

## DEPARTMENT OF CIVIL AVIATION

**Name of approval**

Give the official name of approval used with investors

License for Domestic Operators

**Purpose of approval**

Provide a description of what the authorisation provides to investors

To allow domestic airlines to operate.

**Name of agency issuing the approval**

Give official title of the body with the authority to grant the approval to investors

Air Transport Licensing Board (ATLB).

**Contact information for the agency**

Provide the title of the person that is the first contact for the approval, and their contact information: street address, mailing address, telephone fax numbers, and e-mail/website address. If the authority has several different locations, contacts should be identified for each location.

Secretary to A.T.L.B.  
Civil Aviation Division  
Level 8, Suvavou House  
P O Box 2220, Government Buildings  
Suva

Phone: (679) 331 6876  
Fax: (679) 331 5477  
Website: <http://www.foreignaffairs.gov.fj>

**Process that must be followed to obtain the approval**

Provide a brief description of the basic steps the investor must follow in order to obtain the approval. This should include identification of other agencies that the responsible authority must consult within processing the application.

- A formal letter of application as per the First Schedule in Civil Aviation (Licensing of Air Services) Regulations Cap. 174 to the Air Transport Licensing Board (ATLB)
- Place a notice of Application in the daily newspapers as per the Second Schedule in Civil Aviation (Licensing of Air Services) Regulations Cap. 174 for any representation and objection by other domestic air operators.

**Note:** Written guidelines and an application form should be provided as separate documents.

**Processing time of the Approval**

Identify how long in days or weeks it takes from the point of submission of an application by the investor until a decision is made. This should be the average processing time. The authority should avoid stating a processing time they know cannot currently be met.

The Board will meet to decide on the application any day after the 21 days of advertisement of the notice.  
Consultation time will vary whilst the applicant is trying to establish its operation.

**Cost of the approval**

Identify the official cost(s) the investor is required to pay the agency in order to obtain the approval.

- A licensing fee of \$112.50 per route x number of years the license is granted is charged by the Government of Fiji to all local registered airline should the application is approved by the Board.

