



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

<b>Name of Applicant</b>	
<b>Business or Trading Names</b>	
<b>Registered Office</b>	
<b>Business Address</b>	
<b>Contact Name</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>E-Mail Address</b>	

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

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Position<sup>2</sup>

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Date

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## 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 must be accompanied by the application fee of €1,748 and should be returned to:

Commission for Aviation Regulation,  
3<sup>rd</sup> Floor,  
Alexandra House,  
Earlsfort Terrace,  
Dublin 2.  
Tel: +353 1 6611700  
Fax: +353 1 6611269  
E-mail: [groundhandling@aviationreg.ie](mailto:groundhandling@aviationreg.ie)

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

**Applicants are also advised to contact the Groundhandling Unit at the airport at which it is proposed to engage in Groundhandling activities in order to be aware of additional obligations which must be met by groundhandlers (See page 10, note 1 for contact details).**

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<sup>1</sup> N.B. Applicants are advised to take special care to ensure that all particulars furnished are up to date.

<sup>2</sup> 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.

## PARTICULARS TO BE FURNISHED BY THE APPLICANT (To be supplied on separate Sheet/s)

### SECTION 1 - OWNERSHIP AND CONTROL OF BUSINESS

State whether the applicant is a sole trader, a partnership or a company incorporated under the Companies Acts, 1963 to 2003 (and any amendments thereto).

- (I) If the applicant is a sole trader, state full name and business address.
- (II) If the applicant is a partnership, state full name of each partner and business address of the partnership.
- (III) If the applicant is a company incorporated under the Companies Acts, 1963 to 2003 (and any amendments thereto) or a company incorporated under the laws of another State:
  - a. state the full name of the Company Secretary;
  - b. state the full name and private address of every member of the board of directors;
  - c. state who are the persons or entities in real or effective ownership or control of the company i.e. the beneficial owners of the company;
  - d. state whether the company is a holding company of any other company or companies and, if so, give full details;
  - e. state whether the company is a subsidiary of another company and, if so, give full details;
  - f. furnish a copy of the company's Memorandum and Articles of Association, Certificate of Incorporation and certificates of registration of any trading or business names; and
  - g. please specify:-
    - i. amount of authorised share capital; and
    - ii. amount of issued share capital.

#### Note:

*If the answer to (iii)(d) or (iii)(e) 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.*

## 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.

## SECTION 3 - ANNUAL ACCOUNTS

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

## SECTION 4 - BUSINESS PLAN

### Note

*This Section need only be completed by applicants seeking approval for the provision of third party groundhandling.*

- (I) Please provide a business plan for, at least, the first two years of operation. The business plan should include the following particulars:
  - a. a detailed description of the applicant's projected activities, including details of any market research undertaken and the basis for projected turnover figures in the plan;
  - b. projected Balance Sheets and Profit & Loss Accounts (Where applicable, a projected opening Balance Sheet should also be furnished);
  - c. projected statements of monthly cash flows;
  - d. details of existing and projected sources of finance, including:-
    - i. where appropriate, details of the start-up costs incurred and an explanation of how it is proposed to finance these costs;
    - ii. details of the financing of proposed equipment purchase/leasing including, in the case of leasing, the terms and conditions of contract.
  - e. details of any business contract secured to date.
  - f. details of projected staffing levels.
- (II) Please provide a statement of confirmation from the applicant's Auditor, that he/she is satisfied that the projections and calculations made in the business plan, so far as the accounting policies and calculations are concerned, are properly compiled on foot of the

<sup>3</sup> 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.

accompanying assumptions made by the Applicant and are presented on a basis consistent with the accounting policies normally adopted by the Applicant.

**Note:**

*In the case of a sole trader or a partnership, an audited statement of affairs of all the applicant's assets and liabilities may be required.*

## SECTION 5 - FINANCIAL RESOURCES

**Note**

*This section need only be completed by applicants seeking approval for self-handling.*

- (I) Please furnish a copy of the applicant's Air Carrier's Operating Licence or appropriate equivalent International Licence.
- (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 specify: -

- (I) 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 Commission requiring a reference, and
- (II) the type of groundhandling activities and the length of time such activities were engaged in.

## SECTION 7 - TECHNICAL COMPETENCE

- (I) Please furnish a statement as to the equipment available to the applicant in order to undertake the services it is intended to provide and also the applicant's policy as regards operating and maintenance procedures.
- (II) Please furnish a statement as to the personnel available to the applicant in order to undertake the services it intends to provide. 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. Information submitted on the training programme should set out the training provided for each individual position in the company.

- (III) Please provide 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.
- (IV) In the case of senior managerial staff, please provide names of the individuals concerned and an indication of their competence, experience and/or relevant qualifications. Also, please provide a copy of your company's Organisational Chart.
- (V) Please provide a copy of your Safety Statement prepared pursuant to the Irish Safety, Health and Welfare at Work Act, 2005. The Safety Statement must include a Risk Assessment which demonstrates that the employer has identified any hazards in the workplaces under their control and assessed the risks presented by these hazards. Further guidelines on preparing Safety Statements and Risk Assessments can be obtained from the Irish Health and Safety Authority, The Metropolitan Building, James Joyce Street, Dublin 1. Tel: 1890 289 389, Fax: 01-6147020, [www.hsa.ie](http://www.hsa.ie).

## SECTION 8 – INSURANCE

Please arrange to have the attached Insurance Declaration form completed by your insurer and return to the Commission with your application. The minimum limits set out in this form must be in place prior to the commencement of Groundhandling operations and must remain in place at all times. In the event of a groundhandler being without cover for any reason, the Commission should be notified immediately.

*Please note that there may be additional insurance obligations imposed on groundhandlers under the Rules of Conduct for Groundhandling prepared by the airport at which you propose to operate and this document should be consulted by all applicants prior to putting insurance cover in place.*

## SECTION 9 - SOCIAL LEGISLATION

Please provide 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.

## SECTION 10 - OTHER INFORMATION

Please provide: -

- (I) name and address of applicant's auditor/accountant; and
- (II) name and address of applicant's proposed insurer.

## SECTION 11- FEES

Please note that the following fee structure applies with regard to groundhandling approvals:

Application Fee	€1,748
Annual Fee	€1,748
Approval Amendment Fee	€ 777
Late Fees	€1,943

### Payment Methods-

- (I) For new applications payment should be made to the Commission using a Euro Cheque drawn on an Irish Bank or a Bank Draft. This payment should be included with the application for approval.
- (II) For all other fees payment methods available are:
  - a. Electronic transfer into the Commission's bank account – *please contact the Commission for bank account details.*
  - b. Euro Cheque drawn on an Irish Bank
  - c. Bank Draft
- (III) Please note that payment is due within 30 calendar days from the date of the invoice that will be issued. Your Customer number should be quoted as a reference.

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

### Further clarification on fee structure applicable to Groundhandling:

- 1) **Application Fee** – This fee is payable in respects of new applications for approval to engage in Groundhandling activities.
- 2) **Annual Fee** - Annual monitoring fee payable by holder of a Groundhandling approval to cover the examination of documents (Accounts, Insurance, etc.) on a regular basis as required under the Regulations.
- 3) **Approval Amendment Fee** – An approval amendment fee is payable in respect of applications from an approval holder requesting to engage in additional activities which require a schedule change or approval to engage in groundhandling services at additional airports. If in doubt as to when the approval amendment fee is payable, please contact our Groundhandling Section.
- 4) **Late Fees** - A late fee applies to Third Party Approval holders who fail to submit to the Commission the relevant financial information required under Section 5 (1) of the Groundhandling Regulations within 6 months of the company's financial year end.

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

The above clarifications are intended to be of assistance to applicants/licence holders. Please contact the Commission for any further detail or clarification if required.

## NOTES

1. Companies are advised to contact the relevant airport authority in order to co-ordinate the application procedure, see below for contact details for the Groundhandling units at Dublin, Shannon and Cork airports:

### Dublin Airport:

Contact Person: Franco Maher  
Title: Groundhandling Administration Manager  
Direct Line: +353 (0)1 8145230  
Direct Fax: +353 (0)1 8144578  
E-mail: [Franco.Maher@daa.ie](mailto:Franco.Maher@daa.ie)  
Airport PABX No: +353 (0)1 8141111

### Shannon Airport:

Contact Person: Niall Maloney  
Title: Head of Operations  
Direct Line: +353 (0) 61 712108  
Direct Fax: +353 (0) 61 712282  
E-mail: [niall.maloney@daa.ie](mailto:niall.maloney@daa.ie)  
Airport PABX No: +353 (0) 61 712000

### Cork Airport:

Contact Person: Eibhlín McGrath  
Title: Operations Project Executive  
Direct Line: +353 (0) 21 4329747  
Direct Fax: +353 (0) 21 4313437  
E-mail: [eibhlin.mcgrath@daa.ie](mailto:eibhlin.mcgrath@daa.ie)  
Airport PABX No: +353 (0) 21 4313131

2. Where it is deemed appropriate, the applicant may be required to furnish additional information.
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.		

<b>6. Flight Operations and Crew Administration</b>		
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.		
<b>7. Surface Transport</b>		
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.		
<b>8. Catering Services</b>		
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.		

## Schedule III

### Regulation 12

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



## INSURANCE DECLARATION

We \_\_\_\_\_ (Name)

acting as Insurance Broker or Lead Insurer to

<p><u>Name and Address of groundhandler:</u></p>          
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confirm that the said groundhandler has valid Insurance as

set out in Policy/Policies Number(s) \_\_\_\_\_

We certify that the following minimum insurances are in place in respect of our operations at Irish airports (please insert expiry date of insurances in the relevant column):

Type of Cover	Minimum Limit	Expiry Date
<i>Public Liability</i>		
• Airside	€127,000,000	
• Landside	€6,350,000	
• War Risks	US\$50,000,000	
• Motor Vehicles	€127,000,000	
<i>Employers Liability</i>	€12,700,000	
<i>Motor Cover</i>		
• Bodily Injury	Unlimited	
• Property Damage	€114,276	
• Airside Included	YES	



The following conditions with regard to cancellation are applicable (all conditions with regard to cancellation are to be stated):

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We undertake to notify the Commission for Aviation Regulation regarding any lapse or mid-term cancellation of this policy.

Date of issue: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (BLOCK CAPITALS): \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Company Stamp: