



Arrangements for Travel Trade Licensing in

Spring 2015

Commission Notice 1/2015

CN1/2015

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Commission for Aviation Regulation

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Background

- 2.1 This note sets out the relevant timetable for the spring travel trade licensing round.
- 2.2 Each licence holder will also be notified by email of the timetable. Applicants are responsible for familiarising themselves with the timetable and the dates when the application and financial statements are due. This office is under no obligation to issue deadline reminders to applicants and the absence of such reminders will not be taken into account when applying levies in the event of the applicant's failure to meet deadlines. Applicants should enter the critical dates for the licensing process into their calendars and diaries on receipt of this Notice.
- 2.3 This round will be processed using a new version of online licensing system which is compatible with the following browsers – Internet Explorer, Google Chrome, Mozilla Firefox and Safari. This new interface looks slightly different from the previous one but should result in faster processing and interaction for applicants. Please access it using [this link](#):
- 2.3 All usernames and passwords are as used last year. If an applicant has forgotten their username please email traveltrade@aviationreg.ie for same. Please note that CAR does not have access to any user's passwords, if an applicant has forgotten their password please select the forgotten password button on the home page of the licensed system.
- 2.4 From 19 September 2014, as per Department of Finance circular 2013/01, the CAR can no longer accept payment by cheque. All payments must be made by Electronic Funds Transfer (EFT) or by Credit/Debit card through Realex. Please be advised that payment should be made once the application has been submitted.

Timetable

- 3.1 For Spring 2015, the general approach to the licensing round will be as follows:
- The CAR aims to issue decision-in-principle letters four weeks after receipt of completed applications (where all outstanding information has been sent to us and evaluated as satisfactory)
 - Applicants are allowed a maximum of a further four weeks to obtain a bond
 - The CAR aims to grant licences within two weeks of receipt of a bond, subject to all outstanding issues having been resolved to its satisfaction.
- 3.2 On this approach, the following deadlines arise:

Spring Licensing Round Timetable

Date	Stage
13 January 2015	Opening of on-line licensing facility
11 February 2015	Deadline for receipt of completed licence application at standard fee
11 March 2015	Date CAR aims to issue decision-in-principle letters for applications made by 11 February 2015
14 April 2015	Deadline for receipt by CAR of applicant's bond for licence to be granted by 1 May 2015 (Note that St. Patrick's Day (17th March), Good Friday & Easter Monday all fall between the 11th March and 14th April)

Fee/Levy Structure

- 4.1 The fee structure that will apply in 2015 is set out below.
- A completed renewal application submitted by the deadline of 23:59hrs on **11 February 2015** will attract the standard application fee of **€300**.
 - Applications received on or after **11 February 2015** but before 23:59hrs on **28 February 2015** will attract a levy of **€2,025** in respect of each application.
 - Applications received on or after **1 March** will attract a levy of **€4,050** in respect of each application.
- 4.2 All applicants not holding a CAR audit exemption certificate will need to have a set of financial account with the CAR within four months of the end of the accounting year, except for entities with December year-ends who are required to have their accounts with CAR by 31 March (a three-month period). Applicants with a 31 December year-end are advised to contact their auditors or accountants now to ensure that the 31 March deadline is met. The late receipt of accounts, whether audited or unaudited, will require a levy (or levies) to be paid.
- 4.3 Only entities that have sought and received an exemption from this office may submit accounts without an audit certificate. Entities that have provided the CAR with audited accounts for at least 4 years may be eligible for an audit exemption. If they have not previously sought an exemption, they should consult with their auditor and this office to identify if they might qualify for such exemption.¹
- 4.4 In addition to the charges set out above, financial accounts that do not reach the CAR in accordance with timetable set out above will incur an additional levy of **€2,025**.
- 4.5 The dates and associated application fees are set out in the table below.

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

Spring Licensing Round Timetable

Date	Application Fee	Levy	Total
Up to 11 February 2015	€300	0	€300
After 11 February but before 28 February 2015	€300	€2025	€2325
On or after 1 March 2015	€300	€4050	€4350

Applicants without a licence from 1 May 2015

- 5.1 The CAR commits itself to grant licences by 1 May 2015 only to those applicants who lodge a bond with the CAR by 14 April 2015. Priority will be given to applicants who make the earliest completed applications and submit their bond documents in good time. Applicants run the risk of not being licensed if they fail to meet the 14 April 2015 deadline.
- 5.2 To protect the customers of licence holders who made bookings under the current licence, applicants who do not have a bond by 14 April 2015 will be required to obtain a new bond for the new licensing period while retaining the bond on the existing licence. This cost can be avoided by making arrangements to secure a bond in sufficient time so that there is no gap in the licences, as a gap will automatically attract the requirement to retain the bond supporting the licence ending on 30 April 2015. The CAR recommends that applicants start the bond process immediately. Bond documents are available for download from www.aviationreg.ie
- 5.3 Any current licence holder who has not renewed their licence by 1 May 2015 must:
- not carry on business as a travel agent/tour operator or hold 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.