



## **Arrangements for Travel Trade Licensing in Autumn 2014**

Commission Notice 2/2014  
CN2/2014

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## **1. Purpose of Notice**

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- 1.1 This Notice sets out the Commission for Aviation Regulation's (CAR) scheme to implement the travel trade licensing regime in the Autumn licensing round of 2014 in order to facilitate a smooth and orderly renewal of licences for the benefit of applicants and consumers. The "Autumn Round" means licences commencing from 1 November 2014.

## **2. Background**

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- 2.1 This note sets out the relevant timetable for the licensing round. Each licence holder will be notified by email of the timetable of the Autumn 2014 licensing round. It is the responsibility of the applicant to make him/herself familiar with the timetable and the dates when the application and financial statements are due. This office is under no obligation to issue deadline reminders to applicants and the absence of such reminders will not be taken into account when applying levies in the event of the applicant's failure to meet deadlines. Applicants should enter the critical dates for the licensing process into their calendars and diaries on receipt of this Notice.
- 2.2 The current version of the online licensing system is compatible only with the Internet Explorer web browser (version 5.5 to version 9.x). It will not work with any other web browser. It will work with Internet Explorer 10 and above only in compatibility mode. It is hoped that neutrality of the licensing system with respect to browsers will be introduced in 2015.

## **3. Timetable for licence applications, licensing decisions, and granting of licences and general requirements**

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- 3.1 For Autumn 2014, the general approach to the licensing round will be as follows:
- The CAR aims to issue decision-in-principle letters four weeks after receipt of completed applications<sup>1</sup>
  - Applicants are allowed a maximum of a further four weeks to obtain a bond
  - The CAR aims to grant licences within two weeks of receipt of a bond, subject to all outstanding issues having been resolved to its satisfaction.

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<sup>1</sup> Where all outstanding information has been sent to the CAR and evaluated as satisfactory.

3.2 On this approach, the following deadlines arise:

Date	Stage
16 July 2014	Opening of on-line licensing facility
15 August 2014	Deadline for receipt of completed licence application at standard fee
15 September 2014	Date CAR aims to issue decision-in-principle letters for applications made by 15 August 2014
15 October 2014	Deadline for receipt by CAR of applicant's bond for licence to be granted by 1 November 2014

3.3 A set of audited<sup>2</sup> financial accounts is required to be with the CAR within 4 months of the end of the accounting year ***except that accounts for entities with 30 June year-ends are required by 30 September, which is a three month period.*** Applicants with a June year-end are advised to contact their auditors or accountants now to ensure that the September deadline is met.

3.4 Entities that have provided the CAR with audited accounts for at least 4 years, who believe they may be eligible for an <sup>3</sup>audit exemption and who have not previously sought an exemption, should consult with their auditor and this office to identify if they might qualify for such exemption. Only entities that have sought and received an exemption from this office may submit accounts without an audit certificate.

3.5 In addition to the charges set out above, financial accounts that do not reach the CAR in accordance with timetable set out above will incur an additional levy of **€2,023** per license.

#### **4. Fee/Levy Structure Travel Agents**

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4.1 The fee structure that will apply in 2014 is set out below.

- A completed renewal application submitted by the deadline of 23:59hrs on **15 August 2014** will attract the standard application fee of **€300**.
- Applications received on or after **16 August 2014** but before 23:59hrs on **31 August 2014** will attract a levy of **€2,023** in respect of each application.
- Applications received on or after **1 September 2014** will attract a levy of **€4,046** in respect of each application.

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<sup>2</sup> Except applicants holding a CAR audit exemption certificate allowing for the receipt of unaudited accounts

<sup>3</sup> See CN1/2011 outlining eligibility conditions for an audit exemption (available on CAR website)

4.2 The dates and associated application fees are set out in the table below.

<b>Date of submission</b>	<b>Application fee</b>	<b>Levy</b>	<b>Total</b>
Up to 15 August 2014	€300	0	€300
On or after 16 August and before 1 September 2014	€300	€2023	€2323
On or after 1 September 2014	€300	€4046	€4346

## **5. Fee/Levy Structure Tour Operators**

5.1 A completed licence application submitted by the deadline of 23:59hrs 15 August 2014 will attract the standard application fee set out in the table below:

Fees will be determined on the basis of projected licensable turnover for the period of the licence (from 1 November 2014 to 31 October 2015 according to the following scale: -	
<b>Licensable Turnover</b>	<b>Fee</b>
€635,000 or less	€300
€635,001 but not exceeding €1,270,000	€600
€1,270,001 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 €12,670,000	€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
Additional Fee for new applicant	€300

- A completed renewal application submitted by the deadline of 23:59hrs **15 August 2014** will attract the standard application fee set out in the table above.
- Applications received on or after **16 August 2014** but before **1 September 2014** will in addition attract a levy of **€2,023** in respect of each application.
- Applications received on or after **1 September 2014** will in addition attract a levy of **€4,046** in respect of each application.

## **6. Applicants without a licence from 1 November 2014**

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- 6.1 The Commission only commits itself to grant licences by 1 November 2014 to those applicants who provide a bond to the Commission by 15 October 2014. Priority will be given to applicants who make the earliest completed applications and submit their bond documents in good time. Applicants run the risk of not being licensed if they fail to meet the 15 October 2014 deadline.
- 6.2 Applicants without a bond by 15 October 2014 have no assurance of having a licence by 1 November 2014. To protect customers who made bookings under the current licence, such applicants will be required to obtain a new bond for the new licensing period while retaining the bond on the existing licence. This means that there will be two separate bonds in existence for a period of six months (provided a second bond can be obtained while the earlier bond still has a liability attaching to it. This cost can be avoided by making timely arrangements to secure a bond.
- 6.3 Any current licence holder who has not renewed their licence by 1 November 2014 must:
- not carry on business as a travel agent/tour operator or hold 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. Important Notice re payment of fees/levies**

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- 7.1 Please note that from 19 September 2014 the CAR will no longer be accepting cheque payments and from that date forward all payments of fees and/or levies will have to be made by electronic means, either by Electronic Fund Transfer (EFT) or by credit or debit card payment.
- BIC: BOFI IE2D  
IBAN: IE91 BOFI 9000 1719 4106 83
- 7.2 The majority of applicants in the Autumn 2014 round should be unaffected by this change.
- 7.3 If you have any queries please contact [TravelTrade@aviationreg.ie](mailto:TravelTrade@aviationreg.ie) or +353 1 661 1700.

14 July 2014