

## GEN 1. 2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

### 1. General

- 1.1 International flights into, from or over Territory of Bhutan shall be subject to the current Bhutan Air Navigation Regulations (BANRs) and Bhutan Civil Aviation Requirements (BCARs) relating to Civil Aviation. These regulations in all essentials correspond to the Standards and Recommended Practices contained in Annex 9 to the Convention on International Civil Aviation.
- 1.2 Aircraft flying into or departing from Territory of Bhutan shall make their first landing at, or final departure from Paro International aerodrome (see AIP BHUTAN, AD1.3 and AD2)

### 2. Scheduled flights

#### 2.1 *General*

- 2.1.1 For regular international scheduled flights operated by foreign airlines into or in transit across Bhutan, the following requirements must be met:
- a) The state of the airline must be party to the International Air Service Transit Agreement and/or the International Air Transport Agreement. Bhutan is a party to both Agreements;
  - b) The airline must be eligible to make the flights under the provision of bilateral or multilateral agreement to which the state of the airline and Bhutan are contracting parties and must have permit to operate into or in transit across Bhutan. The Schedule of the flights must have a prior approval from the Director General of Bhutan Civil Aviation Authority (BCAA).
  - c) Application for obtaining approval for operating schedule flights shall be filed by the designated airline, at least 30 days prior to commencement of the scheduled flights, with the BCAA, Paro, Bhutan.
  - d) it is advisable for the pilot-in-command to carry with him BCAA Approval Reference Number and quote the same if required to do so by the ATC authorities
  - e) It will be the responsibility of the operator to ensure that the flight schedule approved by the BCAA is submitted to the respective Flight Information Centre and Aerodrome of intended landing, at least 72 hours before the commencement of the schedule.
  - f) The airline shall coordinate slots allocation with the Slot Coordinator of respective airports before applying for BCAA Clearance. (Slot allocation can be coordinate via email [vqpr.slotallotment@gmail.com](mailto:vqpr.slotallotment@gmail.com).)

#### 2.2 *Documentary requirements for clearance of aircraft*

- 2.2.1 It is necessary that the under mentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Paro (Bhutan). All documents listed below must follow the ICAO standard format as set forth in relevant appendices to ICAO Annex 9 and are acceptable when furnished in English, and completed in legible handwriting.

#### 2.2.2 *Aircraft document required (Arrival/Departure)*

Required by	General Declaration	Passenger Manifest	Cargo Manifest
Customs	1	1	1
Immigration	1	2	-
Airport Office	1	1	1
Plants & Quarantine	1	-	-

Notes: a) *One copy of the General Declaration is endorsed and returned by Customs, signifying clearance*

b) *If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft documents except copies of the General Declaration need to be submitted to the above authorities.*

### 3. Non-scheduled flights

#### 3.1 *Procedures*

- 3.1.1 If an operator intends to carry out a non-scheduled flight(s) or make a non-traffic stops in the territory of Bhutan, it is necessary for the operator to obtain slot approval from the Slot coordinator, Department of Air Transport, Ministry of Information & Communications, Paro, Bhutan.
- 3.1.2 If an operator intends to perform a (series of) non-scheduled flight(s) into Bhutan for the purpose of taking on or discharging passengers, cargo or mail, it is necessary for the operator to apply for slot allocation to the Slot coordinator, DoAT, Ministry of Information & Communications, Paro, Bhutan, for slot allocation and permission to carry out such operations not less than 7(seven) days in advance of the intended landing.
- 3.1.3 Since the Entry/Exit to Bhutan is via Indian Airspace, therefore, all aircraft prior operating into, from Bhutan should also hold a valid approval reference number (YA/N.....) issued by the Indian DGCA. The reference number shall be quoted in the field 18 of FPL filed with the Air Traffic Control Centre.

3.1.4 Slot allocation shall be valid for a period of 48 hours. If flight gets delayed beyond 48 hours, fresh approval from slot coordinator is required.

**3.2 Documentary requirements for clearance of aircraft**

3.2.1 *Required as 3.1.2 and* Same requirements as for SCHEDULED FLIGHTS

**4. Private flights**

4.1.1 If an operator intends to perform a (series of) private flight(s) into BHUTAN for the purpose of taking on or discharging passengers, cargo or mail, it is necessary for any operators to obtain prior clearance permission from the Director General of Bhutan Civil Aviation Authority, to carry out intended operations in not less than 7 (seven) days in advance of the intended landing. The ANSP/ Local ATS providers shall be responsible for allocation of slot, for which advance arrangement is recommended. The application form (annexure I) duly filled by the operator must be submitted to the concern authorised clearing agent for slot allocation and for onward submission to BCCA for Approval.

*Note: Minimum time required for clearance approval is given in the table under annexure II.*

4.1.2 Slot Allocation and Clearance shall be valid for a period of 48 hours. If flight gets delayed beyond 48 hours, fresh slot approval and clearance is required.

4.1.3 To obtain clearances on behalf of Chartered/Private flights and for additional logistics that can be arranged by the Authorised Clearing Agent, see GEN 1.1-1 para 7 and AD2.1-6 VQPR AD2.22 in Flight Procedure.

**4.2 Documentary requirements for clearance of aircraft**

4.2.1 Required as 3.1.2 and same requirements as for SCHEDULED FLIGHTS.

**5. Public health measures applied to aircraft.**

5.1 “Disinsectization certificate” in respect of the aircraft from the place of origin would suffice, if the aircraft is coming from or transit through yellow fever infected areas shall be in possession of valid International certificates of vaccination against yellow fever.



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**ROYAL GOVERNMENT OF BHUTAN  
BHUTAN CIVIL AVIATION AUTHORITY  
BHUTAN**



**Application for the approval of non-scheduled flights**

**Annexure I**

1	Purpose of Flight	VIP <input type="checkbox"/> Tourist <input type="checkbox"/> Cargo <input type="checkbox"/> Ambulance <input type="checkbox"/> Relief <input type="checkbox"/> Private <input type="checkbox"/>
		Chartered <input type="checkbox"/> Other <input type="checkbox"/>
2	Whether technical landing or landing in Bhutan	Technical Landing <input type="checkbox"/> Landing <input type="checkbox"/>
3	ATS Route(s) to be flown including entry & exit point	Route Entry:-  Route Exit:-
4	Arrival and departure timing at the airport including Date of Flight.(UTC & dd/mm/yy)	ETA <input type="text"/> DOF <input type="text"/> ETD <input type="text"/> DOF <input type="text"/>
5	Airport of last departure before entering Bhutan airspace and airport of first landing after leaving Bhutan airspace.	Departure Aerodrome:- Destination Aerodrome:-
6	Destination Aerodrome after leaving Bhutan airspace & Alternate Aerodrome	Destination Aerodrome:- Alternate Aerodrome:-
<b>Aircraft Details</b>		
7	i) Type of Aircraft	
	ii) State of registry/nationality	i) Registry: ii) Nationality:
	iii) Aircraft Registration	
	iv) Telephony designator (flight number /callsign)	
	v) Aircraft Maximum Takeoff weight (tones)	
	vi) Whether aircraft is capable of air dropping	YES <input type="checkbox"/> NO <input type="checkbox"/>
	vii) Whether the maximum certified passenger seating capacity of the aircraft is more than 30 seats	YES <input type="checkbox"/> NO <input type="checkbox"/>
	viii) Whether the maximum payload capacity is more than 3 ton	YES <input type="checkbox"/> NO <input type="checkbox"/>
	ix) Whether the aircraft is fitted with ACAS-II/TCAS –II	YES <input type="checkbox"/> NO <input type="checkbox"/>
	<b>Pilot-in-command</b>	
8	i) Name	
	ii) Nationality	
<b>On-board details</b>		
9	i) Number of Crew	
	ii) Number of Passenger(s)	
	iii) General description of the goods, if any	
	iv) Any arms, ammunition, explosives, radioactive material, war equipment or dangerous goods? If so, attaché a copy of BCAA permit.	
	vii) Any special equipment like areal photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of BCAA permit.	

10	Number of passengers or tonnage of cargo to be uplifted from and set-down in Bhutan	
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11	<b>Aircraft operator</b>	
	i) Name	
	ii) Nationality	
	iii) Address	
	iv) Aircraft operator certificate/Permit number, if any	
12	<b>Charterer details</b>	
	i) Name	
	i) Address	
13	<b>Travel/Cargo Agent in Bhutan</b>	
	i) Name	
	ii) Address	
14	<b>Document required to enclosed with this application form</b>	
	i) Certificate of Airworthiness	YES <input type="checkbox"/> NO <input type="checkbox"/>
	ii) Copy of Pilot Licence	YES <input type="checkbox"/> NO <input type="checkbox"/>
	iii) Copy of Pilot Medical Certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>
	iv) Copy of Insurance Certificate	YES <input type="checkbox"/> NO <input type="checkbox"/>
	v) Certificate/Proof of approved simulator session undertaken by the flight crew for the particular aerodrome. If so, attached a copy of certificate.	YES <input type="checkbox"/> NO <input type="checkbox"/>

I hereby certified that the information given above is correct.

(Seal of Company)

(Signature)

Name:

Designation:

Company/Agency:

Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tele. No. :- \_\_\_\_\_

Email :- \_\_\_\_\_

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**Advance time requirement for clearance application**

<b>Nature of Flight</b>	<b>Type of Operation</b>	<b>Minimum notice required</b>
Non-scheduled commercial (Passenger)	Landing	07 Days
Non-scheduled commercial (cargo)	Landing	07 Days
Helicopter/Airships/Gliders/Balloons	Landing/Over flying	14 Days
Non-scheduled commercial (Pax/Cargo)	Technical stop only	03 days
Non-scheduled (Pax/Cargo)	Overflying only	03 days
Private	Landing	07 Days
Private	Overflying/Tech stop	03 days
Ambulance/Search & Rescue/Relief Flights	Landing/Overflying	At the earliest
Any other non-scheduled flights	Overflying/Tech. Stop	03 days
Any other non-scheduled flights	Landing	07 Days

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