



Travel Trade Licensing Spring 2020

Commission Notice 1/2020

January 2020

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 (the Commission) timetable and advice to Entities who are retailers or organisers of overseas travel packages and/or Linked Travel Arrangements, who wish to apply for a licence commencing from 1st May 2020.

2. Timetable

Spring Round: Dates for your diary

Date	Stage
Friday 14th February 2020	Deadline for receipt of completed licence application at standard fee.
Friday 13 th March 2020	Date the Commission aims to issue decision-in-principle letters for completed applications made by 14th February 2020.
Friday 17 th April 2020	Deadline for receipt by the Commission of applicant bonds/sufficient evidence of Security in order to Trade on 1 st May 2020

3. Process for 2020

- 3.1 All Entities wishing to apply for a licence from 1st May 2020 will receive an email with the following attachments:
- A copy of this notice
 - Application Form (.pdf)
 - Declaration Page (.pdf)
 - Projected Licensable Turnover (spreadsheet)
 - Management Accounts (spreadsheet)
 - Guide to completing application
- 3.2 Please read section 4 below carefully for some further advice on completing and submitting your application.
- 3.3 Entities are responsible for ensuring that they submit the completed documentation in a timely manner. The Commission will not be following up to ensure that all forms have been received.
- 3.4 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 Application forms must be completed electronically and submitted by email to your Commission liaison. Handwritten forms, printed or posted forms will not be accepted.

- 4.2 Ensure that you are requesting a licence for the correct dates – 1st May 2020 to 30th April 2021, 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 31st December 2019). If your financial year end is 31st December then the figures from your draft accounts should be entered.
- 4.3 All Entities must complete the Application Form in full, including e-mailing 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.
- 4.4 The Declaration Page must be completed, printed, signed and the signed copy emailed to your Commission liaison together with the Application Form.
- 4.5 Applicants for both types of licence (i.e. Travel Agent and Tour Operator) must complete an Application form and a separate Signed Declaration for each licence.
- 4.6 If you are having any difficulties with the form please email your Commission liaison.
- 4.7 An application is complete when it meets all the following requirements:
- All questions answered in full and accurately
 - All required documents attached to the e-mail submitting the application form.
 - Signed Declaration completed, printed and signed
 - Application(s) and Signed Declaration(s) received by email by the Commission (to be emailed to your Commission liaison).
 - The correct fee, paid by EFT (no other form of payment can be accepted) **has been received by the Commission**. Payments must be arranged by applicants so that the relevant fee is **received** by the Commission **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 Commission.
 - Accounts; Audited (unless a holder of a Commission audit exemption certificate) have been sent to the Commission (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 Commission. *The 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.*
- 4.8 The Commission has the right to apply the relevant late levy to an application if any of the conditions set out in 4.7 have not been met by the deadline date. Please see Section 5 for Further Details.
- 4.9 Applications are 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 Commission. Failing to resolve issues in a timely manner could result in failure to obtain a licence by 1st May 2020.

5. Fee/Levy Structure

5.1 Travel Agent licence fee - €300

5.2 Tour Operator Fee is determined on the basis of projected licensable turnover for the period of the licence, 1st May 2020 to 30th April 2021 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 14th February 2020	€0
On or after 15th February 2020 and before 1 st March 2020	€2,060
On or after 1 st March 2020	€4,119

6. Payment of Fees and Levies

6.1 **Payment of Fee plus any Levy due can be made by EFT/Bank Transfer only.**

6.2 The reference field must include licence number preceded by TA/TO, e.g. "TA0007"

6.3 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.

6.4 If you pay the incorrect fee your application will not be processed until the correct fee has been received.

- 6.5 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 an existing cash bond with the Commission please take great care to ensure that you do not accidentally lodge your application fee into your bond account.

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