



## **Travel Trade Licensing Autumn 2015**

Commission Notice 2/2015

13 July 2015

Commission for Aviation Regulation

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## 1. Purpose of this Notice

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- 1.1 This Notice sets out the Commission for Aviation Regulation's (CAR) timetable and advice to applicants for Travel Agent and Tour Operator Licences in the autumn licensing round. If you are applying for a licence commencing from 1 November 2015 please ensure that you read this notice carefully and familiarise yourself with its contents.

## 2. Accessing the Online System

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- 2.1 The CAR has upgraded the online licensing system. To log in and begin your licence application please access it using the following link <https://secure.aviationreg.ie:9443/eseries/esr.elogin>
- 2.2 Enter your username and password to log in.
- 2.3 Click on the button labelled "Click here to apply for a licence"
- 2.4 Please ensure that you are requesting a licence for the correct dates - 1 November 2015 to 31 October 2016.
- 2.5 If you have forgotten your username please email a request to [traveltrade@aviationreg.ie](mailto:traveltrade@aviationreg.ie).
- 2.6 If you have forgotten your password please use the forgotten password link on the login screen. For security reasons passwords are only known to individual users; the CAR does not have access to your password information.
- 2.7 The new system can be accessed using a wider range of browsers and has been tested using Microsoft Internet Explorer, Google Chrome, Apple Safari and Mozilla Firefox. If you experience any technical difficulties while using one of these browsers please email [traveltrade@aviationreg.ie](mailto:traveltrade@aviationreg.ie) for assistance.

## 3. Timetable

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### Autumn Round: Dates for your diary

Date	Stage
14 July 2015	On-line facility opens
15 August 2015	Deadline for receipt of completed licence application at standard fee
15 September 2015	Date CAR aims to issue decision-in-principle letters for completed applications made by 15 August 2015
15 October 2015	Deadline for receipt by CAR of applicant bonds for licence to be granted on 1 November 2015

## 4. Ensuring your application is complete

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4.1 An application is not complete until it meets all the following requirements:

- All questions answered in full
- All required documents attached
- On-line application submitted
- Signature page printed, signed and sent to the CAR by:
  - o Email to [traveltrade@aviationreg.ie](mailto:traveltrade@aviationreg.ie)
  - o Fax to 01 6611269; or
  - o Post or courier
- The relevant fee has been **received** by the CAR. Payments by EFT/Bank Transfer must be made in sufficient time to ensure that the relevant fee is received by the CAR **before** the date at which a levy (or an additional levy) will apply. Applicant must pay all bank charges.
- The levy has been received by the CAR (if a levy applies).
- Accounts; Audited (unless a holder of a CAR audit exemption certificate)<sup>1</sup> as per the deadline/requirements in the Decision in Principle letter issued to the entity or when requested by the CAR. *The Licencing Regulations require that an application includes a set of signed and audited accounts that are dated with a year-end no more than 12 months before the date of the application. Failure to meet this requirement may result in no licence being issued.*

4.2 The CAR has the right to apply the relevant late levy to an application if ANY of the conditions set out in 4.1 have not been met by the deadline date. Please see Section 5 for Further Details.

4.3 Applications are generally processed in the order of submission, however incomplete applications or applications which are set to clarification due to errors or omissions will not be further considered until the issues are resolved to the satisfaction of the CAR. Failing to resolve issues in a timely manner could result in failure to obtain your licence by 1 November 2015.

## 5. Fee/Levy Structure

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5.1 Travel Agent Fee licence fee - €300

5.2 Tour Operator Fee is determined on the basis of projected licensable turnover for the period of the licence, 1 November 2015 to 31 October 2016 as per the following table

### Tour Operator: Fee Structure

Licesable Turnover	Fee
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<sup>1</sup> See CN1/2011 outlining eligibility conditions for an audit exemption (available on the CAR website)

€635,000 or less	€300
€635,001 but not exceeding €1,270,000	€600
€1,270,01 but not exceeding €3,810,000	€1,550
€3,810,001 but not exceeding €6,350,000	€2,150
€6,350,001 but not exceeding €12,700,000	€3,100
€12,700,001 but not exceeding €25,400,000	€7,800
For every €1,270,000 or part thereof in excess of €25,400,000	€300

### 5.3 Levies for late submission

#### Travel Agents and Tour Operators: Levy per application

Date of Submission	Levy
Up to 23:59hrs on 15 August 2015	€0
On or after 16 August and before 1 September 2015	€2,025
On or after 1 September 2015	€4,050

## 6. Applicants without a licence from 1 November 2015

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- 6.1 Applicants who do not submit a completed application on time, or who fail to meet the 15 October 2015 deadline for Bond submission run the risk of not being licensed on 1 November 2015.
- 6.2 Any current licence holder who has not successfully renewed their licence by 1 November 2015 must:
- Refrain from carrying on business as a travel agent/tour operator or holding themselves out as carrying on such business, and;
  - Confirm in writing to the CAR that they will not trade unless and until a new licence is issued.

## 7. Payment of Fees and Levies

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- 7.1 Since 19 September 2014 the CAR no longer accepts Cheque payments
- 7.2 Bank account details for payments made by Electronic Funds Transfer (EFT) or Bank Transfer:
- BIC: BOFI IE2D
  - IBAN: IE91 BOFI 9000 1719 4106 83

**Please include your licence number in the reference when paying by EFT. TAxxxx or TOxxx.**

- 7.3 Payment can be made by Credit/Debit card online at time of submission of the application ONLY. The CAR cannot process card payments by phone or email.