



**IRISH AVIATION AUTHORITY**  
**APPLICATION FOR AN**  
**AIR CARRIER OPERATING LICENCE**

*Please read our [Guidance Note on applying for an operating licence before completing this application.](#)*

Applicants should also familiarise themselves with the provisions of [Regulation \(EC\) No. 1008/2008](#) of the European Parliament and of the Council on common rules for the operation of air services in the Community and the European Communities (Common Rules for the Operation of Air Services in the Community) Regulations 2008, [S.I. No. 426 of 2008](#).

In order to be eligible for an operating licence, all applicants must have a valid Air Operators Certificate (AOC), also issued by the Irish Aviation Authority. Please contact the Flight Operations Department for further details at [fod@iaa.ie](mailto:fod@iaa.ie).

The application must be completed in full and no questions should be left unanswered. Where appropriate, indicate "not applicable", "none" etc. The completed application form must be accompanied by the relevant application fee of €11,481 ([Category A](#)) or €3,827 ([Category B](#)) and should be returned to the Airline Licensing Department at:-

[aclicensing@iaa.ie](mailto:aclicensing@iaa.ie)

*Applications may also be submitted by post to:*

Airline Licensing Department, Irish Aviation Authority,  
The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449, Ireland.

**IMPORTANT:**

**Any relevant changes which occur after the licence application has been submitted should be notified to the Irish Aviation Authority immediately.**



**IRISH AVIATION AUTHORITY**

**APPLICATION FOR AN**

**AIR CARRIER OPERATING LICENCE**

**Name of Applicant:**

**Business or Trading Names:**

**Registered Office Address:**

**Business Office Address:**

**Primary contact for the application process:**

**Telephone No:**

**Website:**

**E-mail Address:**

**TYPE OF OPERATING LICENCE BEING APPLIED FOR**

**PLEASE SELECT CATEGORY BELOW**

**Category A**

[Permitted to carry passengers, cargo and/or mail on aircraft with 20 seats or more and/or over 10 tonnes MTOM (maximum take-off mass).]

**Category B**

[Permitted to carry passengers, cargo and/or mail on aircraft with fewer than 20 seats and/or less than 10 tonnes MTOM (maximum take-off mass).]



## SECTION 1 OWNERSHIP & CONTROL OF BUSINESS

### i. Directors and Secretary

To be completed in respect of companies incorporated under the Companies Act, 2014 or similar legislation in other Member States. Applicants are advised to take special care to ensure that all the information in Section 1 is up to date.

(i) Please complete in respect of EACH member of the Board of Directors and Company Secretary. In respect of each Director/Company Secretary, please provide evidence of nationality (i.e. copy of passport).

Name:

Private Residential Address:

Contact Details:

Nationality:

Business Title/Position:

Director Type :

ATTACH A COPY OF YOUR PASSPORT

Name:

Private Residential Address:

Contact Details:

Nationality:

Business Title/Position:

Director Type :

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Name:

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Contact Details:

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Private Residential Address:

Contact Details:

Nationality:

Business Title/Position:

Director Type :

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## SECTION 1 OWNERSHIP & CONTROL OF BUSINESS

### ii. Key Entities

To be completed in respect of any other person or entity who effectively controls or has a managing interest in the company or who acts as a Shadow Director for the company.

Name:

Private Residential Address:

OR Registered Office/Business Address:

Contact Details:

Nationality:

Business Title :

### iii. Subsidiary/Holding Companies

If the applicant company is a subsidiary of another company, please provide the following details:<sup>1</sup>

Name of Parent Company:

Registered Office Address/Business Address:

If the applicant company is a holding company for another company, please specify:

Name of Company held/subsidiary company:

Registered Office Address/Business Address:

1. In the case of companies which are subsidiaries of, or holdings companies for other companies, any particulars required to be furnished in relation to the applicant may also be required to be furnished in relation to any other company or companies concerned or in relation to the group of companies as a whole.



#### iv. Documents to attach

The following legal documents must be included with the application:-

- a. The Constitution of the Company

[ATTACH](#)

- b. Certificate of Incorporation

[ATTACH](#)

- c. Certificate of Registration of any trading or business names

[ATTACH](#)

- d. Copy of any Shareholders Agreement or any side/ancillary agreements relating to the rights of respective shareholders in the company. Please note, in certain cases, the Irish Aviation Authority may require a signed declaration from the Company Secretary confirming there are no undeclared agreements in existence that confer powers outside the disclosed legal documents.

[ATTACH](#)



## SECTION 2 - CAPITALISATION AND SHAREHOLDINGS

Before completing this section, please read our [Guidance Note on the ownership and control requirements](#) applicable to applicants for an operating licence.

### i. Shareholders

Please complete in respect of each shareholder.

Please use a separate sheet if necessary and attach here.

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Date Shares acquired	
Name, address & nationality of beneficial shareholder	
Description of shares held, nominal value and voting rights attached to the shares	
No. of shares held	
% of total issued shares	



Please specify:

- i. amount of authorised share capital
- ii. amount of fully paid-up share capital
- iii. issued for cash
- iv. issued otherwise than for cash
- v. details of any share capital not fully paid up

## **ii. Shareholdings in other companies**

Give full details of any shareholding of more than 10% held by the applicant or any director, shareholder or partner in any other company, including shareholdings held in the name of a spouse, nominee or agent. Please use separate sheet if necessary.

## **SECTION 3 – PAST ACTIVITIES**

**Please provide (please use separate sheet if necessary):**

- i. details of companies, enterprises or business ventures with which the applicant or any Director, Shadow Director, Shareholder or Partner was previously associated in a proprietorial role or as a Director, Shadow Director or Shareholder:
  
  
  
- ii. details of any company, enterprise or business venture involved in bankruptcy, insolvency or winding-up proceedings with which the applicant or any Director, Shadow Director, Shareholder or Partner was involved:
  
  
  
- iii. particulars of any offence of which the applicant or persons who will continuously and effectively manage the operations of the undertaking including any Director, Shadow Director, Shareholder or Partner has been convicted.



## SECTION 4 – AIRCRAFT

i. Particulars of aircraft to be operated by the company. To be completed in respect of each aircraft.

Registration Mark	Aircraft producer and model	Year of Manufacture	Maximum Take-off Mass (Kgs)	Maximum Seat Capacity/ Cargo payload

ii. For each aircraft state method of acquisition (i.e. purchased or leased) and annual repayments/ lease costs:

iii. If aircraft is leased, please include copy of lease agreement. If aircraft is owned, please supply proof of ownership:

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## SECTION 5 – FINANCIAL REQUIREMENTS

- i. Please provide a brief summary of proposed operations/business activities:
  
  
  
  
  
  
- ii. Will the company engage in any other business activities apart from air transport? If so, please give details:
  
  
  
  
  
  
- iii. Projected turnover in the first year of trading:
  
  
  
  
  
  
- iv. Please confirm the company's financial year-end:
  
  
  
  
  
  
- v. Please attach the company's Business Plan below. Applicants must submit a business plan for, at least, the first three years of operation.<sup>2</sup>

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*Please note that the Business Plan must take into account the particular requirements of Article 5 of Regulation (EC) No 1008/2008 and include all of the information listed under point 1 of Annex I to the Regulation. The Business Plan must also be provided in Microsoft Excel to include all links and workings.*

2. Note that there is an exception to the general rule for Category B operators - please refer to guidance document for further information.



## SECTION 6 – INSURANCE

Please arrange for your insurer to complete our [Insurance Declaration Form](#) and attach completed form here:

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## SECTION 7 – PROOF OF GOOD REPUTE

Article 7 of Regulation (EC) No 1008/2008 requires that for the purpose of issuing an operating licence, proof is required that the persons who will continuously and effectively manage the operations of the undertaking are of good repute (e.g. lack of criminal record) or that they have not been previously declared bankrupt. Good repute is evidenced by the production of suitable documents/certifications issued by the competent authorities in the Member State of origin or the Member State where the person has his/her permanent residence showing that those requirements are met. If a Member State does not issue the kind of documents referred to above, the licensing authority will accept a declaration (an oath or solemn declaration) made by the person concerned before a competent judicial or administrative authority or, where appropriate, a notary or qualified professional body of the Member State of origin or the Member State where the person has his/her permanent address. A sample Solemn Declaration is available [here](#). The Irish Aviation Authority will require that the documents referred to above be presented no more than three months after their date of issue. Original documents should also be forwarded by post to the Irish Aviation Authority.

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## SECTION 8 – SENIOR MANAGERIAL STAFF

Please provide on a separate sheet the following details in respect of each of the applicant's senior managerial staff (other than Directors) and attach here:

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- i. Full name of senior manager
- ii. Address and contact details
- iii. Nationality
- iv. Position in the company
- v. Qualifications
- vi. Details of experience to date

## SECTION 9 – OTHER INFORMATION

Please provide details of the following:

- i. name, address and contact number(s) of applicant's legal representative:
  
  
  
- ii. name, address and contact number(s) of applicant's banker(s):
  
  
  
- iii. name, address and contact number(s) of applicant's auditor/accountant:
  
  
  
- iv. address and contact number(s) of applicant's principal place of business.



## SECTION 10 – ADDITIONAL INFORMATION

If you have additional information which is pertinent to your application, please provide the details here:

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## SECTION 11 – DECLARATION

**Please print a copy, complete your details and sign where indicated. Forward the original signed Declaration to the Irish Aviation Authority by post. Where the applicant is a body corporate this form must be signed by each of the Directors.**

I/We of  authorise the Irish Aviation Authority, or any officer approved by the Irish Aviation Authority, to apply to all or any of the persons or bodies specified in Section 9 of this application form, and all such persons or bodies are hereby authorised to give such information as may be sought from them hereunder, for the purpose of substantiating the particulars furnished in this application.

I/We the undersigned, declare that, to the best of my/our knowledge and belief, the particulars given are true and complete and that there have been no changes in the financial resources, ownership and control of the business other than those notified in this form.

Name	<hr/>
Signature	<hr/>
Date	<hr/>
Official Position	<hr/>
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Official Position	<hr/>

Please post original signed declaration to Airline Licensing Department,  
Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2 D02 T449



## APPLICATION FORM CHECKLIST

**Please ensure that the following information is provided with your application:**

1. Fully completed application form
2. Applicable Fee paid
3. Declaration on page 14 signed and submitted by email and original by post
4. Company documentation submitted  
(to include ownership and control details) {Sections 1 – 3}
5. Method of aircraft acquisition  
(i.e. proof of ownership/dry lease agreement) {Section 4}
6. Financial Information – annual accounts  
(if applicable) and Business Plan as applicable {Section 5}
7. Insurance Declaration form completed {Section 6}
8. Solemn Declaration for all Directors and Nominated Persons for the purposes of the AOC submitted by email and originals by post {Section 7}
9. Details required in respect of Senior Managerial Staff {Section 8}