

**KENYA CIVIL AVIATION AUTHORITY**

**APPLICATION FOR A LICENCE TO OPERATE INCLUSIVE TOUR AND GROUP  
CHARTER INTO AND OUT OF KENYA**

**When completed, this form should be sent in Triplicate to the  
Director General Kenya Civil Aviation Authority  
P O Box 30163, Nairobi, Kenya  
This form should be accompanied by application fee of  
USD \$ 500 for renewal or USD \$ 1,500 for new applications.**

**PART I**

1. a) Full name and Address of Operator:  
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.....  
.....
- b) Telephone Number: .....
- c) Fax: .....
- d) E-mail: .....
2. Full Name and Address of Aircraft Owner (if different from 1)  
.....  
.....  
.....
3. State the type and model, registration marks, call sign and maximum take-off of weight of each aircraft to be used in this operation.  
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.....  
.....
4. Give the estimated number of passengers to embark and disembark at each point on the route.  
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.....
5. Give the date and time of arrival and departure from the airport to airports concerned.  
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.....
6. Give the full itinerary for the flight showing all places to be served and the ultimate destination of the flight.

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7. Give the full name and address of aircraft operator's local representative or agent.

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8. If the application is for a licence to operate a Charter, Inclusive Tour Flight, provide the following information:-

a) Type of Tour (e.g. hunting, photography, leisure, sight-seeing, game viewing etc)

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.....  
.....

b) Minimum price payable by passenger giving cost of air transportation accommodation, surface transport and other surface components (e.g. landing fees, handling charges, catering charges etc)

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c) Name of the hotel(s) where passengers are booked.

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d) Duration of tour

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.....

e) Any other relevant information

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9. Give the full name and business address of charter and the full name and address of his local representative or agent

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10. Provide evidence (in English language) that adequate provision has been made either by way of insurance or other means to meet third party liability on the surface as well as your liability as carrier of passengers.

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11. If the application is for a licence to operate a Charter, Inclusive Tour flight, please attach:-
- a) Charter Agreement
  - b) Declaration from the aircraft operator\*
  - c) Declaration from the tour operator or his duly authorized representative or agent\*

*\*See Part II-A, Part II-B and Part II-C of this Form*

- 12.If the application is for a licence to operate an Affinity Group Charter flight, please attach
- a) Charter Agreement
  - b) Declaration by Group or Chartering Association
  - c) Declaration by the Airline
  - d) Declaration by the Charterer or is duly accredited agent (if different from 12(b) above)\*\*

*\*\* See Part III - A Part III-B and Part III-C of this Form*

**DECLARATION REQUIRED IN RESPECT OF INCLUSIVE TOUR CHARTERS**

**PART II-A**

Declaration by the Tour Operator

I/We the undersigned certify on behalf of ..... by me/us that:

- a) The information given in Part I above is correct
- b) The aircraft for the flight(s) has/have been chartered by me/us
- c) Adequate arrangements covering the flight(s) and ground services in .....

.....  
 have been made (certified copies of documents confirming these arrangements to be attached)

Signed: .....

Name (in Block letters): .....

Position: .....

Address: .....

On behalf of: .....

Date: .....

**PART II-B**

Declaration by the Airline

I/We the undersigned certify that:-

- a) The information given in Parts I and II-A above is correct
- b) The aircraft for the flight(s) has been chartered by me/us
- c) The total carrying capacity of the aircraft shall be at the disposal of the tour operator
- d) The laws and regulations in force governing the of flight(s) will be complied with

Signed: .....

*(Company Seal)*

Name (in Block Letters) .....

Position .....

On behalf of .....

*(Name and address of airline)*

Date: .....

**PART II-C**

Declaration by the Tour Operator's Local Agent (if any)

I/We the undersigned certify on behalf of

.....

.....

- a) The information given in Part I and II-A above is correct.
- b) Adequate arrangements concerning ground services have been (Certified copies of documents confirming these arrangements to be attached)

Signed: .....

*(Company Seal)*

Name (in Block Letters): .....

Position: .....

On behalf of: .....

*(name and address of agent)*

Date: .....

**Declaration by the Group or Chartering Association**

**PART III-A**

Declaration Required in Respect of Affinity Group Charters

I/We the undersigned certify on behalf of .....  
represented by me/us that:

- \*\*\*a) The participants in the trip ..... of .....  
..... have been full paid-up members of the  
association since .....
- b) Information concerning the trip is not disseminated otherwise than in the publication of circulars produced by the association for its members.
- c) The Association agrees to a duly empowered representative of the licensing authorities carrying out a check at the officers of the Association to determine whether the participants in the trip meet requirement (a) above.
- d) The Association notes and agrees that only those participants effectively meeting requirement (a) may board the aircraft
- e) I/We undertake to supply the licensing authorities at least 14 days before the departure of the flight with
  - i) A membership list with addresses and dates of joining in alphabetical or chronological order and a certified passenger list, in alphabetical order, showing the name and addresses of each passenger, the date on which he or she joined the group or, as appropriate, the name of the member by whom he or she is being accompanied on the light and their relationship;
  - ii) A copy of the group's constitution and copies of all publication or circulars of the association concerning the flight.

Signed:.....

Name: .....  
*(In Block Letters)*

Position: .....

Address: .....

Date: .....

\*\*\*Such persons may be accompanied by members of their families residing with them

**PART III B**

Declaration by the Airline

I/We the undersigned certify on behalf of ..... represented by me/us that:

- a) The information given in Parts I and III-A of this form is correct;
- b) The aircraft for the above flight has been chartered by the group or association referred to in Part III-A of this form is correct;
- c) The total carrying capacity of the aircraft shall be at the disposal of the said association or group;
- d) The laws and regulations in force governing the operation of the flight will be complied with;
- e) All the charges covering the return journey (where applicable) will be paid and

.....  
*(name and address of person or airline)*

shall be responsible for the return journey. Certified copies of documents confirming return journey. arrangements are attached.

Signed: .....  
*(Company Seal)*

Name: .....  
*(In Block Letters)*

Position: .....

On behalf of: .....

Date: .....

**PART III-C**

**\*\*\*\*Declaration of Charterer or his dully Accredited Agent**

I/We the undersigned certify on behalf of ..... represented by me/us that:

- a) The information given in Parts I and III-A is correct;  
for the above flights has been chartered by me/us on behalf of the association or group referred
- b) The aircraft to in Part III-A above;
- c) The total carrying capacity of the aircraft shall be at the disposal of the association or group;
- d) My organization shall be responsible for the group while in

.....  
(Name of Country)  
.....

e) (Certified copies of documents confirming accommodation arrangements and tour programme should be submitted).

Signed: ..... (Company Seal)

Name: .....  
(In Block Letters)

Position: .....

On behalf of: .....  
(Name and address of agent)

Date: .....

\*\*\*\*This part should be completed if the Charterer or his accredited agent is a different person from the group or association referred to in Part III-A

**FOR OFFICIAL USE ONLY:**

Application number: .....

Date Received: .....

Date Published: .....

Objections Received from:.....

Date for Objections: .....

Application Checked by: .....

Received by: .....

Receipt Number: .....

Decision of Licensing Authority: .....

**ATTACH THE FOLLOWING DOCUMENTS**

1. Operations Statistics (Last one year)
2. Audited Accounts for the previous financial year
3. Insurance including third liability
4. Air Operators Certificate
5. Business Plan (New applicant)
6. Certification of Incorporation (New applicant)
7. Memos and articles of association (New applicant)
8. Source funding (New applicant)
9. Any other additional document to support the application.
10. All copies of attached documents should certified by an advocate/commissioner for oaths