

**Official Record Series 5****United Kingdom  
Civil Aviation Authority****CAA Scheme of Charges****No:** 270**(Aerodrome Licensing and Aerodrome  
Air Traffic Services Regulation)****Publication Date:** 30 January 2012**Commencement Date:** 01 April 2012

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The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the performance by the CAA of the functions conferred on it by or under the Order and the Single European Sky (Functions of the National Supervisory Authority) Regulations 2006 with respect to:

- i) the licensing of aerodromes;
- ii) the initiation and review of public safety zones;
- iii) the approval of air traffic control service providers;
- iv) the certification and designation of air navigation service providers under Regulation (EC) No 550/2004;
- v) monitoring the provision of an air traffic control service at an aerodrome, including the performance of the holder of an air traffic controller's licence engaged in the provision of such a service; and
- vi) approving of persons to carry out flight checks of aeronautical radio stations.

**1 REVOCATION**

- 1.1 The Scheme of Charges published by the CAA on 28 January 2011 determining the charges to be paid to the CAA in connection with the performance by the CAA of the aforesaid functions is hereby revoked.
- 1.2 Section 16(1) of the Interpretation Act 1978 (which relates to the effect of repeals) shall apply to this Scheme as if this Scheme were an enactment and as if the Scheme of 28 January 2011 revoked by paragraph 1.1 above was an enactment thereby repealed.

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## 2 CHARGES INDEX

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### 3 CHARGES FOR AERODROME LICENCES

#### 3.1 Grant or renewal of an aerodrome licence

3.1.1 Subject to paragraphs 3.1.2 and 3.1.3, on applying for the grant or renewal of an aerodrome licence including a 'seasonal' licence, the applicant shall pay the CAA on application the charge specified in Table 1, according to the type of licence, the maximum weight of the aircraft which the applicant expects to use at the aerodrome and the number of air transport movements which the applicant expects at the aerodrome.

3.1.2 A further charge of £175 per hour is payable for the grant of an aerodrome licence where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours (as specified in Column 5 of Table 1) for that application which corresponds with the appropriate charge category under Table 1. This additional charge is not payable for a 'seasonal' licence or for the licences referred to in paragraph 3.1.3.

**Table 1**

<b>The weight certified (see Note at end of document) in the application for the grant or renewal of that licence as being the maximum total weight authorised of the heaviest aircraft which the applicant expects to use the aerodrome, while the licence is in force, for the purpose of public transport of passengers or of instruction in flying</b>	<b>The maximum annual number of aircraft movements which the applicant expects at the aerodrome, while the licence is in force, for the purpose of public transport of passengers or of instruction in flying (Note 1)</b>	<b>Charge ref.</b>	<b>Charge for Day or for Day and Night Licence</b>	<b>Standard hours</b>
Col. 1	Col. 2	Col. 3	Col. 4	Col. 5
Not exceeding 2,730 kg	Not applicable	A	£2,128	13
Exceeding 2,730 kg but not exceeding 6 tonnes	Not exceeding 2,000 per annum	B	£3,190	19
Exceeding 2,730 kg but not exceeding 6 tonnes	Exceeding 2,000 per annum	C	£6,798	39
Exceeding 6 tonnes but not exceeding 35 tonnes	Not exceeding 10,000 per annum	D	£9,937	57
Exceeding 6 tonnes but not exceeding 35 tonnes	Exceeding 10,000 per annum	E	£11,502	66
Exceeding 35 tonnes but not exceeding 140 tonnes	Not exceeding 10,000 per annum	F	£14,641	84
Exceeding 35 tonnes but not exceeding 140 tonnes	Exceeding 10,000 but not exceeding 150,000 per annum	G	£18,303	105
Exceeding 35 tonnes but not exceeding 140 tonnes	Exceeding 150,000 per annum	H	£26,143	150
Exceeding 140 tonnes	Not exceeding 10,000 per annum	J	£18,303	105
Exceeding 140 tonnes	Exceeding 10,000 but not exceeding 150,000 per annum	K	£31,388	179
Exceeding 140 tonnes	Exceeding 150,000 per annum	L	£36,603	209

**NOTE:** The total number of aircraft movements declared by an aerodrome must relate to the total number of aircraft movements (as shown under column 2 above) expected to be operated at the aerodrome, irrespective of aircraft weight, engaged in public or commercial air transport and instruction in flying including 'touch and go' movements. A 'touch and go' movement is to be classed as one take-off plus one landing.

- 3.1.3 On applying for an aerodrome licence referred to in Table 2, the applicant shall pay the CAA the charge specified in that Table, and the charges payable under paragraphs 3.1.1 and 3.1.2 do not apply.

**Table 2**

Type of Licence	Charge
The grant of a day licence for a period not exceeding 12 consecutive days	£325
The grant of a day and night licence for a period not exceeding 12 consecutive days	£650
The grant or renewal of an aerodrome licence where aircraft are not expected to use the aerodrome for the purpose of public transport of passengers or for flying instruction	£731

3.1.4 **Aerodrome licence annual charge**

Where an aerodrome licence is granted or renewed for longer than a year, the licence holder shall pay the CAA on 1 April in each year thereafter during which the licence remains in force or under suspension, the charge specified in Column 4 of Table 1, according to the type of licence, the maximum weight of the aircraft which the applicant expects to use the aerodrome and the number of air transport movements which the applicant expects at the aerodrome.

3.2 **Variation of an aerodrome licence**

- 3.2.1 When an application is made for the variation of an aerodrome licence to extend the operation of an aerodrome from a 'day use' to a 'day and night use', the applicant shall pay the CAA a charge of £1,229.
- 3.2.2 When an application is made for any other variation of an aerodrome licence, other than one mentioned elsewhere in this Scheme, for example to change the company name or trading name specified in the licence where the legal entity is unchanged, the applicant shall pay the CAA a charge of £162.

3.3 **Aerodrome licence variable charge**

- 3.3.1 The holder of an aerodrome licence, on the last day of each month during which the licence remains in force, shall pay the CAA a charge of 1.12 pence for each Work Load Unit at the aerodrome during that month.
- 3.3.2 The calculation of the chargeable Work Load Units at each aerodrome will be established by the application of the monthly arriving and departing passengers and cargo statistics provided by aerodromes to Aviation Intelligence, Regulatory Policy Group, CAA.

### 3.4 **Aerodrome development project approval<sup>1</sup>**

3.4.1 Subject to paragraph 3.4.2, when an application is made to obtain approval from the CAA of any major development project at an aerodrome which requires the approval of the CAA under the aerodrome licence, the applicant shall pay the CAA a charge of £1,050.

3.4.2 If the time taken to process the application for approval exceeds 6 hours then the applicant shall pay the CAA a charge (to be invoiced in arrears) on the basis of an hourly rate of £175 for each hour in excess of 6 hours which it takes the CAA to process the application prior to the approval being granted.

### 3.5 **Licence category change**

On application by any person, not being the licence holder, to substitute a public use aerodrome licence for an ordinary aerodrome licence, or to substitute an ordinary aerodrome licence for a public use aerodrome licence, the applicant shall pay the CAA a charge of £2,952.

## 4 **CHARGES FOR AERODROME AIR TRAFFIC SERVICES REGULATION**

### 4.1 **Grant of the certification of air navigation service providers (ANSPs)**

For the grant of the certification under Article 7 of Regulation (EC) No. 550/2004 in respect of the provision of air navigation services, the applicant shall pay the CAA:

- a) on application the charge specified in Table 3; and
- b) in the case of an application in respect of an air traffic control service, where the number of hours expended by the CAA in dealing with the application exceeds 70 hours, a charge of £168 for each hour in excess of 70 hours up to a maximum of £84,000 during any period of 12 months following receipt of the application by the CAA.

**Table 3**

<b>ANSP Services</b>	<b>Charge</b>
Air traffic control service	£10,980
Flight information service	£5,490
Communication, navigation or surveillance service	£1,098
Meteorological service	£1,098
Commercial aeronautical information service	£2,626

**NOTE:** Where an application is made that incorporates more than one ANSP service then the total charge for that application shall relate to the ANSP service that attracts the highest charge quoted in Table 3 above. For example, an ANSP applying to provide both ATC and FIS, the total certification charge shall be that relating to ATC, being £10,980, plus an additional hourly charge for the hours incurred in excess of 70.

### 4.2 **Grant of an Article 169 approval and/or designation of an ANSP to provide air traffic control services and ANSP annual charge by aerodrome**

4.2.1 For the grant of an approval under Article 169 of the Order and/or for the designation under Article 8 of Regulation (EC) No. 550/2004 in respect of the provision of air traffic control services at each aerodrome, the applicant shall pay the CAA on application the charge specified in Table 4 according to the number of air traffic controllers engaged in the provision of the services at the aerodrome.

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(This Note is not part of the Scheme)

1. One of the aerodrome licensing conditions states that changes in the physical characteristics of an aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the CAA.

- 4.2.2 The holder of an approval issued under Article 169 of the Order and/or an ANSP certification and/or designation issued under Regulation (EC) No. 550/2004 in respect of the provision of an air traffic control service at an aerodrome, shall pay the CAA on 1 April in each year during which the approval, certification and/or designation remains in force or under suspension, the charge specified in Table 4, according to the number of air traffic controllers engaged in the provision of the air traffic control service at each aerodrome.

**Table 4**

<b>The number of air traffic controllers engaged in the provision of the air traffic control service at the aerodrome</b>	<b>Charge ref.</b>	<b>Charge</b>
0 to 5	7	£3,819
Exceeding 5 but not exceeding 10	6	£10,180
Exceeding 10 but not exceeding 15	5	£16,544
Exceeding 15 but not exceeding 22	4	£24,177
Exceeding 22 but not exceeding 35	3	£36,907
Exceeding 35 but not exceeding 54	2	£69,993
55 or more	1	£95,443

4.3 **Variation of an Article 169 approval or an ANSP approval, certification and/or designation documentation**

- 4.3.1 When an application is made for the variation to the ANSP certification or designation granted under Regulation (EC) No. 550/2004 to change the company name or trading name specified in the certification and/or designation documentation where the legal entity remains unchanged, the applicant shall pay the CAA a charge of £367.
- 4.3.2 When an application is made for the variation of an approval granted under Article 169 of the Order to change the company name or trading name specified in the approval documentation where the legal entity is unchanged, the applicant shall pay the CAA a charge of £162.

4.4 **Grant of the approval and/or designation of an ANSP to provide flight information services (FIS) and ANSP annual charge by location**

- 4.4.1 For the grant of a designation under Article 8 of Regulation (EC) No. 550/2004 in respect of the provision of an FIS at each location, the applicant shall pay the CAA on application the charge specified in Table 5.
- 4.4.2 The holder of an ANSP certification and/or designation issued under Regulation (EC) No. 550/2004 in respect of the provision of an FIS at an aerodrome, shall pay the CAA on 1 April in each year during which the certification and/or designation remains in force or under suspension, the charge specified in Table 5 at each location.

**Table 5**

<b>ANSP Type</b>	<b>Charge</b>
Flight information service	£438

**NOTE:** For a certified ANSP, the annual oversight charge per site that incorporates more than one ANSP service, the total annual charge for that site shall relate to the ANSP service that attracts the highest charge quoted in Tables 4, 5 and 6. For example, an ANSP providing both FIS and CNS service (see paragraph 4.5) at a specific site the total annual charge shall be that relating to FIS, being £438.

#### 4.5 **ANSP annual charge to provide a communication, navigation or surveillance (CNS) service or a commercial aeronautical information service (AIS)**

4.5.1 The holder of an ANSP certification issued under Regulation (EC) No. 550/2004 in respect of the provision of a CNS service or an AIS, shall pay the CAA on 1 April in each year during which the certification remains in force or under suspension, the charge specified in Table 6. The charge for a CNS service is at each location.

**Table 6**

<b>ANSP Type</b>	<b>Charge</b>
Communication, navigation or surveillance service	£219
Commercial aeronautical information service	£2,627

**NOTE:** For a certified ANSP, the annual oversight charge per site that incorporates more than one ANSP service, the total annual charge for that site shall relate to the ANSP service that attracts the highest charge quoted in Tables 4, 5 and 6 above. For example, an ANSP providing both FIS and CNS service at a specific site the total annual charge shall be that relating to FIS, being £438.

#### 4.6 **ANSP (ATS) variable charge**

4.6.1 On the last day of each month during which an approval under Article 169 of the Order or certification and designation under Articles 7 and 8 of Regulation (EC) No. 550/2004 for the provision of an air traffic control service at the aerodrome remains in force, the holder shall pay the CAA a charge of 1.12 pence for each Work Load Unit at the aerodrome during that month.

4.6.2 The calculation of the chargeable Work Load Units at each aerodrome will be established by the application of the monthly arriving and departing passengers and cargo statistics provided by aerodromes to Aviation Intelligence, Regulatory Policy Group, CAA.

#### 4.7 **Approval of a temporary ATC service under Article 169 of the ANO**

On making an application to carry out a Special Event where a temporary ATC service is required, the applicant shall pay the CAA a charge of £1,008 plus £168 per hour for hours in excess of the standard 6 hours spent by the CAA on processing the application and carrying out its investigations up to a maximum charge of £20,000 during any period of 12 months following receipt of the application by the CAA.

**NOTE:** Prior to 2012/13, the CAA had charged for provision of a temporary ATC service at a Special Event on the basis of a 'per-ATCO' charge under the Personnel Licensing Scheme of Charges. The CAA will no longer apply the 'per-ATCO' charge, instead it will apply the above approval charges.

### 5 **OTHER CHARGES**

#### 5.1 **Organisations that provide services for the flight inspection of ATS equipment**

##### 5.1.1 **Grant of an Article 205(6) approval**

For the approval of a person under Article 205(6) of the Order, the applicant shall pay the CAA, for the investigations required by the CAA, a charge of £17,369 or, if the total cost of the investigations exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred in making the investigations but not exceeding £68,400 for any year, or part of the year, during which the investigations are carried out.

### 5.1.2 **Variation of an Article 205(6) approval**

On making an application to vary the terms of an approval granted under Article 205 (6) of the Order, the applicant shall pay the CAA a charge of £685 or, if the total cost of the investigations required by the CAA exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred in making the investigations but not exceeding £41,500 for any year, or part of the year, during which the investigations are carried out.

### 5.1.3 **Annual charge for an Article 205(6) approval**

In respect of the investigations required by the CAA for the purpose of satisfying itself that an approval referred to in paragraph 5.1.1 should remain in force for a year commencing on 1 April, the holder of the approval shall pay the CAA on 1 April, a charge of £4,227.

## 5.2 **Approved Training Providers for Rescue and Fire Fighting Services (RFFS) personnel**

### 5.2.1 **Initial application charges**

Subject to paragraph 5.2.4, in respect of an application to the CAA for the approval of an organisation to become an approved training provider for aerodrome rescue and fire fighting services (RFFS) personnel at a licensed aerodrome, for the investigations required by the CAA, the applicant shall pay the CAA on application the following charges specified in Table 7:

- a) the organisation initial charge in Column 3; and
- b) for each specific training programme requested in the application, the initial charge in Column 3 for that course.

### 5.2.2 **Variation charges**

Subject to paragraph 5.2.4, in respect of an application to the CAA for the variation of an approval of an approved training provider to add one or more additional training programmes to the organisation approval, then the applicant shall pay the CAA on application the charges specified in Column 3 of Table 7 for each specific training programme as requested in the application.

### 5.2.3 **Annual charges**

In respect of the investigations required by the CAA for the purposes of satisfying itself that an approval should remain in force for a period of twelve months commencing 1 April in any year, the holder of an approval which is in force or in suspension on 1 April in that year, shall pay the CAA the following charges specified in Table 7:

- a) the organisation annual charge in Column 4; and
- b) for each specific training programme carried out at the main or only site, the annual charge in Column 4 for that course; and
- c) for each additional site, the additional site charge in Column 5 for each course carried out at that site.



**Table 7**

<b>Organisation and Training Programme Approvals</b>	<b>Chg Ref.</b>	<b>Initial charges</b>	<b>Annual charges</b>	<b>Additional site charges</b>
Column 1	Col 2	Col 3	Col 4	Col 5
Organisation	1	£3,360	£1,680	N/A
<b>Training Programmes:</b>				
Supervisor – initial (low category)	2	£840	£337	£202
Supervisor – revalidation (low category)	3	£840	£337	£202
Firefighter – Initial Structured Learning Programme (SLP) personnel employed at UK licensed aerodromes (category 3 – 10)	4	£1,680	£840	£504
Firefighter – revalidation	5	£840	£337	£202
Firefighter – bridging	6	£840	£337	£202
Crew commander incident command – initial	7	£1,680	£840	£504
Crew commander incident command – revalidation	8	£840	£337	£202
RFFS Supervisor – initial	9	£1,680	£840	£504
RFFS Supervisor – revalidation	10	£840	£337	£202

5.2.4 In respect of paragraphs 5.2.1. and 5.2.2 where the cost of the investigations exceeds the charges specified in Table 7, the applicant shall pay the CAA a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred by it in making the investigations but not exceeding £40,300 for any year, or part of the year, during which the investigations are carried out.

### 5.3 Public Safety Zone Reviews

5.3.1 The Department for Transport (DfT) policy<sup>2</sup> is that larger aerodromes must have a Public Safety Zone (PSZ). A PSZ is specific to a particular runway so an aerodrome may have more than one PSZ. Where so instructed by the DfT, the CAA is required to review an existing PSZ and to implement a new PSZ at an aerodrome. Currently the DfT requires each PSZ to be reviewed at approximately 7 yearly intervals.

5.3.2 When the CAA notifies an aerodrome that it is required by the DfT to establish a new PSZ or to review an existing PSZ, that aerodrome shall pay the CAA a charge of £11,425.

5.3.3 Where the aerodrome has more than one runway subject to a PSZ review<sup>3</sup>, and all runways are to be reviewed at the same time as part of the same notification, the aerodrome shall pay the CAA, in addition to the charge under paragraph 5.3.2, for the second and any subsequent runway, a charge of £4,570 per runway.

5.3.4 When an aerodrome requests that the CAA gives a presentation to the airport consultative committee meeting in connection with a current PSZ review, then that aerodrome shall pay the CAA a charge of £1,225. Should the associated time incurred by the CAA in preparing the presentation, giving it and travelling to and from the airport in question, exceed 7 hours, then an additional charge for the excess time shall be invoiced at £175 per hour.

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(This Note is not part of the Scheme)

2. The current DfT policy on the circumstances in which it will require a PSZ to be established is set out in DfT Circular 01/2010 at [www.dft.gov.uk/pgr/aviation/safety/circular012010/pdf/circular](http://www.dft.gov.uk/pgr/aviation/safety/circular012010/pdf/circular).
3. A PSZ review will encompass both headings on a runway.

#### 5.4 **Copies of documents**

For the issue of a copy or replacement of a document referred to in this Scheme, the applicant shall pay the CAA a charge of £22.

#### 5.5 **Additional charge where functions performed abroad**

Where, in connection with any function in respect of which a charge is specified in the Scheme, the CAA deems it necessary for a Member or employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside the country in which such person is normally stationed (for which purpose the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country) the applicant shall pay the CAA, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred (or to be incurred) by it but not exceeding, in respect of each Member or employee of the CAA or each person appointed to act on behalf of the CAA, £13,260 per week, or part thereof, during which each such Member or employee or any other person appointed to act on behalf of the CAA is absent from the country in which he is normally stationed. The charge is payable on demand.

## 6 **DEFINITIONS**

6.1 For the purpose of this Scheme:

- a) 'Aerodrome Licence' means a licence granted pursuant to Article 211 of the Order;
- b) 'ANSP' means air navigation service provider;
- c) 'Cargo' includes freight and mail;
- d) 'Day and Night Licence' means an aerodrome licence authorising the use of the aerodrome to which it relates by aircraft for the purpose of public transport of passengers or for the purpose of instruction in flying at any time;
- e) 'Day Licence' means an aerodrome licence authorising the use of the aerodrome to which it relates by aircraft flying for the purpose of public transport of passengers or for the purpose of instruction in flying during the period from ½ an hour before sunrise until ½ an hour after sunset in any day;
- f) A passenger or cargo is 'in transit' if it arrives at and departs from an aerodrome on the same aircraft as part of the same journey;
- g) A 'major development project' is a project which the CAA reasonably considers to be a major development project<sup>4</sup>.
- h) 'The Order' means the Air Navigation Order 2009 and any reference to an Article or Part of that Order shall, if that Order be amended or revoked, be taken to be a reference to the corresponding provisions of the Air Navigation Order for the time being in force;
- i) A 'passenger movement' means either:
  - i) a passenger arriving at an aerodrome on a flight for the purpose of public transport of passengers; or
  - ii) a passenger departing from an aerodrome on a flight for the purpose of public transport of passengers;but does not include a passenger 'in transit' (see definition 6.1 f));

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(This Note is not part of the Scheme)

4. See CAP 791.

- j) 'Seasonal licence' means any licence that is valid for a period exceeding twelve days, but not exceeding a year, to be in force during the licensed period only on those days as notified to the CAA and not for more than twelve consecutive days during any one period;
- k) 'Work Load Unit' means any of:
  - i) one passenger movement – (see definition 6.1 i));
  - ii) 200 kg of cargo arriving at an aerodrome but which is not in transit; or
  - iii) 200 kg of cargo departing from an aerodrome but which is not in transit;
- l) References to periods during which an aerodrome licence or an approval for the provision of an air traffic control service at an aerodrome, is under suspension means periods during which the licence or approval is provisionally suspended or suspended pursuant to Article 228 of the Order;

6.2 All other expressions used in this Scheme shall, unless the context otherwise requires, have the same respective meanings as in the Order.

**NOTE:** (This NOTE does not form part of the Scheme.)

When, in applying for the grant or renewal of a licence on or prior to 1 April in each year in the case of a licence valid for more than a year, the applicant or the holder of the licence, as the case may be, states that he does not expect either, aircraft of the weight certified in the application or aircraft of a weight exceeding the maximum for the next lowest category, to use the aerodrome on more than 25 occasions in the following year, the CAA may be prepared to waive part of the charge for that year so as to permit the applicant or the holder of the licence to pay the charge which would be payable if the maximum weight of the aircraft which he expected to use the aerodrome fell into the next lower category.

## 7 COMMENCEMENT

This Scheme shall come into operation on 01 April 2012.