

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 regulations of Bhutan relates 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 AD 1.3 and AD 2)

2. Scheduled flights (to be developed)

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.
- 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 to the Slot coordinator 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, all aircraft prior to 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.
- 3.1.5 Prior approval from BCAA shall be obtained for foreign registered aircraft for the operation of non-scheduled flight(s)/private flight(s) into and over the territory of Bhutan in sufficient advance time as prescribed in BCAA CIR 4001. Such an application shall be made through the BCAA approved agent, Bhutan Air Services (BAS).
- 3.1.6 BCAA Clearance once granted remains valid for a period of 72 Hours from the date of intended operations. If the actual operation is delayed beyond 72 hours, re-clearance should be obtain afresh.
- 3.1.7 Specific Category – C Requirement of Paro International Airport has to be fulfilled by the applicant in respect of the operating crew members as specified in BCAA CIR 4001.

3.2 *Documentary requirements for clearance of aircraft*

- 3.2.1 Required as 3.1.2 and Same requirements as for schedule flight

4. Private flights

4.1 Advance notification of arrival

- 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 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 BCAA Clearance once granted remains valid for a period of 72 Hours from the date of intended operations. If the actual operation is delayed beyond 72 hours, re clearance should be obtain afresh.
- 4.1.4 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 AD 2.1-6 VQPR AD 2.22 in Flight Procedure.

4.2 Documentary requirements for clearance of aircraft

- 4.2.1 Required as 3.1.2 and same requirements as for schedule flight.

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.

Application for the approval of non-scheduled flights

Annexure I

1	Purpose of Flight	VIP	
		Tourist	
		Cargo	
		Ambulance	
		Relief	
		Private	
		Chartered	
		Other	
2	Whether technical landing or landing in Bhutan	Overflying	
		Technical Landing	
		Landing	
3	ATS Route(s) to be flown including entry & exit point	Route Entry Point	
		Route 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 Registration		
	d) Telephony designator (flight number /callsign)		
	e) Aircraft Maximum Takeoff weight (tones)		
	f) Whether aircraft is capable of air dropping	YES / NO	
	g) Whether the maximum payload capacity is more than 3 ton	YES / NO	
h) Whether the aircraft is fitted with ACAS-II/TCAS -II	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 BCAA permit.		
	e) 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		
Aircraft operator			
11	a) Name		
	b) Nationality		
	c) Address		

	d) Aircraft operator certificate/Permit number, if any	
12	Charterer details	
	Name	
	Address	
13	Travel/Cargo Agent in Bhutan	
	a) Name	
	b) Address	
14	Document required to enclosed with this application form	
	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 commend	
	h) If no guide pilot used, proof of training session under taken by the flight crew for this particular aerodrome	
	i) General Declaration	

I hereby certified that the information given above is correct.

(Seal of Company)

(Signature)

Name:

Designation:

Company/Agency:

Mailing Address _____

Tele. No. :- _____

Email :- _____

Advance time requirement for clearance application

Nature of Flight	Type of Operation	Minimum notice required
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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