



## IRISH AVIATION AUTHORITY

# APPLICATION FOR APPROVAL AS A SUPPLIER OF GROUNDHANDLING SERVICES OR AS A SELF-HANDLER

## IMPORTANT NOTE:

Please read our ***“Guidance Note on applying for a Groundhandling Approval”*** before completing this application.

This application form should 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 application fee of €2,515 and should be returned to:

**Groundhandling Department,  
Irish Aviation Authority  
The Times Building,  
11-12 D’Olier Street,  
Dublin 2.  
Tel: +353 1 6031100  
E-mail: [groundhandling@iaa.ie](mailto:groundhandling@iaa.ie)**

Applications should be made in advance of the commencement of operations (minimum two weeks) as it is important that the Irish Aviation Authority has adequate time to process applications.

In addition to the Grant of Approval from the Irish Aviation Authority, applicants are also required to satisfy the particular requirements of the airport operator at the relevant airport at which it is proposed to engage in groundhandling activities. A Groundhandling Requirements Form must be completed and submitted to the relevant airport operator. Contact details for the Groundhandling units at Dublin, Cork and Shannon Airports are listed in the Guidance Note, along with links to the relevant documents.

Applicants should note that the Irish Aviation Authority will notify the relevant airport managing body on receipt of a fully submitted application and will forward certain information contained in that application to the airport managing body for their information.



## IRISH AVIATION AUTHORITY

# APPLICATION FOR APPROVAL AS A SUPPLIER OF GROUNDHANDLING SERVICES OR AS A SELF-HANDLER

Name of Applicant:

Business or Trading Names:

Registered Office Address:

Business Office Address:

Contact Name:

Tel:

Email:

hereby applies for approval to carry on business as a supplier of groundhandling services or a self-handler, as defined in S.I. No. 505 of 1998. I, the undersigned, declare that to the best of my knowledge and belief, the particulars herein given are true and complete.<sup>1</sup>

Signed:

Position:

Date:

***Please print and sign this page and attach a scanned copy***

ATTACH

- 1 N.B. Applicants are advised to take special care to ensure that all particulars furnished are up to date.***
- 2 This form must be signed in the case of a sole trader by the sole trader, in the case of a partnership by each partner or in the case of a company by the Company Secretary or a Director.***



## SECTION 1–OWNERSHIP & CONTROL OF BUSINESS

State whether the applicant is a sole trader, a partnership or a company incorporated under the Companies Act 2014.

- (I) If the applicant is a sole trader, the full name and business address of the applicant should be stated on page two of the form.
- (II) If the applicant is a partnership, the full name of each partner and the business address of the partnership should be stated on page two of the form.
- (III) If the applicant is a company incorporated under the Companies Act 2014 or a company incorporated under the laws of another State please record and attach the following:
  - a) **Name of Company Secretary:**
  - b) Attach details of the full names and private residential addresses of each member of the Board of Directors ATTACH
  - c) Who are the persons or entities in real or effective control of the company i.e. the beneficial owners of the company.

**Name of Owners of Company:**

- d) Please specify the amount of authorised share capital
- e) Please specify the amount of issued share capital
- f) Is the applicant company a holding company of any other company or companies? Yes    No  
If so, attach full details ATTACH
- g) Is the applicant company a subsidiary of another company? Yes    No  
If so, attach full details ATTACH

**Note:** If the answer to (III) (f) or (III) (g) is “yes”, 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.



### Documents to attach

The following legal documents must be included with the application:

- |   |        |
|---|--------|
| i. The Constitution of the Company                                | ATTACH |
| ii. Certificate of Incorporation                                  | ATTACH |
| iii. Certificate of Registration of any trading or business names | ATTACH |

## SECTION 2 – NATURE OF BUSINESS

(I) Please state whether approval is being sought as:

a supplier<sup>3</sup> of groundhandling services  
or  
as a self-handler

(II) Please indicate, on Schedules I and II attached, which categories of groundhandling services the applicant intends to provide.

(III) Please specify the airport(s) at which you propose engaging in groundhandling activities

Dublin Airport

Shannon Airport

Cork Airport

(IV) Please confirm whether you intend to engage a subcontractor to provide any of the services selected above.

Yes

No

If so, please indicate the activities involved and the name of the subcontractor you intend to use.

**3 In accordance with Regulation 7(2) of the European Communities (Access to the Groundhandling market at Community airports) Regulations, 1998, suppliers of groundhandling services are required to be established in the European Community.**



## SECTION 3 – ANNUAL ACCOUNTS

Please provide audited annual accounts for the two most recent financial years (if applicable).

ATTACH

## SECTION 4 – BUSINESS PLAN

**Note:** This Section need only be completed by applicants seeking approval as a supplier of groundhandling services.

- (I) Please provide a business plan for the first two years of operation. The business plan should include the particulars set out in our Guidance Note:

ATTACH

## SECTION 5 – FINANCIAL RESOURCES

**Note:** This section need only be completed by applicants seeking approval as a self-handler.

- (I) Please attach a copy of the applicant's Operating Licence and Air Operators Certificate or appropriate equivalent International Licences.

ATTACH

- (II) Additional information may be required to establish the self-handler's financial resources in order to ensure the security and safety of installations, aircraft, equipment and persons.



## SECTION 6 – GROUNDHANDLING EXPERIENCE

Where the applicant has previous experience in operating as a supplier of groundhandling services or as a self-handler, please attach:

- (I) details of the State(s) and airport(s) involved, indicating whether the applicant holds or has held a licence, certificate, approval or authorisation from the competent national authorities of such State(s). Please provide contact details of licensing authority in the event of the Irish Aviation Authority requiring a reference:

ATTACH

- (II) the type of groundhandling activities and the length of time such activities were engaged in.

ATTACH

## SECTION 7 – TECHNICAL COMPETENCE

Please attach below the items listed under “Technical Competence” in the Guidance Note:

- (I) a list of equipment that will be available to the applicant and a statement as regards the applicant’s policy on the operating and maintenance procedures in relation to that equipment .

ATTACH

- (II) a statement regarding the staff available to the applicant, their roles and the training programme provided by the company in respect of each role.

ATTACH

- (III) a signed statement (on company headed paper) confirming that “no staff will be employed by the company without undertaking the appropriate training relevant to their duties.”

ATTACH

- (IV) details required in relation to senior managerial staff and a copy of your company’s Organisational Chart.

ATTACH

- (V) a copy of your Safety Statement, including the appropriate risk assessments, prepared pursuant to the Irish Safety, Health and Welfare at Work Act, 2005.

ATTACH



## SECTION 8 – INSURANCE

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

ATTACH

## SECTION 9 – SOCIAL LEGISLATION

Please attach a signed undertaking that, in respect of its employees, the applicant will comply with the requirements of the legislation (as amended) set out in Schedule III attached.

ATTACH

## SECTION 10 – OTHER INFORMATION

Contact details for the appropriate person in your company who will liaise with the Irish Aviation Authority in the case of an emergency.

If you engage a subcontractor for the provision of any groundhandling services, we also require an emergency contact for that company/companies

The name and address of applicant's auditor/accountant

The name and address of applicant's proposed insurer



## SECTION 11 – FEE

Please note that the following Application fee applies to applications for groundhandling approvals:

Application Fee: €2,515

### Payment Methods

Application fees should be paid at the time of making your application by Electronic Funds Transfer (EFT) to the bank account of the Irish Aviation Authority. Bank Account details are as follows:

Bank:	Bank of Ireland, 2 College Green, Dublin 2.
Account Name:	Irish Aviation Authority
IBAN:	IE91 BOFI 9000 1719 4106 83
BIC:	BOFIIIE2D

It should be noted that fees payable in respect of groundhandling applications are non refundable.

Details of the fee structure in relation to Groundhandling are available in the *Guidance Note for applying for a Groundhandling Approval* and on the IAA's website: <https://www.iaa.ie>





## SCHEDULE I

Please tick appropriate box in respect of each sub-category.

	Self Handling	Third Party Handling
<b>1. Ground Administration and Supervision</b>		
1.1 Representation and liaison services with local authorities or any other entity, disbursements on behalf of the airport user and provision of office space for its representatives.		
1.2 Load control, messaging and telecommunications.		
1.3 Handling, storage and administration of unit load devices.		
1.4 Any supervision services before, during or after the flight and any administrative service requested by the airport user, other than those set out in 1.1, 1.2 and 1.3.		
<b>2. Passenger Handling</b>		
2.1 Any kind of assistance to arriving, departing, transfer or transit passengers including checking tickets and travel documents, registering baggage and carrying it to the sorting area.		
<b>3. Freight and Mail Handling</b>		
3.1 For Freight: handling of related documents, customs procedures and implementation of any security procedure agreed between the parties or required in the circumstances.		
3.2 For Mail: handling of related documents and implementation of any security procedure between the parties or required by the circumstances.		
<b>4. Aircraft Services</b>		
4.1 External and internal cleaning of the aircraft, and the toilet and water services.		
4.2 Cooling and heating of the cabin, the removal of snow and ice, the de-icing of the aircraft.		
4.3 Re-arrangement of the cabin with suitable cabin equipment and the storage of this equipment.		
<b>5. Aircraft Maintenance</b>		
5.1 Routine maintenance services performed before flight.		
5.2 Non-routine maintenance services requested by the airport user.		
5.3 Provision and administration of spare parts and suitable equipment.		
5.4 Request for or reservation of a suitable parking and/or hangar space.		



## 6. Flight Operations and Crew Administration

Self  
Handling

Third  
Party  
Handling

- 6.1 Preparation of the flight at the departure airport or at any other point.
- 6.2 In-flight assistance, including re-dispatching if needed.
- 6.3 Post-flight activities.
- 6.4 Crew administration.

## 7. Surface Transport

- 7.1 Organisation and execution of crew, passenger, baggage, freight and mail transport between different terminals of the same airport, but excluding the same transport between the aircraft and any other point within the perimeter of the same airport.
- 7.2 Organisation and execution of special transport requested by the airport user.

## 8. Catering Services

- 8.1 Liaison with suppliers and administrative management.
- 8.2 Storage of food and beverages and of the equipment needed for their preparation.
- 8.3 Cleaning of equipment required for 8.2.
- 8.4 Preparation and delivery of equipment as well as of bar and food supplies.



## SCHEDULE II

Please tick appropriate box in respect of each sub-category.

1. Baggage Handling	Self Handling	Third Party Handling
1.1 Handling baggage in the sorting area, sorting it, preparing it for departure, loading it onto and unloading it from the devices designed to move it from the aircraft to the sorting area and vice versa, as well as transporting baggage from the sorting area to the reclaim area.		
2. Freight and Mail Handling		
2.1 Physical handling of freight and mail whether incoming, outgoing or being transferred, between the air terminal and the aircraft.		
3. Ramp Handling		
3.1 Marshalling the aircraft on the ground at arrival and departure.		
3.2 Assistance to aircraft parking and provision of suitable devices.		
3.3 Communication between the aircraft and the air-side supplier of services.		
3.4 Loading and unloading of the aircraft, including the provision and operation of suitable means, as well as the transport of crew and passengers between the aircraft and the terminal, and baggage transport between the aircraft and the terminal.		
3.5 Provision and operation of appropriate units for engine starting.		
3.6 Moving of the aircraft at arrival and departure, as well as the provision and operation of suitable devices.		
3.7 Transport, loading on to and unloading from the aircraft of food and beverages.		
4. Fuel & Oil Handling		
4.1 Organisation and execution of fuelling and defuelling operations, including the storage of fuel and the control of the quality and quantity of fuel deliveries.		
4.2 Replenishing of oil and other fluids.		



## SCHEDULE III

### Social Welfare Acts

Safety Health & Welfare at Work Act, 1989

Industrial Relations Acts, 1946 to 1990

Holidays (Employees) Act, 1973 to 1991

Redundancy Payments Acts, 1967 to 1991

Minimum Notice and Terms of Employment Acts, 1973 to 1991

Unfair Dismissals Acts, 1977 to 1993

Maternity Protection Act, 1994

Protection of Employees (Employers' Insolvency) Acts, 1984 to 1991

Workers Protection (Regular Part-Time Employees) Act, 1991

Payment of Wages Act, 1991

Terms of Employment (Information) Act, 1994

Adoptive Leave Act, 1995

Protection of Young Persons (Employment) Act, 1996

Organisation of Working Time Act, 1997

Parental Leave Act, 1998



## APPLICATION FORM CHECKLIST

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

1. Fully completed application form and all required supporting documentation
2. Applicable Fee paid
3. Declaration on page 2 signed and submitted by email and original by post
4. Financial Information – annual accounts (if applicable) and Business Plan as applicable {Sections 3 & 4}
5. Insurance Declaration form completed {Section 8}
6. Groundhandling activities ticked as appropriate under Schedule I & Schedule II (Note that 'self-handling' means a situation in which an airport user (i.e. airline) directly provides for itself one or more categories of groundhandling services. 'Third party handling' or a supplier of groundhandling services means any person supplying airport users with one or more categories of groundhandling services.)