



**CAA Scheme of Charges  
(Air Travel Organisers' Licensing)**

**No:** 343  
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**Commencement date:** 01 April 2018

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The Civil Aviation Authority (the CAA), pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting the persons who, in its opinion, are likely to be affected by the Scheme or such of those persons as it thinks fit, and after consulting 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.

## **Excess Hour Charges**

The CAA has identified within this Scheme those charges which are subject to excess hour charges at the point that the initial charge no longer covers the costs incurred in the carrying out the specified activity. In order to determine the equivalent number of hours of CAA time for which the initial charge covers, and where not already otherwise stated, the charge should be divided by the appropriate hourly rate quoted.

## **1 REVOCATION**

- 1.1 The Scheme of Charges (Air Travel Organisers' Licencing) published by the CAA on 17 March 2017 and effective from 01 April 2017 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and as if the Scheme effective from 1 April 2017 revoked by sub-paragraph 1.1 was an Act of Parliament thereby repealed.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 (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 passenger/seat, "passenger/seat" 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 specified 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, 3 and 4 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 ATOL Protection Contributions (APCs) due are collected by Air Travel Trust (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 renewing an ATOL will be charged the 'Fixed charge Paid by Direct Debit' set out in Tables 1, 2, 3 and 4, as applicable.

2.5 Table 1 sets out the charges for a Standard ATOL<sup>1</sup> other than Franchise Member ATOL.

All fixed charges in Table 1, Line 5 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 other than a Franchise Member 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.	£1,968	N/A	12.34 pence
2	Application for renewal of an ATOL (received by the applicable date).	£1,234	£1,089	12.34 pence
3	Application for renewal of an ATOL (received after the applicable date).	£1,458	£1,275	12.34 pence
4	Application for a variation of an ATOL.	£128	£128	12.34 pence (Note 1)
5	Application to change a trading name or website address – the charge will relate to each five trading name / website address changes made under one application.	£128 per 1 – 5 changes of trading names and/or website addresses	£128 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).

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.

<sup>1</sup> A Standard ATOL holder is defined in Official Record Series 3 as any ATOL holder other than a Small Business ATOL holder.

**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.	£1,161	N/A	N/A
2	Application for renewal of an SBA (received by the applicable date).	£864	£718	N/A
3	Application for renewal of an SBA (received after the applicable date).	£1,004	£926	N/A
4	Application by an SBA holder to transfer from an SBA to a Standard ATOL during the current licence period.	£166	£166	12.34 pence
5	Assessment of an SBA following a change of ownership and/or control.	£521	£521	N/A

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

All 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.	£740	N/A	N/A
2	Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\leq 1,000$ passengers/seats.	£515	£464	N/A
3	Application by a Franchise Member ATOL holder with a Licence Limit of $< 1,000$ passengers/seats to increase its Licence Limit to $\geq 1,001$ passengers/seats during the current licence period.	£128	£128	12.34 pence
4	Application for a new Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/ seats.	£1,968	N/A	12.34 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).	£1,234	£1,089	12.34 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).	£1,458	£1,275	12.34 pence
7	Application by a Franchise Member ATOL holder with a Licence Limit of $< 1,000$ to transfer to an SBA during the current licence period.	£128	£128	N/A

**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	
8	Application by a Franchise Member ATOL holder with a Licence Limit of <1,000 passengers/seats to transfer to a Standard ATOL during the current licence period..	£128	£128	12.34 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.	£128	£128	12.34 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.	£128	£128	12.34 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.	£128	£128	12.34 pence but calculated by reference only to the number of additional passengers / seats on the Licence Limit
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.	£128	£128	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
		Not paid by Direct Debit	Paid by Direct Debit	
1	Application for an ATOL by a Member of ABTA under the ABTA-ATOL Joint Administration Scheme.	£740	N/A	12.34 pence
2	Application for a renewal of an ATOL by a Member of ABTA under the ABTA-ATOL Joint Administration Scheme.	£515	£464	12.34 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.	£521	N/A	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).	£10,414
2	Annual charge to continue as a Franchisee.	£5,207

- 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.	£20,828
2	Application for renewal of an accreditation for an Accredited Body.	£5,207
3	Application to add a Member to an Accredited Body ATOL.	£52 per Member
4	Application to change the registered name, trading name or website of an Accredited Body Member.	£31 per Member

- 2.11 The additional charge specified in Table 7, Line 1 and Line 2 is payable on demand by the CAA. The charge specified in Table 7, Line 3 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: a) review any application or assessment to which this Scheme refers other than an application to become a new Franchisee; 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 £83,300
2	Legal, Accountancy, Financial and other professional advisers' expenses incurred by the CAA in order to review an application to become a new Franchisee	The costs incurred to a maximum of £10,414
3	Specific ATOL Exemption.	£110
4	Specified regulatory compliance visit by the CAA to an existing ATOL holder	£177 up to a maximum of £83,300

- 2.12 **Existing ATOL holder or Accredited Body Accreditation – new or change a trust, trustee, or trust account**

Where an ATOL holder or Accredited Body applies to the CAA to put in place a trust, trustee or trust account for the purpose of its ATOL and/or its Accredited Body accreditation, the applicant shall pay to the CAA a charge of £521 with application. Any additional charges will be invoiced by the CAA, payable on demand, to the applicant at £177 per hour up to a maximum of £83,300.

Where an ATOL holder or Accredited Body applies to the CAA to change a trust, trustee or trust account for the purpose of its ATOL and/or its Accredited Body accreditation, the applicant shall pay to the CAA a charge of £128 with application. Any additional charges will be invoiced by the CAA, payable on demand, to the applicant at £177 per hour up to a maximum of £83,300.

- 2.13 **Major Organisational Change – Standard ATOL**

Where a Standard ATOL holder informs the CAA of a shareholder or group of shareholders acquiring more than 20% of the issued share capital or gaining significant influence over the ATOL holder of the ATOL holder's group, the ATOL holder must pay the charges calculated in accordance with subparagraph (a).

- (a) The charges payable are:
- (i) £521 payable at the time the ATOL holder informs the CAA; and
  - (ii) the sum of the number of hours spent by CAA staff in assessing the information multiplied by £177 up to a maximum of £83,300.
- (b) The CAA shall invoice the ATOL holder in arrears for the charges arising under subparagraph (a)(ii). The invoice is payable on demand.

- 2.14 **ATOL Consultant – Registration for Online Portal access to the CAA ATOL Licensing System**

On application to be registered as an ATOL consultant with online portal access to the CAA ATOL Licensing System or to renew such a registration, the applicant shall pay £208.

Where an existing ATOL holder or new applicant uses the CAA staff to input their data into the ATOL Licensing System in order to complete their application, the ATOL holder

or the applicant will pay the sum of the number of hours spent by the CAA staff inputting the application data multiplied by £177 up to a maximum of £83,300. The CAA shall invoice the ATOL holder or new applicant in arrears for the charges arising under this sub-paragraph. The invoice is payable on demand.

**2.15 CAA invoice payment terms**

All CAA invoices raised under this Scheme are payable on demand.

**3 DEFINITIONS**

**3.1** In this Scheme:

- a) 'CAA' means the Civil Aviation Authority.
- b) "renewal" of an ATOL occurs where an ATOL holder applies for an ATOL to run from the expiry of its current ATOL and the application is made before the expiry of its current ATOL.

**3.2** All other terms have the same meaning as in the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012 and Official Record Series 3.

**4 COMMENCEMENT**

This Scheme will come into operation on 1 April 2018.

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(This note is not part of the Scheme.)

Reference to the CAA Refund Policy may be made at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)

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