



Travel Trade Licensing Spring 2016

Commission Notice 1/2016

11 January 2016

Commission for Aviation Regulation

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1. Purpose of this Notice

- 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 commencing from 1 May 2016. Please ensure that you read this notice carefully and familiarise yourself with its contents.

2. Accessing the Online System

- 2.1 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 May 2016 to 30 April 2017.
- 2.5 If you have forgotten your username please email a request to traveltrade@aviationreg.ie.
- 2.6 If you have forgotten your password please use the forgotten password link on the login screen. For your security CAR does not have access to your password information.
- 2.7 The system can be accessed 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 for assistance.

3. Timetable

Autumn Round: Dates for your diary

Date	Stage
12 January 2016	On-line facility opens
13 February 2016	Deadline for receipt of completed licence application at standard fee (please note that there will be no CAR support available on this date as it is a Saturday - we urge all applicants to submit applications before 5pm on Friday 12 February to avoid any possible levies).
14 March 2016	Date CAR aims to issue decision-in-principle letters for completed applications made by 13 February 2016
14 April 2016	Deadline for receipt by CAR of applicant bonds for licence to be granted on 1 May 2016

4. Ensuring your application is complete

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

- All questions answered in full and accurately, ensuring pre-filled answers are updated where relevant.
- All required documents attached
- On-line application submitted
- Signature page printed, signed and sent to the CAR by:
 - o Email to 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)¹ 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 May 2016.

5. Fee/Levy Structure

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 May 2016 to 30 April 2017 as per the following table

Tour Operator: Fee Structure

Licensable Turnover	Fee
€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

¹ See CN1/2011 outlining eligibility conditions for an audit exemption (available on the CAR website)

€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 12 February 2016	€0
On or after 13 February and before 5 March 2016	€2,021
On or after 5 March 2016	€4,042

6. Applicants without a licence from 1 May 2016

- 6.1 Applicants who do not submit a completed application on time, or who fail to meet the 14 April deadline for Bond submission run the risk of not being licensed on 1 May 2016.
- 6.2 Any current licence holder who has not successfully renewed their licence by 1 May 2016 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

- 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:
- o BIC: BOFI IE2D
 - o 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.