

## REPUBLIC OF BOTSWANA



## CIVIL AVIATION AUTHORITY OF BOTSWANA

P. O. Box 250, Gaborone, Botswana Tel: +267 3688200 / 3913236 Fax +267 3930165

## FLIGHT SAFETY DIRECTORATE

## APPLICATION FOR PERMIT TO FLY

**INSTRUCTIONS: Complete all sections unless otherwise stated.**

Use this form to apply for a Permit to Fly for a non-type certificated aircraft in accordance with Regulation 23 of the Civil Aviation (Airworthiness) Regulations, 2022. The completed form should be forwarded to Director, Flight Safety, Civil Aviation Authority of Botswana, P. O. Box 250, Gaborone, Botswana, together with all the required documents. Incomplete applications will be returned to the applicant.

**A. PURPOSE OF APPLICATION***[Please tick applicable box]*

Issue of a Permit to Fly

Renewal

*(Not applicable to foreign-registered aircraft)***B. ENTER AIRCRAFT'S REGISTRATION MARKS HERE:****C. OWNERSHIP INFORMATION**1. Full Name of Owner  
*(or owning company)*

2. Address of Owner

Telephone

E-mail

3. Name & address of Applicant  
*(if not owner of aircraft)*

Phone (H)

Phone (Cell)

Fax

E-mail

**D. AIRCRAFT PARTICULARS**

1. Name and Address of Aircraft Manufacturer

2. Aircraft Make and Model

3. Serial No.

4. Country and Year of Manufacture

5. Seating capacity:

Flight crew

Passengers

6. Engine Make and Model

7. No. of Engines

8. Propeller Make and Model

9. Aircraft Maximum All Up Weight

Kg

**E. AIRCRAFT UTILIZATION** [Specify activity for which aircraft will be utilized]

ENTER AIRCRAFT'S REGISTRATION MARKS HERE:

## F. REQUIRED SUPPORTING DOCUMENTATION

1. <b>Third Party liability Insurance for an amount of not less than P50,000.00</b> <i>[Particulars of insurance provider, Policy number, Date of Issue, and Validity period should be specified]</i>	<input type="checkbox"/>
2. <b>Passenger liability insurance for an amount of not less than P20,000.00 for each passenger seat in the aircraft</b> <i>[Particulars of insurance provider, Policy number, Date of Issue, and Validity period should be specified]</i>	<input type="checkbox"/>
3. Permit / Authority to Fly issued by the State of Registry <i>[Where this is not applicable, write N/A]</i>	<input type="checkbox"/>
4. Aircraft Equipment List	<input type="checkbox"/>
5. List of the emergency and evacuation equipment with the remaining time to the next inspection	<input type="checkbox"/>
6. Certificate of Registration	<input type="checkbox"/>
7. Aircraft Radio License	<input type="checkbox"/>
8. Current Weight and Balance Report <i>[where necessary]</i>	<input type="checkbox"/>
9. Annual Inspection Report <i>[CAAB Form AIR 326]</i>	<input type="checkbox"/>
10. <b>Details of recent maintenance</b> <i>[Records of inspections, modifications, repairs, overhaul or any other maintenance performed, and accidents/incidents since last issuance/renewal of Permit / Authority to Fly]</i>	<input type="checkbox"/>
11. <b>Maintenance certification</b> <i>[Copy of a properly executed maintenance endorsement in the aircraft permanent record by a person or organisation authorised in accordance with the Civil Aviation (Airworthiness) Regulations, 2022, stating that the subject aircraft has been inspected and found safe for the intended flight].</i>	<input type="checkbox"/>
12. <b>Fees</b> <i>[Application fee is BWP 640-00. For Botswana registered aircraft fee is BWP 253.00 for initial issue &amp; BWP 379.50 for renewal for the permit. Fee for non-Botswana registered aircraft is BWP 1,518.00 ]</i>	<input type="checkbox"/>

## G. ADDITIONAL REQUIREMENTS FOR FOREIGN REGISTERED AIRCRAFT

1. Purpose of the Flight and Proposed Itinerary
2. Qualified crew required to Operate the Aircraft
3. Any restrictions the applicant considers necessary for safe operation of the aircraft
4. Any information considered necessary for the purpose of prescribing operating limitations

## H. DECLARATION

I, the undersigned, hereby declare that:

- (a) Aircraft, engines, components, equipment are in full compliance and have remaining life time.
- (b) All aircraft records (e.g. logbooks) are completed and updated.
- (c) Aircraft was maintained/inspected by a person or organization authorised in accordance with the Civil Aviation Regulations.
- (d) All mandatory requirements of the manufacturer(s) have been performed within the required time limits.
- (e) Please explain any non-compliance (if any) below:

- (f) **All the data in this application and all attached documentation are true in every respect.**

1. Date

2. Signature of Applicant