

APPLICATION FOR ISSUANCE OF AN AERODROME CERTIFICATE, LICENSE OR REGISTRATION.

1. PURPOSE

- 1.1 The purpose of this Advisory Circular (AC) is to describe in detail the procedures for application and process for issuance of an aerodrome certificate, licence or registration. This Advisory Circular sets out the relevant regulatory requirements to be satisfied by the Aerodrome Operators for the certification, licensing and registration of an aerodrome.
- 1.2 This AC supersedes CAA-AC-AGA007C issued in January 2022.
- 1.3 This AC is effective as from 1st June 2024.

2. REFERENCES

- 2.1. Civil Aviation (Aerodromes) Regulations.
- 2.2. Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations
- 2.3. Civil Aviation (Safety Management) Regulations.

3. APPLICABILITY

- 3.1. This AC is applicable to all categories of aerodromes.

4. WHO CAN APPLY FOR THE AERODROME CERTIFICATE, LICENCE OR REGISTRATION.

- 4.1. The applicant for an aerodrome certificate, license or registration should be the operator of the aerodrome who can either be:
 - a) the owner of the land on which the aerodrome is located.
 - b) the occupier of the land on which the aerodrome is located; or
 - c) the person or organization operating the aerodrome.
- 4.2. If the applicant is not the owner or occupier of the land on which the aerodrome is located, written consent of the owner or occupier of the land will be required.

5. WHAT DOES AN APPLICANT NEED TO DO BEFORE SUBMITTING THE APPLICATION?

- 5.1. Applications forms for certification, licensing or registration of an aerodrome can be downloaded from the CAA website or can be obtained directly from the CAA.
- 5.2. The legal requirements for certification, licensing, and registration of aerodromes are contained in Parts II to V of the Civil Aviation (Certification, Licensing, and registration of Aerodromes) Regulations as amended. These regulations are available on the KCAA website (www.kcaa.or.ke). The hard copy of the regulations may also be purchased from the Government Printers.
- 5.3. The applicant will need to ensure that the aerodrome facilities and equipment are compliant with the relevant safety standards and recommended practices. Aerodrome standards and recommended practices are published in the Civil Aviation (Aerodromes Design and Operations), (Heliports) and (Certification, Licensing and Registration of Aerodromes) Regulations as amended. These documents are also posted on the CAA website. These regulations are available on the KCAA website (www.kcaa.or.ke). The hard copy of the regulations may also be purchased from the Government Printers.
- 5.4. Self-Reporting Form for Category E Aerodromes**

Registration of Aerodromes does not require development of the aerodrome manual. However, the applicants are required to fill Self-Reporting form as detailed in the Civil Aviation (Aerodrome Design and Operations) and (Certification, Licensing and Registration of Aerodromes) Regulations.
- 5.5. Aerodrome Manual**

One of the requirements for application of an aerodrome license or certificate is the preparation and submission of an aerodrome manual. Part V of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations prescribes the requirements, contents, and amendments of an aerodrome manual. The specific details of an aerodrome manual are further described in the Schedules to the regulations. It is important that the aerodrome operating procedures proposed for the aerodrome are appropriate for the circumstances of the aerodrome and are commensurate with the level of aircraft activities.
- 5.6. The Aerodrome Manual is a living document, subject to change from time to time. It is recommended that the Manual be prepared and published in a manner that allows for ease of amendment. The aerodrome manual control must include an appropriate system to record changes, provide a checklist for currency and maintain a distribution register for on-going distribution of amendments.
- 5.7. Attention of the applicants is drawn to the information to be provided to the CAA when applying for an aerodrome license or certificate as specified in the regulations. Further, the applicant is required to provide a list of aerodrome data for promulgation in the Aeronautical Information Publication once the aerodrome is duly licensed or certificated. This information is intended to provide pilots and other users of the aerodrome with up to date data on the aerodrome and it is therefore important that the promulgated information is accurate. Some of the aerodrome data such as the aerodrome coordinates, runway orientation, elevation of the runways thresholds and obstacle

limitation surfaces and free zones require detailed measurement and survey in accordance with specified standards. It is important that the person or persons carrying out the task have the appropriate qualification(s), experience and knowledge to do so. It should be noted that although the CAA will check that the information provided is accurate, responsibility for the accuracy of data rests with the applicant.

6. CONDITIONS THAT MUST BE SATISFIED TO OBTAIN A CERTIFICATE LICENSE OR REGISTRATION APPROVAL

- 6.1. Before a certificate is granted, the CAA will need to be satisfied that:
- a) the aerodrome's facilities and equipment are in accordance with the standards and recommended practices specified in the Civil Aviation (Aerodrome Design and Operations) (Heliports) and (Certification, Licensing and Registration of Aerodromes) Regulations 2021 referred to in 5.3 of this AC.
 - b) the Aerodrome Manual contains all the particulars required under the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations as amended;
 - c) the aerodrome's operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and
 - d) the applicant will be able to properly operate and maintain the aerodrome.
- 6.2. In assessing an application, the KCAA will be looking particularly for evidence that:
- a) the aerodrome movement area conforms to the standards specified in the manuals of standards;
 - b) the aerodrome operational information to be promulgated in the AIP has been correctly gathered, and verified, by appropriately qualified person(s);
 - c) the aerodrome operating procedures show a clear understanding of the responsibilities of the operator and are adequate for the particular aerodrome concerned;
 - d) personnel employed at the aerodrome have the appropriate skills, experience and training.
 - e) The aerodrome has complied with other relevant laws of the state and especially the laws relating to environmental protection and aviation security.

7. AN APPLICANT WHOSE AERODROME HAS FACILITIES NOT IN COMPLIANCE WITH STANDARDS

- 7.1. Under certain unavoidable circumstances, an aerodrome with a facility which is not in compliance with the minimum standards may be accepted for licensing or certification. This will however involve conduct of a special assessment of the non-standard facility by the Authority to determine how the facility may be used without compromising safety of the aerodrome. Solutions may include alternative means of compliance to meet the intent of the safety standard or imposing of restrictions to aircraft operations.

8. CERTIFICATION, LICENSING AND REGISTRATION OF AERODROME FEES.

- 8.1. The applicant should liaise with the KCAA or refer to the relevant Aeronautical Information Circular (AIC) for the costs of assessment which will have to be borne by the applicant.

- 8.2. An applicant will have to pay, at the time of submitting the application, a licence or certificate processing fee. The approved fees which have been notified through the Aeronautical Information Circular are based on the expected amount of effort by the CAA in processing the application.
- 8.3. The applicant may contact the KCAA to obtain a quote for the appropriate fees where the AIC is not easily accessible.

9. MAKING AN APPLICATION

- 9.1. Application forms for certification, licensing or registration of aerodromes can be downloaded from the CAA website or can be obtained directly from the CAA. An applicant should complete the appropriate application form and submit to:

The Director General
Kenya Civil Aviation Authority
PO Box 30163 00100
Nairobi
Kenya

together with the required documents as listed in Parts II to V of the Civil Aviation (Certification, Licensing and Registration of Aerodromes) Regulations 2021, as amended.

- 9.2. The applicable processing fees must be submitted with the application.
- 9.3. The applicant must submit three copies of the aerodrome manual which upon approval shall be returned to the applicant with one copy retained by the Authority for the purpose of continuous surveillance.

10. CAA APPROVAL PROCESS

- 10.1. To ensure that the application meets the conditions set out in Section 6 of this AC, the KCAA will carry out a site inspection and may also conduct interviews.
- 10.2. The KCAA may also ask for clarification or additional information if the information provided is deemed inadequate.
- 10.3. The KCAA will issue a certificate, license or registration approval in a form prescribed by the Authority.
- 10.4. If the issuance of the aerodrome certificate, licence or registration approval involves the attachment of certain conditions, written notification of the conditions will be provided.
- 10.5. If the KCAA has to refuse an application as provided for in the regulations, written notification of the refusal, together with reasons for doing so, will be sent to the applicant within 14 days after the KCAA makes that decision.

Civil Aviation Authority