designated entry/exit point in Kenya.
- 4.5 Application from foreign operators using aircraft manufactured in Russia and the Commonwealth of Independent States (CIS) will be subject to the guidelines issued in the Aeronautical Information Circular (AIC) on Cessation of Operations of Aircraft manufactured in Russia and the Commonwealth of Independent States (CIS).

5.0 GUIDANCE AND PROCEDURE

- 5.1 Application for a short-term licence to the Authority will be made as described below:
 - 5.1.1 An applicant will be required to first create an account or register as a user in the Authority's online system, Advanced Air Transport Information System (AATIS), which is accessible through the link <https://aatiss.kcaa.or.ke> or the Authority's website: <http://www.kcaa.or.ke/> by selecting the sub-menu "online-services"
 - 5.1.2 The Authority will activate the account upon the applicant's registration meeting requirements.
 - 5.1.3 Upon activation of the account by the Authority, the applicant will be able to log-in and submit an application.
 - 5.1.4 An application processing fee and an additional fee for aircraft engaged in commercial operations is payable in advance as published in the relevant Aeronautical Information Circular (AIC) – Charges for air navigation services and regulatory fees.
 - 5.1.5 During application process, the applicant will be required to upload the following documents in PDF format as applicable:

- a. Air Operator Certificate (AOC) including operations specifications
- b. Certificate of Airworthiness (C of A) including Airworthiness Review Certificate (ARC)
- c. Certificate of Registration of the aircraft (C of R)
- d. Aircraft insurance policy document
- e. Flight crew licences and flight crew validation
- f. Passenger manifest
- g. Certificate of Release to Service (CRS) for test flights
- h. Airway Bill for cargo flights
- i. Aircraft dangerous goods certificate
- j. Pilot's dangerous goods certificate

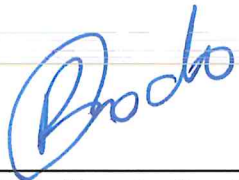
5.1.6 Applicants are notified that it is a requirement that applications be submitted at least 72 hours prior to the date of the intended flight.

5.1.7 The Authority will grant the licence upon being satisfied that the application and supporting documents meet regulatory requirements.

5.2 All applicants will be required to adhere to the terms and conditions specified in the granted licence.

5.3 A licence once granted will not be amended, transferable or assignable.

5.4 Any change on the granted licence shall require a new application and charges shall apply.



Civil Aviation Authority