

## GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

### 1 General

- 1.1. All flights within, into, from or overflying Zambian territory shall be subject to the current Zambian regulations relating to Civil Aviation. These regulations correspond in essence to the Standards and Recommended Practices contained in Annex 9 to the Convention on International Civil Aviation.
- 1.2. International flights into or departing from Zambian territory shall make their first landing at, or final departure from an International Aerodrome listed below:
- Kenneth Kaunda International Airport
  - Harry Mwaanga Nkumbula International Airport
  - Simon Mwansa Kapwepwe International Airport
  - Mfuwe International Airport
- 1.3. 1.3 Flights of foreign aircraft shall be conducted in the airspace of the Republic of Zambia in accordance with:
- the State of the airline must be a party to the International Air Service Transit Agreement and/or the International Air Transport Agreement Zambia is a party to both Agreements.
  - the airline must be eligible to make the flights under the provisions of a Bilateral or Multilateral Agreement to which the State of the airline and Zambia are contracting parties and must have a permit to operate into or in transit across Zambia.
- 1.4. All flights within, into, from or over the Zambian territory shall be required to obtain an airspace clearance on the following link [www.airforce.mil.zm](http://www.airforce.mil.zm) Flight Clearance Management System, 48 hours before the scheduled date of flight.

### 2 Scheduled flights

#### 2.1 General

2.1.1. Application for such permits shall be submitted in ample time to:

The Permanent Secretary  
Ministry of Transport and Logistics  
P.O. Box 50065  
Lusaka 10101  
Zambia

with a copy to:

The Director General  
Zambia Civil Aviation Authority  
P.O. Box 50137 Lusaka  
Zambia

#### 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 Zambia. All documents listed below must follow the ICAO standard format as set forth in the relevant appendices to ICAO Annex 9 and are acceptable when furnished in English and completed in legible handwriting. No visas are required with such documents.

##### 2.2.2 Aircraft documents required (arrival/departure)

Required by	General Declaration	Pax manifest	Cargo manifest	Report of Departure	Report of Arrival
				Customs	Customs
				Form 7	Form 2
Customs & Excise	2	2	2	2	2

**NOTE:**

- a. Form 2 and 7 are completed when arriving or departing.
- b. One copy of the General Declaration is endorsed and returned by customs, signifying clearance.
- c. If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft document except copies of 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 (series of ) non-scheduled flight(s) in transit across, on non traffic stops in the territory of Zambia, it is necessary for the operator to obtain prior permission.

3.1.2. If an operator intends to perform a single or a (series of) non-scheduled flight(s) in Zambia for the purpose of taking on or discharging passengers, cargo or mail, it is necessary for the operator to apply for Temporary Air Service Permit (TASP) for permission to carry out such operations not less than Seventy Two (72) hours in advance of intended landing.to:

The Permanent Secretary,  
Ministry of Transport and Logistics  
P.O. Box 50065, Lusaka, 10101  
Zambia

with a copy to:-

The Director General  
Zambia Civil Aviation Authority  
P.O. BOX 50137  
LUSAKA 10101  
ZAMBIA  
Tel.: 260 211 251677  
Fax: 260 211 251841  
E-mail: civil.aviation@caa.co.zm

The application must include the following information in the order shown hereunder:

- a. Name of operator including Place of business and all numbers of communications;
- b. Type of aircraft and registration marks and MTOW;
- c. Flight route, date and time of arrival at and departure from destination aerodrome;
- d. Place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;
- e. Purpose of flight and number of passengers and/or nature and amount of freight; and
- f. Receiving Party (name, address and business of charterer, if any)

3.1.2.1. When due to flight urgency, the seventy two (72) hours notification may not apply. The applicant shall via email or in the application indicate the reasons for not submitting the application within the specified period.

3.1.2.2. The applicant of a Temporary Air Service Permit (TASP) will not commence his flight until he has been issued with a TASP and the number is known. The validity of such permissions is 72 hours starting from the date indicated in the permission.

#### 3.2 Documentary requirements for clearance of aircraft

3.2.1. The same requirements as for SCHEDULED FLIGHTS.

### 4 Private flights

#### 4.1 Advance notification of arrival

■ All private international flights requiring landing or overfly the Republic of Zambia and all domestic private flights (except where a special arrangement exists) must have prior permission and applications for clearance addressed to Director General (ZCAA) must be submitted not less than Forty-Eight (48) hours. (See GEN 1.1 for address)

■ Details as specified in GEN1.2.3.1.2 must be included. Confirmation of approval must be received before commencement of either International or Local flights.

#### **4.2 Documentary requirements for clearance of aircraft**

The Same requirements as for SCHEDULED FLIGHTS.

### **5 Public health measures applied to aircraft**

5.1. In relation to Public Health issues, the Pilot in Command of aircraft, or their agents, shall make known to the Air Traffic Control by radio as early as possible before arrival at the airport of destination any cases of illness indicative of a disease of an infectious nature or evidence of a public health risk on board as soon as such illnesses or public health risks are made known to the Officer or Pilot in Command.

This information must be immediately relayed to the competent authority at the airport. In urgent circumstances, such information should be communicated directly by the officers or Pilot in Command to the relevant airport authority.

5.2. If evidence of possible health risks including infection or contamination sources are detected on board the aircraft, the aircraft shall be sent to the quarantine area to use all necessary specific health measures in accordance with International Health Regulations (IHR 2005).

5.3. All aircraft arriving in the Republic of Zambia from an area with an outbreak of communicable disease shall have appropriate verification in the health part of the aircraft General Declaration.

### **6 Military Flights/State Aircraft**

Foreign military aircraft/State aircraft must obtain Diplomatic and administrative clearance from the Government and the application(s) should be addressed to.

The Permanent Secretary  
Ministry of Foreign Affairs  
P.O Box 50069  
Lusaka, 10101  
Zambia  
Tel: +260 211 252718/252708/252675  
Fax: +260 211 250240  
email: info@mofa.gov.zm

The application should contain the following information

- a. Name of applicant / Operator including place of business and all numbers of communications;
- b. Address
- c. Telephone number
- d. Date of application
- e. Aircraft Details
  - i. Aircraft type (military or Civil)
  - ii. Aircraft registration
  - iii. Aircraft call sign
  - iv. Colour of aircraft
- f. Crew details
  - i. Name and Nationality of Aircraft Captain
  - ii. Number of crew and nationality
- g. Flight Details

- i. Date(s) of flight
- ii. Departure point and Destination
- iii. Route, Flight levels and Cruising Speeds
- h. Any other destination(s) within Zambia
- i. Description of Photographic equipment/firearms
- j. Purpose of flight
- k. Applicant should sign State name and put date of application.