



To whom it may concern,

Thank you for your interest in operating into the Cayman Islands. Please note that all air transport operations into the Cayman Islands are subject to regulation under the UK's Air Navigation (Overseas Territories) Order, AN(OT)O 2013 and as amended and updated from time to time. In particular Article 135 which provides that all foreign registered aircraft operating into the territory for valuable consideration be licensed to do so by the UK Secretary of State. This authorization has been delegated (as of September 2004) to the Governor and thereby to the Director-General of Civil Aviation for the Cayman Islands.

As such, it is vital that all aircraft operating into the territory for this purpose meets the rigid and strict safety standards and economic licensing standards to ensure the utmost in safety for the general public being transported on these flights.

I would also like to bring to your attention to Article 94 (5) of the UK's Air Navigation (Overseas Territories) Order [AN(OT)] which stipulates "(5) No person shall hold himself or any other person out as being a person who may offer flights on an aircraft registered in the Territory for the purpose of commercial air transport unless he or (as the case may be) that other person holds a valid air operator's certificate granted under this article."

And

Article 135 of the UK's Air Navigation (Overseas Territories) Order, [AN(OT)O], and now also provides that no operator or charterer of an aircraft to which this article applies (foreign registered aircraft) shall hold himself out as a person who may offer to take onboard or discharge any passenger or cargo in the Territory for valuable consideration unless:

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

As such no person or company may sell tickets for flights unless the aircraft/tour operator is holding an operating permit issued by the Civil Aviation Authority of the Cayman Islands granting them permission to operate such air transport operations.

Attached you will find an information package containing the requirement list, list of fees and credit card authorization necessary to obtain an operating permit to provide scheduled services into the Cayman Islands. All documentation and fees should be accompanied by a covering letter detailing the carrier's plans for operations. This should include days of operation, type of aircraft to be operated and where flights will be operated from. Once all documentation is in order, these can be submitted via email (the Civil Aviation Authority of the Cayman Islands does: however, reserve the right to request certified copies of all original documents) with the prescribed funds to permits@caacayman.com. The CAACI would

however like to advise that if documents are in any language other than English a notarized translation must accompany certified copies of the original documentation.

Once all documentation has been received we will verify the validity of all documentation and the permit should be emailed to you (with a copy sent to your handler and Cayman Islands Airport Authority) within approximately 5 business days after receiving all valid documentation.

We look forward to being of service to you and if you have any questions please do not hesitate to contact me either by phone 1-345-949-7811 ext 238 (office), 1-345-926-0487 (cell), 1-345-949-0761 (fax), or email Elaine.whorms@caacayman.com or permits@caacayman.com

Kindest regards,

Elaine Whorms
Air Carrier Licensing Officer
Civil Aviation Authority
Cayman Islands



APPLICATION FOR 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 Cayman Islands: MWCR MWCB (please check which applies)
- 7. Points beyond: _____
- 8. Date on which service is to commence: _____ 9. Period for which permit is required _____
- 10. Type of aircraft _____ Seating capacity/MTOW: _____
- 11. Registration of aircraft(S) : _____
- 12. Total number of flights weekly: _____ 13. Proposed days of operation _____
- 14. Proposed arrival / departure times (to be provided to the Cayman Islands Airports Authority): _____
- 15. Tour / charter operator (include contact name and business address details) : _____
- 16. Handling Agent in the Cayman Islands: _____
- 17. 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.
- 18. I understand that it is a criminal offence under Article 241 of the Air Navigation Order to provide false information for the purpose of obtaining an airline operating permit.

Date: _____

Signature: _____

Print Name: _____

Position: _____

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

Email & fax for return of approved permit or correspondence:

- Attached please find credit card authorization form for payment by credit card, payment is requested at the time of application.

Completed Form should be returned giving as much lead time as possible for processing:

Civil Aviation Authority
P.O. Box 10277/ Unit 2 Cayman Grand Harbour
Grand Cayman, KY1 1003, Cayman Islands.
Fax 345 949 0761; Ph. 345 949 7811
e-mail: Elaine.whorms@caacayman.com or permits@caacayman.com
Attn: Elaine Whorms, Air Transport Licensing Officer



Fees applicable to the application and processing of operating permits

Excerpt from the Air Navigation Fees 2010

24. 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, or to do aerial work, in the Cayman Islands pursuant to Article 135 or 137 of the Order, the applicant shall pay the following fees -

Description	Fees CI\$	Fees US\$
<p>(a) In the case of scheduled journeys to be provided over a period not exceeding six months-</p> <p style="padding-left: 40px;">(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</p> <p style="padding-left: 80px;">\$1,000</p> <p style="padding-left: 40px;">(ii) in any other case, a fee of</p> <p style="padding-left: 80px;">\$2,500</p>		<p style="padding-left: 80px;">\$1219.51</p> <p style="padding-left: 80px;">\$3048.78</p>
<p>(b) In the case of non-scheduled journeys to be provided:</p> <p style="padding-left: 40px;">(i) if it involves not more than one flight in any one direction -</p> <p style="padding-left: 80px;">(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</p> <p style="padding-left: 120px;">\$300</p> <p style="padding-left: 80px;">(b) in any other case, a fee of</p> <p style="padding-left: 120px;">\$400</p> <p style="padding-left: 40px;">(ii) if it involves more than one flight in any one direction and is to be provided during a period not exceeding thirty days -</p> <p style="padding-left: 80px;">(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</p> <p style="padding-left: 120px;">\$1000</p> <p style="padding-left: 80px;">(b) in any other case, a fee of</p> <p style="padding-left: 120px;">\$1,500</p> <p style="padding-left: 40px;">(iii) in the case of any other service to be provided during a period of not more than six months –</p> <p style="padding-left: 80px;">(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</p> <p style="padding-left: 120px;">\$2,500</p> <p style="padding-left: 80px;">Per fleet of five aircraft or part thereof</p> <p style="padding-left: 40px;">(b) in any other case, a fee of</p> <p style="padding-left: 120px;">\$3,000</p> <p style="padding-left: 80px;">Per fleet of five aircraft or part thereof</p>		<p style="padding-left: 80px;">\$365.85</p> <p style="padding-left: 80px;">\$487.80</p> <p style="padding-left: 80px;">\$1219.51</p> <p style="padding-left: 80px;">\$1829.27</p> <p style="padding-left: 80px;">\$3048.78</p> <p style="padding-left: 80px;">\$3,658.54</p>

Effective from November 1, 2010



Requirements List for Scheduled Operators

AIRLINES WISHING TO OPERATE IN UK OVERSEAS TERRITORIES, SPECIFICALLY

THE CAYMAN ISLANDS, MUST PROVIDE THE FOLLOWING.

All documents must be provided in English or a certified translation along with certified copies of originals

- [] **DESIGNATION NOTE/LETTER** issued by the Government designating the airline
(US charterers are not required to be designated for services to UK Overseas Territories)
- [] **AIR OPERATING CERTIFICATE AND OPERATION SPECIFICATIONS SHOWING AUTHORIZED AREAS OF ENROUTE, COMPANY STRUCTURE AND AUTHORIZED AIRCRAFT** or other certificate of competency issued by the aeronautical authority of the State of Operator.
- [] **CERTIFICATE OF AIRWORTHINESS & REGISTRATION** issued by the aeronautical authority of the state of registry for all aircraft to be used on services to UK Overseas Territories; **Certificate of Liability Insurance** for passengers and third party risks for aircraft to be used.
- [] **NOISE CERTIFICATE** (All aircraft operating scheduled/charter passenger/cargo services must be Chapter 3 compliant)
- [] **CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY ISSUED BY THE US DEPARTMENT OF TRANSPORTATION** *(US scheduled passenger services only)*.
- [] **A STATEMENT THAT THERE ARE NO DANGEROUS GOODS, WEAPONS OR MUNITIONS OF WAR BEING CARRIED ON THE FLIGHT(S)**. Carriers wishing to carry Dangerous Goods please refer to attached addendum which details requirements.
- [] **A STATEMENT FROM ITS FLIGHT OPERATIONS DEPARTMENT THAT THE AIRLINE IS AWARE OF THE REQUIREMENTS OF ARTICLE 105 OF THE AIR NAVIGATION (OVERSEAS TERRITORIES) ORDER 2013 (aerodrome operating minima)**. Additionally, the airline should ensure that its Aerodrome Operating Minima has been filed with the CAACI.
- [] **IF THE AIRCRAFT ARE WET OR DRY LEASED, THE FOLLOWING ARE REQUIRED:**
- **CONTACT DETAILS (NAME, ADDRESS, TELEPHONE, FAX, TELEX) OF THE LESSOR AIRLINE**
 - **COPY OF THE LEASE AGREEMENT**
 - **CONFIRMATION FROM THE LESSOR AIRLINE WHICH OF THE AIRLINES' OPERATIONS AND FLIGHT MANUALS WILL BE USED** (so that it is known for legal purposes which airline will be the "operator" of the aircraft)
 - **IF THE AIRCRAFT IS LEASED FROM ANOTHER COUNTRY APPROVAL IS NEEDED FROM THE AERONAUTICAL AUTHORITY OF THE STATE OF REGISTRY OF THE LEASED AIRCRAFT.**
- [] **IF APPLICABLE, A STATEMENT THAT THE AIRCRAFT ARE FITTED WITH AIRBORNE COLLISION AVOIDANCE SYSTEM (ACAS II OR TCAS VERSION 7.1)**. (aeroplanes over 5,700kg or with more than 19 passenger seats)



Addendum

Required Checklist as related to the Carriage of Dangerous Goods.

All documents must be provided in English or a certified translation along with certified copies of originals

- [] **A COPY OF THE PERMISSION/APPROVAL/CERTIFICATE GRANTED TO THE OPERATOR BY THE COMPETENT AUTHORITY OF THE STATE PERMITTING THE TRANSPORT OF DANGEROUS GOODS**
- [] **OPERATOR SPECIFICATIONS 'OPS SPECS' WHICH COVER THE TRANSPORTATION OF DANGEROUS GOODS (IF APPLICABLE)**
- [] **A COPY OF THE OPERATIONS MANUAL SECTION THAT COVERS DANGEROUS GOODS**
- [] **A COPY OF THE OPERATOR'S TRAINING PROGRAMME FOR DANGEROUS GOODS**
- [] **A LIST OF THE TYPE OF DANGEROUS GOODS (UN NUMBER, PROPER SHIPPING NAME AND QUANTITY INCLUDING THE TYPE OF PACKAGING) TO BE TRANSPORTED**
- [] **IF APPLICABLE, ANY SUPPLEMENTARY SHEETS**

Civil Aviation Authority of the Cayman Islands
Unit 2, Cayman Grand Harbour
P. O. Box 10277 APO, Grand Cayman, Cayman Islands.
Ph: 345-949-7811; Fax: 345-949-0761
www.caacayman.com
E-mail Permits@caacayman.com