



CAA Scheme of Charges

No: 295

(Air Travel Organisers' Licensing)

Publication Date: 14 March 2014

Commencement Date: 01 April 2014

The Civil Aviation Authority (the CAA), pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting with persons likely, in its opinion, to be affected by the charges and with the Secretary of State, hereby makes a Scheme for determining the charges which are to be paid to the CAA in respect of its functions in connection with Air Travel Organisers' Licences required by or under the said Act.

1 REVOCATION

- 1.1 The Scheme of Charges (Air Travel Organisers' Licencing) published by the CAA on 30 January 2013, corrected on 07 March 2013 and effective from 01 April 2013 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 Act of Parliament and as if the Scheme effective from 01 April 2013 revoked by sub-paragraph 1.1 was an Act of Parliament thereby repealed.

2 CHARGES

- 2.1 The charges payable to the CAA on application for grant, variation or renewal of an Air Travel Organiser's Licence (an "ATOL") are specified in Tables 1 – 4 and 7 below. The charge payable is the total of the fixed charge and, where applicable, the per passenger/seat charge. The charges set out in Table 7, Line 1, may also be applicable and payable by the Applicant or the ATOL holder on demand by the CAA.
- 2.2 For the purpose of determining the amount of any charge calculated by reference to passengers/ seats, "passengers/seats" refers to the Licence Limit of passengers or seats on the ATOL which may be granted pursuant to the application. The per passenger/seat charges set out in Tables 1, 2, 3 and 4 below are payable by the applicant on demand by the CAA.
- 2.3 For the purpose of this Scheme of Charges an application will be deemed to have been received by the applicable date if the completed application form, and all supporting information as requested in the 'ATOL Renewal Application Checklist and Addendum' and the charge set out in this Scheme, have been received on or before the applicable date. The applicable date is:
- a) 1 February for applications to renew an ATOL on 1 April of that year; or
 - b) 1 August for applications to renew an ATOL on 1 October of that year.
- 2.4 An applicant will be charged the 'Fixed charge Not paid by Direct Debit' set out in Tables 1, 2, and 3 unless:
- i) The applicant has signed and continues to maintain a Direct Debit mandate authorising the CAA to collect all and any ATOL charges payable by the applicant (under this Scheme of Charges);
 - ii) The applicant's APCs due are collected by ATT by means of a separate Direct Debit mandate; and
 - iii) The applicant submits its APC returns into the CAA's APC System (accessible via the CAA website);

in which case the applicant to renew an ATOL will be charged the 'Fixed charge Paid by Direct Debit'.

- 2.5 Table 1 sets out the charges for ATOLs with Licence Limits of 501 or more passengers/seats and for ATOLs of any size where the CAA has notified the applicant that it will apply a financial test.

The Fixed charge in Table 1, Line 5 is payable on demand. All other fixed charges in Table 1 are payable on application. The per passenger/seat charge, where applicable, is payable on demand by the CAA. Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 1: Standard ATOL and Trade ATOL

| Line | Category of charge | Fixed charge | | Per passenger/ seat charge |
|------|--|--|--|-------------------------------|
| | | Not paid by direct debit | Paid by direct debit | |
| 1 | Application for a new ATOL. | £1,890 | N/A | 11.85 pence |
| 2 | Application for renewal of an ATOL (received by the applicable date) | £1,185 | £1,045 | 11.85 pence |
| 3 | Application for renewal of an ATOL (received after the applicable date). | £1,365 | £1,225 | 11.85 pence |
| 4 | Application for a variation of an ATOL. | £123 | £123 | 11.85 pence (Note 1) |
| 5 | Assessment of an ATOL following a change of ownership and/or control. | £770 | £770 | N/A |
| 6 | Application to change a trading name or website address – the charge will relate to each five trading name / website addresses changes made under one application. | £123 per 1 – 5 changes of trading names and/or website addresses | £123 per 1 – 5 changes of trading names and/or website addresses | N/A |

NOTE 1: Chargeable only where the variation applied for is an increase in the ATOLs Licence Limits and calculated by reference only to the number of additional passengers / seats on the Licence Limit of the Standard ATOL

2.6 Table 2 sets out the charges for Small Business ATOLs (which are ATOLs with Licence Limits of 500 passengers/seats where the CAA has not notified the applicant that it will apply a financial test).

The Fixed charge in Table 2, Line 5 is payable on demand. All other Fixed charges in Table 2 are payable on application. The per passenger/seat charge, where applicable, is payable on demand by the CAA. Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 2: Small Business ATOL (SBA)

| Line | Category of charge | Fixed charge | | Per passenger/ seat charge |
|------|--|-----------------------------|-------------------------|-------------------------------|
| | | Not paid by Direct Debit | Paid by Direct Debit | |
| 1 | Application for a new SBA. | £1,115 | N/A | N/A |
| 2 | Application for renewal of an SBA (received by the applicable date). | £780 | £640 | N/A |
| 3 | Application for renewal of an SBA (received after the applicable date). | £915 | £775 | N/A |
| 4 | Application by an SBA holder to transfer from an SBA to a Standard ATOL. | £160 | £160 | 11.85 pence |
| 5 | Assessment of an SBA following a change of ownership and/or control. | £440 | £440 | N/A |

2.7 Table 3 sets out the charges for Franchise Member ATOLs.

The Fixed charge in Table 3, Line 13 is payable on demand. All other Fixed charges are payable on application. The per passenger/seat charge, where applicable, is payable on demand by the CAA. Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 3: Franchise Member ATOL Arrangements

| Line | Category of charge | Fixed charge | | Per passenger/ seat charge |
|------|---|-----------------------------|-------------------------|---|
| | | Not paid by Direct Debit | Paid by Direct Debit | |
| 1 | Application for a new Franchise Member ATOL with a Licence Limit of 1,000 passengers/ seats. | £710 | N/A | N/A |
| 2 | Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\leq 1,000$ passengers/seats. | £495 | £445 | N/A |
| 3 | Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ passengers/seats to increase its Licence Limit to $\geq 1,001$ passengers/seats. | £510 | £510 | 11.85 pence |
| 4 | Application for a new Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/ seats. | £1,890 | N/A | 11.85 pence |
| 5 | Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/seats (received by the applicable date). | £1,185 | £1,045 | 11.85 pence |
| 6 | Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers seats (received after the applicable date). | £1,365 | £1,225 | 11.85 pence |
| 7 | Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ to transfer to an SBA. | £510 | £510 | N/A |
| 8 | Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ passengers/seats to transfer to a Standard ATOL. | £123 | £123 | 11.85 pence |
| 9 | Application by a Franchise Member ATOL holder with a Licence Limit of $\geq 1,001$ passengers/seats to transfer to a Standard ATOL. | £123 | £123 | 11.85 pence but calculated by reference only to the number of additional passengers / seats on the Licence Limit of the Standard ATOL |
| 10 | Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ passengers/seats to transfer to the ABTA-ATOL Joint Administration Scheme | £123 | £123 | 11.85 pence |
| 11 | Application by a Franchise Member ATOL holder with a Licence Limit of $\geq 1,001$ passengers/seats to transfer to the ABTA-ATOL Joint Administration Scheme | £123 | £123 | 11.85 pence but calculated by reference only to the number of any additional passengers / seats on the Licence Limit |

Table 3: Franchise Member ATOL Arrangements (continued)

| Line | Category of charge | Fixed charge | | Per passenger/ seat charge |
|------|--|-----------------------------|-------------------------|-------------------------------|
| | | Not paid by Direct Debit | Paid by Direct Debit | |
| 12 | Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ to transfer to other Franchise $\leq 1,000$ passengers/seats. | £123 | £123 | N/A |
| 13 | Assessment of a Franchise Member ATOL following a change of ownership and/or control where: | | | |
| | a) the Licence Limit is $\leq 1,000$ passengers/seats; | £284 | £284 | N/A |
| | b) the Licence Limit is $\geq 1,001$ passengers/seats | £770 | £770 | N/A |

2.8 Table 4 sets out the charges applicable to persons that apply to obtain or renew an ATOL as a member of ABTA under the terms of the ABTA-ATOL Joint Administration Scheme.

The Fixed charge in Table 4, Line 3 is payable on demand by the CAA. All other Fixed charges are payable on application. The per passenger/seat charge, where applicable, is payable on demand by the CAA. Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 4: ABTA-ATOL Joint Administration Scheme

| Line | Category of charge | Fixed charge | Per passenger/ seat charge |
|------|--|--------------|-------------------------------|
| 1 | Application for an ATOL by a Member of ABTA under the ABTA-ATOL Joint Administration Scheme. | £710 | 11.85 pence |
| 2 | Application for a renewal of an ATOL by a Member of ABTA under the ABTA-ATOL Joint Administration Scheme. | £495 | 11.85 pence |
| 3 | Assessment of the financial fitness of an ATOL holder that obtained its ATOL via the ABTA-ATOL Joint Administration Scheme to continue to hold an ATOL after it has ceased to request it be assessed and/or apply for renewal through that Scheme. | £510 | N/A |

2.9 Table 5 sets out the charges for an application to become a Franchisee, the holder of a Franchise that operates under the Air Travel Organisers' Licensing Scheme, (which is payable on application), and the annual charge to continue to hold the Franchise (which is payable on the annual anniversary of the grant of the Franchise to the Franchisee).

Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 5: Franchisee (holders of a Franchise that operates under the ATOL Scheme)

| Line | Category of charge | Charge |
|------|---|---------|
| 1 | Application to become a new Franchisee (holder of a Franchise that operates under the ATOL Scheme). | £20,000 |
| 2 | Annual charge to continue as a Franchisee. | £5,000 |

- 2.10 Table 6, Line 1, sets out the charge payable to the CAA to be accredited as an Accredited Body (which is payable on application). Table 6, Line 2, sets out the annual charge to apply to renew an accreditation as an Accredited Body which is payable on the date the Accredited Body applies to renew its ATOL each year.

Any additional charges as specified in Table 7, Line 1, are payable by the applicant on demand by the CAA.

Table 6: Accredited Body

| Line | Category of charge | Charge |
|------|--|----------------|
| 1 | Application for a new accreditation for an Accredited Body. | £20,000 |
| 2 | Application for renewal of an accreditation for an Accredited Body. | £5,000 |
| 3 | Application to add a Member to an Accredited Body ATOL | £50 per Member |
| 4 | Application to change the registered name, trading name or website of an Accredited Body Member. | £30 per Member |

- 2.11 The additional charge specified in Table 7, Line 1 is payable on demand by the CAA. The charge specified in Table 7, Line 2 is payable on application.

Table 7: Additional Charges

| Line | Category of charge | Charge |
|------|---|--|
| 1 | Legal, Accountancy, Financial and other professional advisers' expenses incurred by the CAA in order to: <ul style="list-style-type: none"> a) review any application or assessment to which this Scheme refers; b) carry out any consideration to which this Scheme refers; c) permit a Franchisee to continue to hold a Franchise. | The costs incurred to a maximum of £80,000 |
| 2 | Specific ATOL Exemption. | £105 |

3 COMMENCEMENT

This Scheme shall come into operation on 01 April 2014.