

APPLICATION FOR AIR SERVICE LICENCE

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) is issued to provide information and guidance on the process for application for an Air Service Licence. (New, renewal, variation and temporary)

2.0 REFERENCES

- 2.1 The Civil Aviation Act
- 2.2 Civil Aviation (Licensing of Air Services) Regulations
- 2.3 Aeronautical Information Publication (AIP)
- 2.4 Aeronautical Information Circular(s) (AIC)
 - 2.4.1 AIC 13/23 - Charges for Air Navigation Services and Regulatory Fees
 - 2.4.2 AIC 05/14 - Licensing of Air Services
 - 2.4.3 AIC 11/09 - Cessation of Operations of Aircraft Manufactured In Russia And The Commonwealth Of Independent States (CIS)

3.0 DEFINITIONS AND ABBREVIATIONS

- 3.1 For purposes of this Advisory Circular the following terms and abbreviations shall have the following meanings:
- 3.1.1 **Air Service** means any service performed by means of an aircraft for hire or reward.
 - 3.1.2 **Licence** means an authorization granted under Civil Aviation (Licensing of Air Services) Regulations.
 - 3.1.3 **Temporary Licence** means a licence issued under, Civil Aviation (Licensing of Air Services) Regulations
 - 3.1.4 **ICAO Doc** means International Civil Aviation Organization Document
 - 3.1.5 **AATIS** – Advanced Air Transport Information System

3.1.6 **ASL** – Air Service Licence

3.1.7 **ITC** – Inclusive Tour Charters

4.0 GENERAL

4.1 This Advisory Circular contains information on application for New, Renewal, Variation and Temporary Air Service Licence (ASL)

4.2 A person shall not use an aircraft within, out of, into Kenya for the provision of any air service except under and in accordance with the terms and conditions of a licence issued by the Authority.

4.3 It is a requirement that an entity registered and based in Kenya intending to provide an air service that at least 51% of the voting rights of the entity are ultimately held by the state, citizen(s) of Kenya or both.

4.4 A foreign air operator intending to operate international non-scheduled air services or Inclusive Tour Charters into Kenya is required to apply for an air service licence.

4.5 Documents to be submitted with the application shall be as listed in the applicable application form.

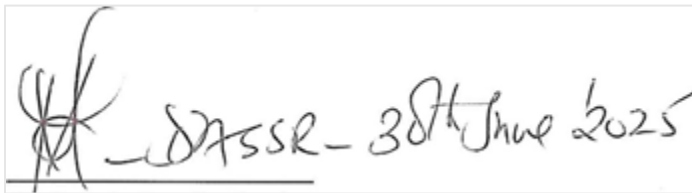
4.6 The Authority may issue licences for the following categories of air services:

- i. Scheduled Air Services (Locally registered entities)
- ii. Non-Scheduled air Services
- iii. Aerial work services
- iv. Flying Instructions
- v. Hot Air Balloons
- vi. Recreational Flying

5.0 GUIDANCE AND PROCEDURE

- 5.1 Application forms for Air Service Licence are Accessible in the KCAA website.
- 5.2 The following forms shall be used when applying for an air service licence as applicable:-
- i. Application for New Air Service Licence, Form KCAA/ATD/FM/04A
 - ii. Application for Renewal of Air Service Licence, Form KCAA/ATD/FM/04B
 - iii. Application for Variation of Air Service Licence, Form KCAA/ATD/FM/02
 - iv. Temporary Licence Application, Form KCAA/ATD/FM/05
- 5.3 An application for a temporary licence may be made after submission of a substantive application for a new, renewal or variation of air service licence has been accepted.
- 5.4 The application and the attachments will be submitted to the Air Transport Department of the Authority.
- 5.5 The application will be submitted to the Authority together with the supporting documentation for evaluation.
- 5.6 The applicant will be required to make payment of applicable processing fee upon acceptance of the application after evaluation.
- 5.7 The Authority will acknowledge receipt of the applications in writing.
- 5.8 A notice of the particulars of the application will be published in the Kenya Gazette
- 5.9 After the publication of the Notice any person may make representations in favor of or against the application in writing to the Authority within 21 days and at the same time serve a copy to the applicant through registered mail.
- 5.10 The Authority will hold a public meeting after 21 days of publication of the notice to consider the applications.
- 5.11 The Authority will give notice of the day, time and venue of the public meeting to the applicant(s) and the public.
- 5.12 An applicant or a person making representation(s) to the Authority may appear at the public meeting in person or by a legal representation or other duly authorized representative.
- 5.13 The Authority will make decisions on applications, publish a Notice on the same in the Kenya Gazette and notify the respective applicants in writing.

- 5.14 Applicants that have been granted licences will be required to make payment of applicable fees for the issuance of the licence within 30 days from the date of publication of the decisions in the Kenya Gazette.
- 5.15 Applicants who fail to make payment within 30 days of the gazettment of the decisions shall be deemed to have forfeited their rights to the licence.
- 5.16 The Authority will require the applicant to collect the licence in person or by a duly authorized representative..
- 5.17 The licence will be valid for the period indicated on the licence.
- 5.18 A licence once granted shall not be transferable or assignable.

A handwritten signature in black ink, followed by the date "30th June 2025". The signature is stylized and appears to be "J. K. O. O.". The date is written in a cursive style.

Civil Aviation Authority