



**PROCEDURES FOR FOREIGN REGISTERED AIRCRAFT
TO OBTAIN PERMISSION FOR
NON-SCHEDULED FLIGHTS / PRIVATE FLIGHTS
TO THE KINGDOM OF BHUTAN**

Procedures for foreign registered aircraft for non-scheduled/private flights into and across the Territory of Bhutan

1. Approval authority is the Director General Bhutan Civil Aviation Authority (DG - BCAA) and prior approval shall be obtained by foreign registered aircraft for the operation of non-scheduled flight(s) /private flight(s) into and over the territory of Bhutan.
2. Processing of approvals will be done by the BCAA in consultation with all others Sections of the Bhutan Civil Aviation Authority (BCAA) upon submission of an application made as per the details given in the following paragraphs.
3. Such an application shall be made through the BCAA approved agent, Bhutan Air Services (BAS) and should reach Operations Section BCAA in sufficient advanced time (refertable) before commencement of the intended operation. No flight should leave from the point of departure in anticipation of required approval to fly over or land in Bhutan.
4. Bhutan Air Services (BAS) as an approved private charter clearing agency by Bhutan Civil Aviation Authority (BCAA) will be responsible for assisting and channelling all domestic and international flight clearance requests for flying into Paro of all aircrafts which are foreign registered, excluding state, VVIP flights and schedule commercial operations. BAS responsibility will also cover all the logistical arrangements needed for the aircraft on ground, viz aircraft, crew and Pax handling.
5. BAS will also be responsible for collection of all charges at the airport related to the flight as per the established norms in the Aeronautical Information Publication (AIP) of Bhutan and to be deposited.
6. All Operators shall have an MOU with Bhutan Air Services, who will also be responsible for ensuring that all technical and procedural requirements are fulfilled before the submission of landing clearance application to the Bhutan Civil Authority for the approval taking into consideration the following aspect;
 - Specific Category C Requirements of Paro International Airport has been fulfilled by the operating crew with regard to the following areas;
 - The flight to be accompanied by a guide pilot on board who has been flying into Paro Aerodrome on a regular basis or an operating crew who has flown before and knows the aerodrome very well. If guide pilots are required the operator shall communicate with BAS who in turn will coordinate with Flight Operations Division of DrukAir and Bhutan Airlines and arrange for a guide pilots; or
 - If the operating crew has flown into Paro Aerodrome during the last one year; or
 - An operating crew who has undergone a simulator familiarization training of Paro Aerodrome.

The Operating crew shall fulfil either of the above, for them to be considered by BCAA for flying in/out of Paro Airport.

Nature of Flight	Type of Operation	Minimum Notice required
Non-scheduled Commercial (Passenger)	Landing	07 days
Non-scheduled Commercial (Cargo)	Landing	07 days
Helicopters/Airships/Gliders/Balloons	Landing /Over flying	14 days
Non-scheduled Commercial (Pax/Cargo)	Technical Stop only	3 Days
Non-scheduled (Pax/Cargo)	Over flying only	3 Days
Private	Landing	7 Days
Private	Over flying / Tech Stop	3 Days
Ambulance/Search & Rescue/Relief flights	Landing / Over flying	At the earliest
Any other Non-scheduled flights	Over flying / tech. stop	3 days
Any other Non-scheduled flights	Landing	7 days

7. BCAA may, in approving such flights, assign a Flight Clearance Number (FCN) which should be quoted by the operator / flight crew as and when necessary.
8. Director General - BCAA may impose such conditions as he considers desirable in respect of the carriage of passengers and cargo to and from Bhutan. Such conditions (if any) may be specified in the Flight Clearance at the time of notifications to the operator through the agent BAS
9. The applications for the operation of a non-scheduled flight/private flight into/over Bhutan should be according to the Format of the application for a NON-Scheduled flight/Private flight into/over Bhutan given enclosed herein. The applications should directed preferably through the agent BAS to reach BCAA as per the above timelines
10. Flight clearance or Re-clearance once granted remains valid for a period of 72 hours from the date of intended operations. If the actual operations delayed beyond 72 hours, Re-clearance should be obtained afresh.

11. Re-clearance request shall quote the Flight Clearance Number when re-applying A Flight that is re-cleared, will be issued with a Re-clearance number, which shall be quoted as and when necessary.
12. Delayed Operations that fall within 02 days of planned operation or cancellation should be notified forthwith to BCAA
13. In order to facilitate proper and efficient flight identification process at the ATS Units, all Non-scheduled / Private operators are required to quote the Flight Clearance Number (FCN) { or the Re-Clearance Number issued } in the field 18 of the Flight Plan filed.
14. Pilot-in-command is required to hold the Flight Clearance Number or the Re-clearance Number on board and quote the same when required by the ATC.

Additional Requirements to Be Fulfilled By the Operator

a. General

The Operator shall ensure the visa (if required) to enter Bhutan is obtained for the operating crew prior to operating into Bhutan, which can be made either with Ministry of Foreign Affairs or the Department of Tourism.

The Operator shall ensure that all concerned agency (ies) at the airport are informed of the intended operation in and out of Paro

The Operator shall ensure that the necessary ground/passenger handling arrangements, and fuelling arrangements are in place.

The Operator shall ensure that all charges payable are settled prior to departure out of Bhutan.

b. Copies of the documents to be submitted

No.	Description
1	Valid C of A
2	Valid C of R
3	Valid Insurance
4	Valid AOC and Operations Specifications
5	All pages of the Licence of the Operating Crew
6	Valid Medical of the Operating Crew
7	Log Book of Pilot in Command
8	General Declaration





Application for a Non-Scheduled flight/Private flight into / over Bhutan

1	Purpose of Flight	VIP	
		Tourist	
		Cargo	
		Ambulance	
		Relief	
		Private	
		Charter	
		Other	
2	Whether Overflying, Technical Landing, or landing in Bhutan.	Overflying	
		Technical Landing	
		Landing	
3	ATS Routes (s) to be flown including entry & exit point	Entry Point	
		Exit Point	
4	Arrival and departure timing at the airport including Date of Flight (UTC & dd/mm/yy)	ETA & DOF	
		ETD & DOF	
5	Airport of last departure before entering Bhutan airspace and airport of first landing after leaving Bhutan Airspace	Departure	
		Destination	
6	Destination Aerodrome after leaving Bhutan airspace & Alternate Aerodrome	Destination	
		Alternate	
Aircraft Details			
7	a. Type of Aircraft		
	b. State of Registry / Nationality	Registry	
		Nationality	
	c. Aircraft Registrations		
	d. Telephony Designator (Flight number /call sign)		
	e. Whether aircraft is capable of air dropping	YES / NO	
	f. Whether the maximum certified passenger seating capacity of the aircraft is more than 30 seats	YES / NO	
	g. Whether the maximum payload capacity is more than 3 tons	YES / NO	
	h. Whether the aircraft is fitted with ACASII/TCASII	YES / NO	
Pilot – in – Command			
8	Name & Nationality	Name	
		Nationality	
On-board details			
9	a. Number of Crew		
	b. Number of Passenger(s)		
	c. General description of the goods, if any		
	d. Any arms, ammunition, explosives, radioactive material, war equipment or dangerous goods? If so, attach a copy of the BCAA permit		
	e. Any special equipment like aerial photography, remote sensing cameras, night vision cameras on board? If so, attach copy of BCAA permit		
10	Number of passengers of tonnage of cargo to be uplifted from and set-down in Bhutan		

Aircraft operator		
11	a. Name	
	b. Nationality	
	c. Address	
	d. Aircraft Operator Certificate / Permit Number, if any	
Chaterer Details		
12	Name	
	Address	
Travel/Cargo Agent in Bhutan		
13	Name	
	Address	
Copies of documents required to be enclosed with this application		
14	a. Certificate of Registration	
	b. Certificate of Airworthiness	
	c. Insurance	
	d. AOC and Ops Specs	
	e. All pages of the licence of the operating crew	
	f. Valid medical of the operating crew	
	g. Log book of the Pilot in command	
	h. If no guide pilot used, proof of training session under taken by the flight crew for this particular aerodrome	
	i. General Declaration	