



APPLICATION TO AMEND A GRANT OF APPROVAL ISSUED TO A SUPPLIER OF GROUNDHANDLING SERVICES OR A SELF-HANDLER

Name of Approval Holder	
Groundhandling Approval Number	
Address	
Contact Name	
Telephone Number	
E-Mail Address	

I, the undersigned, declare that to the best of my knowledge and belief, the particulars herein given are true and complete.¹

Signed: _____

Position²: _____

Date: _____

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.

IMPORTANT NOTE:

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 should be returned to:

Commission for Aviation Regulation,
 3rd Floor,
 Alexandra House,
 Earlsfort Terrace,
 Dublin 2.
 Tel: +353 1 6611700
 Fax: +353 1 6611269
 E-mail: groundhandling@aviationreg.ie

Amendment applications should be made to the Commission in advance of the commencement of new activities or operations at a new airport location. Please allow a minimum of two weeks for the application to be processed, as it is important that the Commission has adequate time to examine applications.

In addition to obtaining an amendment from the Commission, applicants are required to contact the airport managing body at the relevant airport in order to ensure that they meet the airport’s requirements for providing any additional services at the current airport location(s), or for operating at a new airport location. Contact details for the Groundhandling units at Dublin, Cork and Shannon Airports are listed on page 5.

TYPE OF AMENDMENT SOUGHT (TICK AS APPROPRIATE):

Addition of groundhandling activities to current Grant of Approval (Please specify which activities you wish to add by completing the Schedules attached to the end of this form.)	
Addition of new airport location to current Grant of Approval Please indicate which airport(s) you wish to add to the current Grant of Approval*: _____ (*Amendment to add airport location required for Suppliers of Groundhandling Services only)	

PARTICULARS TO BE FURNISHED BY THE APPLICANT

(TO BE SUPPLIED ON SEPARATE SHEETS)

SECTION 1 – ACCOUNTS

Amendment applications must be accompanied by the applicant's most recent set of management accounts and the audited annual accounts for the company's most recent financial year (if not already supplied to the Commission).

SECTION 2 – BUSINESS PLAN

- (I) Please provide a business plan which demonstrates the impact of the new activities/airport location on the finances of the company for the following 12 months. The business plan should include the following particulars:
- a) Projected Profit & Loss Account and Balance Sheet;
 - b) Projected statement of monthly cash flows;
 - c) Details of any contracts signed for the provision of new services or for the new airport location.

In respect of a) and b) above, all workings and backup for the figures provided must also be submitted, as the Commission will need to examine how the figures provided have been compiled. Ideally, a breakdown of all projected income/expenditure should be included. An example of some of the detail we expect to receive in respect of the projections is listed below:

- Revenue:
 - Details of how income is built-up by contract (signed or projected)
- Expenditure:
 - Salary costs, broken down by staff member/grade/role
 - Training costs, broken down by staff member/grade/role
 - Operating costs, such as equipment, fuel, insurance etc.
 - Office costs, such as rent, utilities etc.

SECTION 3 – TECHNICAL COMPETENCE

- (I) Please furnish a list of any new equipment which will be required to provide the additional activities/to operate at the new airport location and a statement on the applicant's policy as regards operation and maintenance procedures in relation to the new equipment (e.g. a statement which confirms that all equipment (including vehicles) is maintained in accordance with manufacturers' recommendations and requirements, policy on vehicle and equipment servicing, procedures for reporting maintenance problems etc.)
- (II) Please provide details as to the personnel available to the applicant in order to provide the additional activities/to operate at the new airport location. The applicant's standards as regards skill levels required for each function should also be set out and information regarding the applicant's training programme for the new roles/airport location.
- (III) Please provide an updated copy of your Safety Statement prepared pursuant to the Irish Safety, Health and Welfare at Work Act, 2005, to reflect the additional activities proposed and/or the new airport location. The Safety Statement must include updated Risk Assessments, which demonstrate that any hazards associated with the new activities/airport location have been identified and the appropriate steps taken to mitigate these hazards.

SECTION 4 – INSURANCE

Please arrange to have your insurer confirm to the Commission in writing that the insurance policies currently held by the company have been extended and/or amended as appropriate in order to cover all new activities and/or airport locations.

SECTION 5 – AMENDMENT FEE

Please note that an amendment fee applies to applications for a change to a Grant of Approval:

Approval Amendment Fee: €812.00

Note that fees applicable to Groundhandling will be adjusted annually for changes in the Consumer Price Index (CPI).

Payment Methods:

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

Bank: Bank of Ireland, 2 College Green, Dublin 2.
Account Name: Commission for Aviation Regulation
BIC: BOFIIE2D
IBAN: IE91 BOFI 9000 1719 4106 83

If required, the Commission can issue an invoice for the amendment fee.

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

NOTES

1. Companies are advised to contact the relevant airport authority in order to co-ordinate the proposed amendments to their Groundhandling Approvals. See below for contact details for the Groundhandling units at Dublin, Shannon and Cork airports:

DUBLIN AIRPORT:

Contact Person: Anthony Prior
 Title: Groundhandling & Cargo Manager
 Direct Line: +353 (0)87 354 0577
 E-mail: anthony.prior@dublinairport.com

Airport PABX No: +353 (0)1 8141111

Link to Dublin Airport Groundhandling Requirements Form:

<http://www.dublinairport.com/gns/about-us/doing-business-with-us/ground-handler-application.aspx>

SHANNON AIRPORT:

Contact Person: Niall Maloney
 Title: Airport Operations Director
 Direct Line: +353 (0) 61 712108
 Direct Fax: +353 (0) 61 712282
 E-mail: niall.maloney@shannonairport.ie

Airport PABX No: +353 (0) 61 712000

Link to Shannon Airport Groundhandling Requirements Form:

<https://www.shannonairport.ie/corporate/operations/ground-handling/ground-handling-applications/>

CORK AIRPORT:

Contact Person: Eamon O'Donovan
 Title: Operations Manager
 Mobile: +353 87 7117586
 E-mail: eodonovan@corkairport.com

Airport PABX No: +353 (0) 21 4313131

Link to Cork Airport Groundhandling Requirements Form:

<https://www.corkairport.com/do-business-with-us/airport-suppliers/ground-handling>

2. When an application has been examined by this Office we may need to contact the applicant with queries on the application or to obtain additional information relevant to the application. Such queries will be dealt with in writing and in a timely manner by the Commission. **Please Note:** If the applicant does not engage with this Office for a period of **three months** in relation to any queries or requests for further information, the application will be treated as abandoned and thereafter a fresh application will be required along with the relevant fee.
3. The Commission is subject to the Freedom of Information Act, 1997 (as amended). The Commission undertakes to use its best endeavours to hold confidential any information provided by you in this application subject to the Commission's obligations under law, including the Freedom of Information Act. Should you wish that any of the information supplied by you in this application should not be disclosed because of its sensitivity, you should identify it and specify the reasons for its sensitivity.

SCHEDULE I

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

1. Ground Administration and Supervision	Self-Handling	Third Party Handling
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.		
2. Passenger Handling		
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.		
3. Freight and Mail Handling		
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.		
4. Aircraft Services		
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.		
5. Aircraft Maintenance		
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		
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 boxes 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 and 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.		