



ÚDARÁS EITLÍOCHTA NA hÉIREANN
IRISH AVIATION AUTHORITY

SCHEDULE OF FEES

5. COMMERCIAL LICENSING

Travel Trade Licensing, Air Carrier Licensing and Ground Handler Approvals

Schedule No.	5
Title	COMMERCIAL LICENSING
Effective Date:	01/01/2024

1. INTRODUCTION TO IAA FEES AND CHARGES

- 1.1 The IAA does not receive income from the central exchequer. The IAA is funded by charges levied on the organisations and individuals it regulates. It must ensure that it generates sufficient income to meet the costs of performing its safety, security, passenger rights and economic regulatory functions. The IAA's functions are set out and described in the Irish Aviation Authority Act, 1993, the Aviation Regulation Act 2001 and the Air Navigation and Transport Act, 2022.
- 1.2 Section 44 of the Irish Aviation Authority Act 1993, as amended, states:
(1) The company may charge such amounts as it considers appropriate in respect of any of the following:
(a) the performance by it of its functions under this Act or any other enactment;
(b) services provided by it to other persons;
(c) property, real or personal, sold, hired or leased by it to other persons.
(2) The company may charge such amounts as it considers appropriate in respect of any functions performed by it pursuant to any European Union Regulations listed in Schedule 2 of the Irish Aviation Authority Act, 1993, as amended.
(3) Any amount due by a person to the company in respect of a charge under this section may be recovered by the company from the person as a simple contract debt in any court of competent jurisdiction.
- 1.3 The charges applied by IAA are those set out in the Schedule of Charges. Where a Schedule of Charges covers an activity, it is the sole basis on which the IAA will charge for that activity.
- 1.4 The IAA requires the payment of charges to the company, in such amounts as are specified in the Schedule of Charges, for the performance of its functions under this Act or any other Enactment. The charge in respect of an activity set out in the Schedule of Charges shall be paid to the Authority prior to grant or renewal of any certificate, licence, instrument of approval or authorisation concerned or prior to the undertaking of an examination or test subject to a fee under that Schedule. For charges and fees calculated by reference to hourly or daily rates, the relevant amount for payment shall be set out based on actual time spent or actual expenses incurred on that activity, with invoices for payment sent in arrears. Such charges shall be payable within 30 days of the date of invoice. Any such activity shall cease upon non-payment of the relevant charges.
- 1.5 No certificate, licence, instrument of approval, authorisation, activity, examination or test subject to a charge under the Schedule shall be granted, amended, renewed or carried out absent the payment of the relevant charge to the IAA.
- 1.6 The charges in this schedule are expressed as different amounts of fees and charges and are specified, and shall be paid, in Euro (€). All fees and charges are expressed exclusive of any tax of any kind that may be payable.
- 1.7 Charges shall be payable by direct bank transfer or equivalent instantaneous transfer of funds to the bank account specified by the IAA.
- 1.8 The charges set out in this Schedule take effect from 1 January 2024 and shall apply to the classes of undertakings and persons mentioned in the activities set out in the Schedule and the relevant functions of the IAA as set out in statute.

Travel Trade Licensing

Classes of Undertaking	Fee € euro	Matters to which the fee relates
Applicants for a travel agent licence	300 plus 300 if this is the first licence for the entity	Application for a travel agent licence
Holder's of a travel agent licence	30	Amendment to licence
Applicants for a tour operator licence Licensable Turnover €635,000 or less	300 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover €635,001 but not exceeding €1,270,000	600 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover €1,270,01 but not exceeding €3,810,000	1,550 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover €3,810,001 but not exceeding €6,350,000	2,150 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover €6,350,001 but not exceeding €12,700,000	3,100 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover €12,700,001 but not exceeding €25,400,000	7,800 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Applicants for a tour operator licence Licensable Turnover in excess of €25,400,000	7,800 plus 300 For every €1,270,000 in licensable turnover in excess of €25,400,000 plus 300 if this is the first licence for the entity	Application for a tour operator licence
Holder's of a tour operator licence	150	Amendment to licence
Applicants for a travel agent licence	2,328	Where an application for a travel agent licence is received less than eleven weeks but more than two months prior

		to the date on which the licence is required to commence
Applicants for a travel agent licence	4,657	Where an application for a travel agent licence is received less than two months prior to the date on which the licence is required to commence
Applicants for a travel agent licence	1,000	Failure to submit financial statements or management accounts as required
Applicants for a tour operator licence	2,328	Where an application for a tour operator licence is received less than eleven weeks but more than two months prior to the date on which the licence is required to commence
Applicants for a tour operator licence	4,657	Where an application for a tour operator licence is received less than two months prior to the date on which the licence is required to commence
Applicants for a tour operator licence	2,000	Failure to submit financial statements or management accounts as required

Air carrier Operating Licence

Applicants for an air carrier operating licence	10,477 per application (Category A licence) 3,492 per application (Category B licence)	New applications for operating licences
Holders of an air carrier operating licence	10,477 per carrier (Category A licence) 3,492 per carrier (Category B licence)	Annual monitoring fee
Holders of an air carrier operating licence	2,794	Additional approval fee for substantial changes in licensed activity
Holders of an air carrier operating licence	2,328	Late provision of annual audited accounts

Holders of groundhandling services approvals

Classes of Undertaking	Fee € euro	Matters to which the fee relates
Applicants for groundhandling services approval	2,515 per application	New applications for groundhandling services approval
Holders of groundhandling services approvals	2,515	Annual monitoring fee
Holders of groundhandling services approvals	2,328	Late provision of audited accounts
Holders of groundhandling services approval	1,117 per amendment or series of amendments applied for at the same time	Amendment of groundhandling services approval

Definitions

“air carrier” means an air transport undertaking with a valid operating licence;

"category A licence" means an operating licence issued by the Authority to an air carrier exclusively engaged in operations with aircraft of more than 10 tonnes maximum take-off weight and/or more than 20 seats;

"category B licence" means an operating licence issued by the Authority to an air carrier exclusively engaged in operations with aircraft of less than 10 tonnes maximum take-off weight and/or less than 20 seats;

"groundhandling services” has the meaning assigned to it in the European Communities (Access to the Groundhandling Market at Community Airports) Regulations 1998 (S.I. 505 of 1998);

"operating licence" has the meaning assigned to it in Regulation (EC) No. 1008/2008 of the European Parliament and of the Council of 24 September 2008 on common rules for the operation of air services in the Community;

"quarter" means a period of three months ending on 31 March, 30 June, 30 September, or 31 December;

“travel agent” and “tour operator” shall have the same meaning as used in the Transport (Tour Operators and Travel Agents) Act, 1982.