10 June 2024

## Information for PIF Meeting Delegates - Special Flights

**For Delegates Arranging Special Flights:**

To obtain necessary permissions for landing special flights in Tonga, delegates should contact the Tonga Civil Aviation Division (TCAD) at least three weeks prior to their intended arrival date. Contact details for TCAD are:

* + Email: vinolia.fifita@gmail.com
	+ Phone: +676 28024

Upon approval from TCAD for special flights, flight plans are to be made available to TAL -

* Email: tower@tongaairports.com, LLutua@tongaairports.com , STaumoepeau@tongaairports.com
* Phone: +676 7770027 or +676 7755513

Here's a step-by-step procedure to gain approval for special flights arriving at Fuaʻamotu International Airport, Tonga:

**1. Contact the Tonga Civil Aviation Division (TCAD):**

* Initiate contact with TCAD at least **three weeks** prior to your intended arrival date in Tonga.

**2. Provide Required Documents:**

* The following documents shall be provided with request for special flight -
	+ Non-Schedule Flight Permit request form
	+ Passenger & cargo manifests
	+ Flight crew licenses & medicals
	+ Aircraft documents (Certificates of Registration, Airworthiness & Insurance)
	+ General Declaration and Flight plan details (origin, destination, route, schedule)

Note: The required documents are listed within the Non-Schedule Flight Permit request form.

**3. Submit your Request:**

* Once you have gathered the necessary documents, submit your request to TCAD via email.

**4. Await Approval:**

* TCAD will review your request and supporting documents. Processing times may vary, so factor this in when planning special flight.

**5. Approval Received:**

* Upon approval, TCAD will provide you with official documentation authorising your special flight to land at Fuaʻamotu Airport.
* Approval shall be made available to TAL for facilitation by Control Tower; and ATS for ground handling

**Additional Considerations:**

* **Airport Fees and Ground Handling:** Contact Tonga Airports Limited for applicable landing fees, parking charges, and ground handling services at Fuaʻamotu International Airport.
* **Visa Requirements:** Ensure all passengers on your special flight have the necessary visas to enter Tonga.

In the case of diplomatic flights, it will be communicated between the two countries’ Ministry of Foreign Affairs and then to the Civil Aviation Division. The same documentations would still be required for the Ministry’s record.