



Advisory Circular

CAA-AC-ATD001

May, 2023

SHORT TERM LICENCE

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) is issued to provide information and guidance to foreign aircraft operator(s) and / or their agents herein referred to as applicants on requirements for obtaining a short term licence to overfly, land or operate a foreign registered aircraft within Kenya.

2.0 REFERENCES

- 2.1 Civil Aviation Act 2013 (as amended)
- 2.2 Civil Aviation (Licensing of Air Services) Regulations
- 2.3 Aeronautical Information Publication (AIP) Kenya
- 2.4 Aeronautical Information Circular (AIC) - Charges for Air Navigation Services and Regulatory Fees
- 2.5 ICAO Annex 9 to the Convention on International Civil Aviation – Facilitation.

3.0 DEFINITIONS

- 3.1 For purposes of this Advisory Circular the following terms shall have the following meanings:
- 3.1.1 **Short Term Licence** - means a licence granted under regulation 34 of the Civil Aviation (Licensing of air services) Regulations 2018
- 3.1.2 **AATIS** means Advanced Air Transport Information System (AATIS)
- 3.1.3 **Aircraft Operator** means a person, organization or enterprise engaged in or offering to engage in an aircraft operation

4.0 GENERAL

- 4.1 This Advisory Circular (AC) contains information on the application for a short term licence.
- 4.2 Foreign operators licensed by Kenya Civil Aviation Authority (KCAA) but intending to operate to points in Kenya that are not covered in their licence will be required to apply for and obtain a short term licence.
- 4.3 Foreign operators not licensed by Kenya Civil Aviation Authority (KCAA) will be required to obtain clearance to overfly or land in Kenya for commercial, private technical or other purposes as provided in the Advanced Air Transport Information System (AATIS).
- 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 Applications will be made through the Authority's online system, Advanced Air Transport Information System (AATIS) which is accessible through the link <https://aatiskcaa.or.ke> or the Authority's website: <http://www.kcaa.or.ke/> by selecting AATIS under “e-services” sub-menu.
 - 5.1.2 To lodge an application, an applicant will be required to create an account or register as a user (agent or operator) in the system.
 - 5.1.3 The Authority will activate the account upon the applicant’s registration meeting the requirements.
 - 5.1.4 During application process the applicant will be required to upload the requisite documents in PDF format as prompted by the system.
 - 5.1.5 The Applicants will be required to submit applications at least 72 hours prior to the date of the intended flight unless the flight is for medical evacuation or emergency.
 - 5.1.6 The licence will be issued only after the Authority is satisfied that the application and documents submitted meet the regulatory requirements.

- 5.1.7 The applicable processing fee will be paid and the receipt uploaded in the system before the application can be processed.
- 5.2 All applicants will be required to adhere to the terms and conditions specified in the granted licence.
- 5.3 The licence once granted will be valid for 72 hours from the date of the intended flight.
- 5.4 The granted licence will not be transferable or assignable
- 5.5 Any amendment to the granted licence in relation to the date of operation, type of operation, type or model of aircraft, registration mark, route, point of departure or destination, requires a new application to be made.

Civil Aviation Authority