

Guidance Manual on Private Aircraft Operations

For Private Aircraft Owners and
Operators

Version 1.0 | 2025

Contents

Definitions.....	3
1. Introduction.....	4
1.1 The Purpose	4
1.2 Target Audience.....	4
1.3 Regulatory Framework for Private Flight Operations	5
1.4 Aircraft Registration	5
2. Permit Requirements.....	5
2.1 Single-Flight Permits	6
2.2 Annual Permits.....	7
3. Private Flight Operation Procedures	8
3.1 Pre-Arrival of the Flight.....	8
3.2 Upon Arrival of the Flight	9
3.3 Departure of the Flight.....	9

Definitions

Term	Definition
Commercial General Aviation Flights	Privately chartered flights operated under an (on-demand) air carrier license for a monetary fee.
Non-Commercial General Aviation Flights	Private aircrafts operated by the owner or authorized individuals with no monetary transaction/reimbursement.
Foreign Private Aircraft	Aircraft not registered in the Kingdom of Saudi Arabia and not within the operational specifications of a local operator.
Single-Flight Permit	A permit granted based on a submitted flight plan that meets all operational requirements per the regulations of the General Authority of Civil Aviation (GACA). Example: Flight plan (London – Jeddah, Riyadh – Neom – Dubai).
Authorized Individuals	Individuals approved by the aircraft owner to use the private aircraft for non-commercial purposes and with no monetary transaction/reimbursement.
Aircraft List	Operational specifications of aircraft - <i>applicable to operators except private aircraft owners.</i>

1. Introduction

1.1 The Purpose

This guidance manual provides clear and up-to-date instructions on private aircraft operations within the Kingdom of Saudi Arabia.

In general aviation, attention to detail makes all the difference. We believe that flexibility and transparency are fundamental to achieving effective and sustainable operations. Therefore, this manual aims to streamline processes and enhance operational efficiency while aligning with industry advancements. Moreover, this manual puts clear guidelines on how to handle every step of operating a private aircraft.

Operating a private aircraft is a unique experience that requires understanding of regulatory and operational procedures to ensure a smooth and safe flight. Whether you are an aircraft owner or an operator, this manual serves as your guide to meeting operational requirements, from aircraft registration and obtaining permits to arrival and departure procedures.

What you will find in this manual:

- Step-by-step instructions on obtaining permits.
- Detailed guidelines to assist with flight planning.

This manual is designed to support you on every journey, not only to ensuring compliance with regulations and safety standards, but also to enhance the overall operational experience and to streamline interactions with various entities. This manual is intended to serve as a valuable resource that supports safer and more efficient general aviation operations

1.2 Target Audience

- Owners and operators of commercial and non-commercial private aircraft seeking to operate flights under single or annual flight permits.
- Flight Support Companies.
- Fixed-Base Operators (FBOs) providing ground handling services for general aviation.

1.3 Regulatory Framework for Private Flight Operations

Private aircraft operations in the Kingdom of Saudi Arabia are subject to a set of regulations and legislations designed to maximize operational flexibility while ensuring safety. All owners and operators must comply with applicable laws and regulations.

Relevant Regulations and Guidelines:

1.3.1 Civil Aviation Law

The Civil Aviation Law can be accessed via the following link: [Civil Aviation Law](#)

1.3.2 Saudi Aeronautical Information Publication (AIP)

The AIP contains essential information for operating flights within Saudi Arabia, including airport data, airspace regulations, and navigational procedures. Pilots and operators can access real-time AIP updates at [eAIP Package](#)

1.3.3 Aviation Safety and Environmental Sustainability Regulations

These regulations outline safety standards and procedures to ensure the safety of flight operations. Full details are available at [Aviation Safety Regulations](#).

For further guidance, visit the official website of the General Authority of Civil Aviation via [GACA](#).

1.4 Aircraft Registration

The General Authority of Civil Aviation provides fully digital services. The registration application form and relevant details can be accessed through the GACA e-Services Portal: [Aircraft Registration](#).

For details on registration fees, refer to [The Regulatory Framework for the Financial Consideration for Services Provided by the Authority](#)

2. Permit Requirements

A permit from GACA is required before operating a private aircraft in Saudi Arabia. There are two types of permits for private aircraft operations:

- **Single-Flight Permits:** Issued for both commercial and non-commercial private flights.
- **Annual Permits:** Issued for all commercial and non-commercial Saudi-registered private aircraft, and non-commercial foreign-registered private aircraft.

Permit Application Channels:

- **Saudi citizens and Premium Residency Visa holders:** Eligible to apply directly via ([Oboor Portal](#)) for all permit types or through certified local flight support companies. **All other applicants** must submit applications through certified local flight support companies only.

2.1 Single-Flight Permits

These permits are issued to operators of foreign-registered private aircraft (not registered in Saudi Arabia). The processing time to issue this type of permit is 30 minutes from the receipt of a fully compliant application. To avoid delays, note that it is recommended to submit permit applications soon enough before the intended flight, to ensure that all requirements are met.

To obtain a single permit to operate a private flight, you must set up the flight and then submit the application request for a permit. Below are the detailed steps, required documents, and fees:

2.1.1 Flight Planning: The flight route must be determined by the carrier or aircraft operator, including all departure and arrival points. The operator or the carrier must also specify departure and arrival dates and times. Up to 10 flight routes can be included in a single permit.

2.1.2 Required Documentation:

- o Aircraft Registration Certificate
- o Airworthiness Certificate
- o Aircraft Radio License
- o Valid Insurance Policy
- o Flight Plan
- o Passenger Manifest

- o Ground Handling Confirmation

Note: Requirements may change based on GACA Flight Authorization Administration Department updates. All required documents must be submitted via the ([Oboor Portal](#)), and please note that applicants must adhere with the conditions stated in the permits.

2.2.1 Fees:

- **Foreign-registered aircraft:** 100 SAR (per flight segment)
- **Saudi-registered aircraft:** Exempt from fees

2.2 Annual Permits

Annual permits are issued for commercial and non-commercial private aircraft under Saudi registration, and for non-commercial private aircraft under foreign registration. Two key conditions must be met to obtain an annual permit:

- o The aircraft must be operated personally by the owner or an authorized individual with no monetary transaction/reimbursement.
- o Foreign-registered private aircraft operated by foreign operators must be designated for passenger transport. (light or sport aircraft are not included)

Once all requirements are met, the annual permit is typically issued within one business day.

2.2.1 Required Documents:

- o Aircraft Operator Certificate (large aircraft) or Operator Authorization Certificate (small aircraft).
- o Aircraft Registration Certificate.
- o Airworthiness Certificate.
- o Aircraft List (applicable to operators only, not private owners).
- o Aircraft Radio License.
- o Valid Insurance Policy.
- o Proof of Ownership (if the registered owner differs from the actual owner).

Note: Requirements are subject to change based on updates issued by the Flight Authorization Administration Department. All required documents must be completed as specified in ([Oboor Portal](#)), and please note that applicants must adherence with the conditions stated in the permits.

2.2.1 Fees:

- **Foreign-registered aircraft:** 20,000 SAR
- **Saudi-registered aircraft:** Exempt from fees

For additional permit-related inquiries, contact GACA's flight permitting department at

 GAFC@gaca.gov.sa

3. Private Flight Operation Procedures

After obtaining the required permit in the previous stage of this guide, please find below the details of the procedures required after assigning a flight in the Kingdom of Saudi Arabia. The following procedures must be applied to ensure that the flight runs smoothly in accordance with the rules and regulations.

3.1 Pre-Arrival of the Flight

- 3.1.1 Confirm Ground Handling Services Arrangements:** The owner or operator should coordinate with a flight support company or Fixed-Base Operator (FBO) to arrange aircraft and passenger reception at the airport.
- 3.1.2 Notify the Airport and Authorities:** The FBO is responsible for notifying all relevant authorities about flight schedules and details.
- 3.1.3 Submit the Final Passenger Manifest:** The owner, operator, or flight support company must submit the final passenger manifest to the FBO before departure from the origin airport.
- 3.1.4 Crew Visas:** Crew members are granted a free single visa upon arrival for a period of 180 days with the possibility of staying for 180 days, provided that the ground services company (FBO) follows up the departure of the crew members and coordinates with the operators of private aircraft in this regard. Also, the FBO is responsible to inform the competent authorities when a crew member fails to leave.
- 3.1.5 Maintenance Staff and Engineering Team:** Technical teams and Engineers working on the operation and maintenance of private aircrafts must obtain a visa before entering the Kingdom. It costs between 200 to 500 Saudi riyals. Fees may vary depending on the applicant's nationality.

Residency Requirements and Customs Regulations for Entering the Kingdom: For accurate information on residency requirements in the Kingdom, visit the official website of the [General Directorate of Passports](#). You can also review the customs regulations through the following link: [Unified Customs Law of the GCC Countries](#).

3.2 Upon Arrival of the Flight

3.2.1 Provision of Ground Services: The Fixed Base Operator (FBO) must provide all required services for the aircraft, passengers, crew, baggage, and any other services requested by the operator or owner of the aircraft.

3.2.2 Arrival Procedures: The FBO must coordinate with airport authorities to complete immigration and customs procedures, escorting passengers and crew until they exit the airport.

3.3 Departure of the Flight

3.3.1 Preparation for Departure: The FBO must ensure that the aircraft is ready and that all required services are available.

3.3.2 Submission of the Final Passenger Manifest: The operator or Flight Support Company must provide the Final Passenger Manifest to the FBO before the flight's departure.

3.3.3 Completion of Departure Procedures: The FBO must coordinate with airport authorities to complete passport and security procedures, escorting passengers and crew to the aircraft.

3.3.4 Aircraft Departure: The FBO must coordinate with the airport to verify the validity of the flight plan and the take-off clearance.

For further information regarding any of the content in this guide, or for general inquiries about General Aviation, you may contact the General Aviation Department at the General Authority of Civil Aviation (GACA) via the following email:

 GeneralAviation@gaca.gov.sa