



Travel Trade Licensing Autumn 2017

Commission Notice 2/2017

June 2017

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 November 2017.

2. Timetable

Autumn Round: Dates for your diary

Date	Stage
15 August 2017	Deadline for receipt of completed licence application at standard fee.
15 September 2017	Date CAR aims to issue decision-in-principle letters for completed applications made by 15 August 2017
17 October 2017	Deadline for receipt by CAR of applicant bonds for licence to be granted on 1 November 2017

3. Change to the process for 2017

- 3.1 The online licensing system will not be available.
- 3.2 All applicants expected to apply for a licence from 1 November 2017 will receive an email with the following attachments:
- A copy of this notice
 - Application Form (.pdf)
 - Declaration Page (.pdf)
 - A guide to completing the Application Form
- 3.3 The information you need to supply is similar to what was requested in the online license application, though the layout is different and some questions have been changed to simplify them.
- 3.4 Please read section 4 below carefully for some further advice on completing and submitting your application.
- 3.5 Applicants are responsible for ensuring that they apply for a licence in a timely manner. The Commission will not be following up to ensure that all forms have been received.
- 3.6 All deadlines will be strictly enforced and levies will be applied for late applications, see Section 5 for further information.

4. Completing the Application Form

- 4.1 The CAR Licence Application form 2017 (including the embedded Management Accounts and Projected Licensable Turnover spreadsheets) must be completed electronically and submitted by email to your assigned

CAR contact.

- 4.2 The CAR Declaration Sheet for Licence Applications 2017 must be completed, printed, signed and the signed copy emailed (as a .pdf or .jpg file) to your assigned CAR contact together with the CAR Licence Application form 2017.
- 4.3 Handwritten forms and printed and posted forms will not be accepted.
- 4.4 Ensure that you are requesting a licence for the correct dates – 1 November 2017 to 31 October 2018, that projections supplied with the application are for those months and that the management accounts figures submitted with the application are for the correct dates (i.e. from date of your financial year end to 30 June 2017). If your financial year end is 30 June then the figures from your draft accounts should be entered.
- 4.5 All applicants must complete the Application Form in full, including uploading all required attachments. Attachments should be in one of the following file formats (.xls, .doc, .pdf or .jpg). Applications with unreadable attachments will not be accepted.
- 4.6 Applicants for both types of licence (i.e. Travel Agent and Tour Operator) must complete a separate Application form and a separate Signed Declaration for each licence.
- 4.7 If you are having any difficulties with the form please contact your assigned CAR contact for assistance.
- 4.8 An application is complete when it meets all the following requirements:
 - All questions answered in full and accurately
 - All required documents attached
 - Signed Declaration completed, printed and signed
 - Application(s) and Signed Declaration(s) received by email by the CAR (to be emailed to your assigned CAR contact).
 - The correct fee, paid by EFT (no other form of payment can be accepted) **has been received by the CAR**. Payments 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.
 - Any outstanding levy or additional fee has been received by the CAR.
 - Accounts; Audited (unless a holder of a CAR audit exemption certificate)¹ 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.*
- 4.9 The CAR has the right to apply the relevant late levy to an application if any

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

of the conditions set out in 4.8 have not been met by the deadline date. Please see Section 5 for Further Details-

- 4.10 You will receive confirmation by email from your assigned CAR contact that your application has been received and is fully completed and will be 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, and you will receive notification of an incomplete/inaccurate application from your assigned CAR contact. Failing to resolve issues in a timely manner could result in failure to obtain your licence by 1 November 2017.

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 November 2017 to 31 October 2018 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

Travel Agents and Tour Operators: Levy per application

Date of Submission	Levy
Up to 23:59hrs on 15 August 2017	€0
On or after 16 August 2017	€2,015
On or after 1 October 2017	€4,030

6. Applicants without a licence from 1 November 2017

- 6.1 Applicants who do not submit a completed application on time, or who fail to meet the deadline for Bond submission run the risk of not being licensed on 1 November 2017.
- 6.2 Any licence holder who has not successfully obtained a licence by 1 November 2017 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 of Fee plus any Levy due can be made by EFT/Bank Transfer only.**
- 7.2 The reference field must include licence number preceded by TA/TO, e.g. "TA0007"
- 7.3 If your payment is not correctly labelled meaning we cannot identify it this **will** delay your application and **may** result in a higher application fee being applied.
- 7.4 If you pay the incorrect fee your application will not be processed until the correct fee has been received.
- 7.5 Payments for fees and levies will only be accepted into the following bank account. :

Bank Account Details for payments by EFT/Bank Transfer	
BIC	BOFIIE2D
IBAN	IE91-BOFI-900017-19410683
Address	Bank of Ireland, 2 College Green, Dublin 2, Ireland

If you have a cash bond with the CAR please take great care to ensure that you do not accidentally lodge your application fee into your bond account.

The CAR cannot process credit card payments and does not accept cheques or bank drafts.