



## **Travel Trade Licensing Autumn 2016**

Commission Notice 4/2016

11 July 2016

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 commencing from 1 November 2016.

## 2. Accessing the Online System

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2.1 Access the system using this 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 2016 to 31 October 2017.

2.5 Please ensure that you review and edit all of the pre-populated data to ensure that it is up-to-date.

2.6 If you have forgotten your username please email [traveltrade@aviationreg.ie](mailto:traveltrade@aviationreg.ie).

2.7 If you have forgotten your password please use the forgotten password link on the login screen. CAR has no access to passwords.

2.8 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](mailto:traveltrade@aviationreg.ie) for assistance.

## 3. Timetable

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### Autumn Round: Dates for your diary

Date	Stage
14 July 2016	On-line facility opens
15 August 2016	Deadline for receipt of completed licence application at standard fee.
15 September 2016	Date CAR aims to issue decision-in-principle letters for completed applications made by 15 August 2016
14 October 2016	Deadline for receipt by CAR of applicant bonds for licence to be granted on 1 November 2016

## 4. Ensuring your application is complete

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4.1 An application is complete when it meets all the following requirements:

- All questions answered in full and accurately
- All required documents attached

- On-line application submitted
- **Signature page printed, signed and sent to the CAR** by E-mail, fax post, courier or by hand.
- The **relevant fee has been received by the CAR**. Payments by EFT/Bank Transfer must be arranged by applicants so that the relevant fee is **received** by the CAR **before** the date at which a higher fee will apply. Applicant must pay all bank charges. Last minute applicants are advised to pay by credit card when submitting the online application.
- Any outstanding levy or additional fee has been received by the CAR.
- Accounts; Audited (unless a holder of a CAR audit exemption certificate)<sup>1</sup> have been sent to CAR (we accept an emailed PDF) 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 reviewed in order of submission. Applications found to be incomplete or inaccurate 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 2016.

## 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 2016 to 31 October 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
€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

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

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

Date of Submission	Levy
Up to 23:59hrs on 15 August 2016	€0
On or after 16 August and before 5 September 2016	€2,021
On or after 5 September 2016	€4,042

**6. Applicants without a licence from 1 November 2016**

- 6.1 Applicants who do not submit a completed application on time, or who fail to meet the 14 October deadline for Bond submission run the risk of not being licensed on 1 November 2016.
- 6.2 Any licence holder who has not successfully renewed their licence by 1 November 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 Payment can be made by EFT/Bank Transfer or credit/debit card only.

Bank Account Details for payments by EFT/Bank Transfer	
BIC	BOFIE2D
IBAN	IE91-BOFI-900017-19410683
Address	Bank of Ireland, 2 College Green, Dublin 2, Ireland

Reference field must include licence number preceded by TA/TO

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