



To whom it may concern,

Thank you for your interest in operating into the Turks and Caicos Islands (TCI). Attached you will find an information package containing the application form, requirement list, schedule of fees necessary to obtain a non-scheduled operating permit. Once the application form is completed and all documentation is in order, these can be submitted via email to the TCI Civil Aviation Authority (TCICAA). The TCICAA does however; reserve the right to request certified copies of all original documents with the prescribed funds to [Pforbes.caa@tciway.tc](mailto:Pforbes.caa@tciway.tc). The TCICAA requires all documents to be submitted in English. For documents that are originally issued in any language other than English, a notarized translation must accompany copies of the original documentation.

Once all documentation has been received we will verify their validity and the permit should be emailed to you (with a copy sent to your ground handler and to the Turks and Caicos Islands Airport Authority - TCIAA) within approximately 24 hours.

Please also be advised that if there is a requirement to operate outside of the normal operating hours, Monday – Friday 8:00a.m. – 4:30.p.m. or on a public holiday, you should email the required documentation to the above address and a verbal/e-mail approval will be given to the TCIAA and your handler once all documents have been submitted. The physical permit will then be issued once the TCICAA offices reopen.

We look forward to being of service to you and if you have any questions please do not hesitate to contact us either by phone 1-649-946-2137/1-649-941-8085 (office), 1 649-331-1614 (Mr. Peter Forbe's cell), [1-649-331-8786](tel:1-649-331-8786) (Andrea Thomas's cell) 1-649-946-5731 (fax), or email [Pforbes.caa@tciway.tc](mailto:Pforbes.caa@tciway.tc) [athomas.caa@tciway.tc](mailto:athomas.caa@tciway.tc)

Flight Standards Regulation & Administration  
TCI Civil Aviation Authority



**APPLICATION FOR NON-SCHEDULED PASSENGER/CARGO FLIGHT/S**  
(To be completed by aircraft operator)

1. Name of Applicant (if body corporate, specify IATA / ICAO operator designator code): \_\_\_\_\_
2. Nationality: \_\_\_\_\_
3. Country of Registration: \_\_\_\_\_
4. Registered business address: \_\_\_\_\_
5. Point(s) of origin of flight including ICAO location designator: \_\_\_\_\_
6. Destination in the Turks and Caicos Islands:  MBPV  MBGT  MBSC  MBNC (please check which applies)
7. Points beyond: (Destination) \_\_\_\_\_
8. Date on which service is to commence: \_\_\_\_\_
9. Period for which Permit is required: \_\_\_\_\_
10. Type of aircraft \_\_\_\_\_ seating capacity: \_\_\_\_\_
11. Registration of aircraft: \_\_\_\_\_
12. Type of flight (Private or Charter) \_\_\_\_\_
13. Total number of flights: \_\_\_\_\_
14. Proposed dates of operation \_\_\_\_\_
15. Proposed arrival / departure times (to be provided to the Turks and Caicos Islands Airports Authority): \_\_\_\_\_
16. Tour / charter operator (include contact name and business address details): \_\_\_\_\_
17. Handling Agent in the Turks and Caicos Islands: \_\_\_\_\_
18. Annexures: Proof that the Carrier is Certified, Licensed and insured for these types of Operations (Certificate of Registration, Insurance And Airworthiness) in accordance with Regulations of the State of Registry. Copy of Ops Specs, Air Carrier (Operator) Certificate (AOC/ACC).

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company billing address(include phone, fax and e-mail):

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Minimum requirements list for non-scheduled/charter air transport operations. All documents must be provided in English or a certified translation along with certified copies of originals.

A.[ ] COPY OF **AIR OPERATING CERTIFICATE**

B.[ ] COPY/PROOF OF **CERTIFICATE OF INSURANCE**

C.[ ] COPY OF **CERTIFICATE OF AIRWORTHINESS**

D.[ ] COPY OF **REGISTRATION CERTIFICATE**

E.[ ] OPS SPECS – ORGANIZATION STRUCTURE AND CONTACTS, list of aircraft covered under the current AOC and designated areas of operation.

F.[ ] Proof of permission by the state of registry to offer non-scheduled air transport operations or air ambulance operations (if applicable)

G.[ ] COPY OF **CREW DOCUMENTS**



## **APPLICATION FOR LICENCE TO OPERATE A SCHEDULED SERVICE**

1. Name of applicant (if body corporate, specify IATA/ICAO operator designator code) .....
2. Nationality of Applicant:
3. Country in which aircraft are registered: .....
4. Registered business address: .....
5. Destination in the Turks and Caicos Islands:  MBPV  MBGT  MBSC  MBNC (please check which applies)
6. Particulars of route it is desired to operate: .....
  - (1) Point of departure.....
  - (2) Point of final destination.....
7. Date on which the service is to commence: .....
8. Proposed dates of operation. ....
9. Period for which permit is required: .....
10. Proposed arrival/departure times ( to be provided to the Turks and Caicos Islands Airports Authority): .....
11. Type of aircraft to be used and passenger seating accommodation:
12. Handling Agent the Turks and Caicos Islands: .....
13. **Annexures:**
  - A. Proposed schedule of frequencies, with details of intended time tables
  - B. Proof that the carrier is certified, licensed and insured for these types of Operations (Certificate of Registration, Insurance and Airworthiness) in accordance with Regulations of the State of Registry. Copy of Ops Specs, Air Carrier (Operator) Certificate (AOC).

Date:

Signature:

Print Name: .....

Company billing address (include phone, fax and email):

Position .....

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Email & fax for return of approved permit or correspondence

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Minimum requirements list for scheduled air transport operations. All documents must be provided in English or a certified translation along with certified copies of originals.

- A.[ ] **COPY OF AIR OPERATING CERTIFICATE**
- B.[ ] **COPY/PROOF OF CERTIFICATE OF INSURANCE**
- C.[ ] **COPY OF CERTIFICATE OF AIRWORTHINESS**
- D.[ ] **COPY OF REGISTRATION CERTIFICATE**
- E.[ ] **OPS SPECS – ORGANIZATION STRUCTURE AND CONTACTS, list of aircraft covered under the current AOC and designated areas of operation.**
- F.[ ] **Proof of permission by the state of registry to offer -scheduled air transport operations or air ambulance operations (if applicable)**

## Fees applicable to the application and processing of operating permits

Operation of Foreign  
Registered Aircraft for  
Public Transport

### Excerpt from the Air Navigation Fees 2008

25. When an application is made for permission to operate an aircraft registered in a foreign country to take on board Or discharge any passenger or cargo in the Turks and Caicos Islands pursuant to Article 113 of the Order, the Applicant shall pay the following fees:

- (a) In the case of scheduled journeys to be provided over a period not exceeding six months -
  - (i) for aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight not exceeding 5,700 kg, a fee of \$500
  - (ii) in any other case, a fee of \$1,250.00
  
- (b) in the case of non-scheduled journeys to be provided:
  - (i) If it involves not more than one flight in any one direction -
    - (A) for an aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight not exceeding 5,700 kg, a fee of \$100.00
  
    - (B) in any other case, a fee of \$200
  - (ii) if it involves more than one flight in any one direction and is to be provided during a period not exceeding thirty days -
    - (A) for aircraft with twenty seats or less, or in the case of a Cargo aircraft a certified maximum take-off weight not Exceeding 5,700 kg, a fee of \$375.00
  
    - (B) in any other case, a fee of \$750.00
  - (iii) in the case of any other service to be provided during a period of not more than six months -
    - (A) for an aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight of not more than 5,700 kg, a fee of \$1,000
    - (B) in any other case, a fee of \$1500.00

Effective from November 1, 2008

## PART XVI

### FOREIGN AIRCRAFT OPERATIONS

#### **Restriction with respect to carriage for valuable consideration in aircraft registered outside the Territory**

**135.**—(1) An aircraft registered in a Contracting State, other than the United Kingdom or any of the Territories, or in a foreign country, shall not take on board or discharge any passengers or cargo in the Territory, where valuable consideration is given or promised in respect of the carriage of such persons or cargo unless it does so with the permission of the Secretary of State granted under this article to the operator or charterer of the aircraft or to the Government of the country in which the aircraft is registered, and in accordance with any conditions to which such permission may be subject.

(2) Without prejudice to the provisions of Article 123 or of paragraph (1), any breach by a person to whom permission has been granted under this article of any condition to which that permission was subject shall constitute a contravention of this article.

(3) The Secretary of State may, in any particular case, or class of cases, delegate to the Governor the exercise of the powers conferred on the Secretary of State under paragraph (1); and where the exercise of the powers conferred under paragraph (1) is so delegated, the Governor shall, in exercising those powers, comply with any general guidelines or specific directions which may from time to time be conveyed to him by the Secretary of State.

(4) No operator or charterer of an aircraft to which this article applies shall hold himself out as a person who may offer to take on board or discharge any passenger or cargo in the Territory for valuable consideration unless:

- (a) he does so in accordance with a permission granted under this article; and
- (b) he does so in accordance with any conditions to which such permission may be subject.”