

APPLICATION FOR INITIAL, RENEWAL OR AMENDMENT OF FLYING CLUB APPROVAL

Notes: Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.

1. APPLICATION FOR Initial Approval Renewal of Approval Amendment of Approval

2: APPLICANT

2.1 Applicant Name
(Club Name)

2.2 Company Name
(if different from 2.1)

2.3 Applicant Address
(registered business
address/address of registry)

**2.4 Principal Place of
Operations**

2.5 Contact Person
(responsible for this application)

Title

Mr

Mrs

First Name

Last name

Job title

Phone/Fax

Email

3. Club Key Post Holders

Accountable Manager

Operations manager

Maintenance Manager

Quality Manager

Safety and security officer

4. Light Sport Aircraft Category *(in use or intended to be used)*

Please tick as applicable

Fixed Wing Aircraft	<input type="checkbox"/> LSA Aeroplane	<input type="checkbox"/> Sailplane	<input type="checkbox"/> Weight-Shift Vehicle
Rotor Wing	<input type="checkbox"/> Gyrocopter		
Powered Parachute	<input type="checkbox"/> Parachute	<input type="checkbox"/> Paramotor	
Lighter-than-air	<input type="checkbox"/> Airship	<input type="checkbox"/> Ballon	

5. Comments *(use this space to amplify the above and to state any supporting comments)*

6. Staffing *(List of Pilots, Instructors, Examiners and their qualifications)*

7. Documents to be submitted in support of this application

- 1- Formal letter of intent from club owner / accountable manager.
- 2- Letters of No Objection from local authorities (i.e MOI, Ministry of Defense. Air Navigation .. etc.)
- 3- Kuwait DGCA Security approval.
- 4- Kuwait DGCA Aerodrome approval.
- 5- Operation Manual and Procedures.
- 6- Training Manual.
- 7- Maintenance procedures manual.
- 8- Club Structure Map.
- 9- Post Holders' CVs.
- 10- Staffing qualifications.
- 11- Financial data substantiating sufficiency of funds for commencement of operation.
- 12- Certificate of Insurance.
- 13- Payment receipt.

8. Applicant's Declaration

I declare that I have the legal capacity to submit this application to DGCA and that all information provided in this application form is correct and complete.

I have understood that I am submitting an application for which fees or charges will be levied by Kuwait DGCA in accordance with KCASR part 27.

Date / Place	Name of Accountable Manager	Signature

9. Delivery Instructions

This form, when completed, should be forwarded and must be accompanied by the appropriate fee to:

Directorate General of Civil Aviation, Aviation Safety Department, P.O. Box 17, Safat 13001, State of Kuwait.

Tel: (965) 24743940, 24342475 / Fax: (965) 24765796 OR Email: safety@dgca.gov.kw

Note: For Fees refer to Kuwait Civil Aviation Safety Regulations Part 27 Charges and Fees

Cheque, Demand Draft etc. made payable in favour of DIRECTORATE GENERAL OF CIVIL AVIATION, or Telex Transfer directly to our Account at;

CONFIRMATION OF BANK DETAILS	
Name of Bank	CENTRAL BANK OF KUWAIT
Branch	KUWAIT
Account Name	DIRECTORATE GENERAL OF CIVIL AVIATION
Account Number	11023041
IBAN Number	KW 17 CB KU 0000000000000011023041
Bank Code/ Sort Code/ Swift Code	CBKUKWKW
Currency of Payment	KWD

- The minimum notice required by the DGCA before a Flying Club approval can be granted is 90 days from the date of receipt of a completed application along with all the required supporting documents. In the case of an initial application, the interval between the date of application and grant of approval will depend primarily on matter within the control of the applicant and no undertaking can be given by the DGCA to reach a decision within a particular period of time.

 <p>الطيران المدني Civil Aviation الإدارة العامة للطيران المدني - دولة الكويت Directorate General of Civil Aviation - State of Kuwait</p>	<p>State of Kuwait</p>  <p>دولة الكويت</p>	 <p>ASD Aviation Safety إدارة سلامة الطيران Department</p>
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FOR OFFICIAL USE ONLY (DGCA/ASD)	
Date of Receipt:	
Enclosures Checked by,	Name: Office:
Application Accepted: <input type="checkbox"/>	Rejected: <input type="checkbox"/> Pending: <input type="checkbox"/> Approved: <input type="checkbox"/>
Remarks:	
Approved by:	
Flight Operations Inspector (Signature & Stamp):	Date:
Airworthiness Inspector (Signature & Stamp):	Date:
Personnel Licensing Inspector (Signature & Stamp):	Date:
Aerodrome Certification Inspector (Signature & Stamp):	Date:
Aviation Security Inspector (Signature & Stamp):	Date:
Stamp and Signature of Head of Flight Operations:	Date: