



Arrangements for Travel Trade Licensing in Spring 2014

Commission Notice 1/2014

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Commission for Aviation Regulation

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Table of Contents

- 1. Purpose of Notice..... 2
- 2. Background..... 2
- 3. Timetable for licence applications, licensing decisions, and granting of licences 3
- 4. Fee/Levy Structure 3
- 5. Applicants without a licence from 1 May 2014 5

1. Purpose of Notice

- 1.1 This Notice sets out the Commission for Aviation Regulation's (CAR) scheme to implement the travel trade licensing regime in the Spring licensing round of 2014 in order to facilitate a smooth and orderly renewal of licences for the benefit of applicants and consumers. The "Spring Round" means licences commencing from 1 May 2014.

2. Background

- 2.1 This note sets out the relevant timetable for the licensing round. Each licence holder will be notified by email of the timetable of the Spring 2014 licensing round. It is the responsibility of the applicant to make him/herself familiar 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.
- 2.2 The current version of the online licensing system is compatible only with the Internet Explorer web browser (version 5.5 to version 9.x). It will not work with any other web browser or with Internet Explorer 10 and above. Neutrality of the licensing system with respect to browsers will be introduced later in 2014.

3. Timetable for licence applications, licensing decisions, and granting of licences

3.1 For Spring 2014, 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 applications¹
- 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:

Date	Stage
14 January 2014	Opening of on-line licensing facility
12 February 2014	Deadline for receipt of completed licence application at standard fee
14 March 2014	Date CAR aims to issue decision-in-principle letters for applications made by 12 February 2014
14 April 2014	Deadline for receipt by CAR of applicant's bond for licence to be granted by 1 May 2014

4. Fee/Levy Structure

4.1 The fee structure that will apply in 2014 is set out below.

- A completed renewal application submitted by the deadline of 23:59hrs on **12 February 2014** will attract the standard application fee of **€300**.
- Applications received on or after **13 February 2014** but before 23:59hrs on **28 February 2014** will attract a levy of **€2,023** in respect of each application.
- Applications received on or after **1 March** will attract a levy of **€4,046** in respect of each application.

¹ Where all outstanding information has been sent to the CAR and evaluated as satisfactory.

4.2 A set of audited² financial accounts is required to be with the CAR within 4 months of the end of the accounting year ***except that accounts for entities with December year-ends are required by 31 March, which is 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 Entities that have provided the CAR with audited accounts for at least 4 years, who believe they may be eligible for an ³audit exemption and who have not previously sought an exemption, should consult with their auditor and this office to identify if they might qualify for such exemption. Only entities that have sought and received an exemption from this office may submit accounts without an audit certificate.

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 **€2,023**.

4.5 The dates and associated application fees are set out in the table below.

Date of submission	Application fee	Levy	Total
Up to 12 February 2014	€300	0	€300
After 12 February and before 1 March 2014	€300	€2023	€2323
On or after 1 March 2014	€300	€4046	€4346

² Except applicants holding a CAR audit exemption certificate allowing for the receipt of unaudited accounts

³ See CN1/2011 outlining eligibility conditions for an audit exemption (available on CAR website)

5. Applicants without a licence from 1 May 2014

- 5.1 The CAR commits itself to grant licences by 1 May 2014 only to those applicants who lodge a bond with the CAR by 14 April 2014. 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 2014 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 2014 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 2014. 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 2014 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.

9 January 2014