



**CAA Scheme of Charges  
(Aviation Security)**

**No:** 344  
**Publication date:** 16 March 2018  
**Commencement date:** 01 April 2018

---

The Civil Aviation Authority, 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 Aviation Security under Part 2 of the Aviation Security Act 1982.

## **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 published by the CAA on 17 March 2017 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Scheme were an enactment and as if the Scheme of 17 March 2017 revoked by paragraph 1.1 above was an enactment thereby repealed.

## 2 CHARGES INDEX

The following Charges Index sets out the charge headings under this Scheme and refers to the page where each section commences:

Section / Paragraph	Title	Page No.
<b>3</b>	<b>CHARGES FOR AERODROMES</b>	2
3.1	Advice and assistance provided by the CAA in connection with becoming a directed party	2
3.2	Variable charge	2
3.3	Development of an existing aerodrome	3
<b>4</b>	<b>CHARGES FOR REGULATED AGENTS (CARGO OPERATORS) AND KNOWN CONSIGNORS</b>	3
4.1	Initial application to become a Regulated Agent or Known Consignor	3
4.2	Annual charge	4
<b>5</b>	<b>CHARGES FOR REGULATED SUPPLIERS OF IN-FLIGHT SUPPLIES</b>	4
5.1	Initial application to become a regulated supplier of in-flight supplies	4
5.2	Annual charge	4
<b>6</b>	<b>PAYMENT TERMS</b>	5
<b>7</b>	<b>DEFINITIONS</b>	6
<b>8</b>	<b>COMMENCEMENT</b>	7

## 3 CHARGES FOR AERODROMES

### 3.1 Advice and assistance provided by the CAA in connection with becoming a directed party

Where the manager of an aerodrome requests the CAA to provide advice and/or assistance in connection with becoming a directed party under any direction served on the manager by the Secretary of State under Part 2 of the Act, a charge of £166 per hour shall be payable by the aerodrome operator in respect of each hour of work carried out by the CAA pursuant to the request.

The CAA will invoice the aerodrome operator in arrears in respect of any charges payable under this paragraph, payable on demand.

### 3.2 Variable charge

3.2.1 Subject to paragraphs 3.2.2 and 3.2.3, variable charges are payable by each aerodrome operator for each month or part month during which the manager of that aerodrome is directed by the Secretary of State under Part 2 of the Act. The variable charge is calculated by multiplying the total number of departing passengers at that aerodrome by the amount shown in Table 1. The CAA will invoice the aerodrome operator on a monthly basis one month in arrears in respect of charges payable under this paragraph, payable on demand.

**Table 1:**

Amount per departing passenger
5.4 pence

3.2.2 No variable charge is payable where in the twelve months ending on 31 March 2017 the total number of departing passengers at the aerodrome did not exceed 100,000.

The CAA will invoice the aerodrome operator on a monthly basis one month in

arrears in respect of charges payable under this paragraph, payable on demand.

- 3.2.3 The CAA may require an aerodrome licence or certificate holder to pay a deposit on the last day of each month in respect of which a charge under this paragraph is payable. The deposit is calculated as the amount that would be payable for the month if the aerodrome licence or certificate holder had obtained the same number of departing passengers at the aerodromes as operated in the corresponding month of the previous year.

### 3.3 **Development of an existing aerodrome**

Where the CAA provides advice and/or assistance to an aerodrome operator in respect of any proposed changes to the security restricted areas of that aerodrome, a charge of £166 per hour shall be payable by the aerodrome in respect of each hour of work carried out by the CAA in connection with such advice and/or assistance.

The CAA will invoice the aerodrome operator in arrears in respect of any charges payable under this paragraph, payable on demand.

## 4 **CHARGES FOR REGULATED AGENTS (CARGO OPERATORS) AND KNOWN CONSIGNORS**

### 4.1 **Application to become a Regulated Agent or Known Consignor or for approval of an additional site**

Where an application is made:

- a) to become a Regulated Agent,
- b) to become a Known Consignor, or
- c) for approval of an additional site to be operated by a Regulated Agent or Known Consignor (additional to the site or sites approved under the Agent or Consignor's initial application to become a Regulated Agent or Known Consignor)

the applicant shall pay the charge specified in Column 2 of Table 2.

The charges specified in Column 2 for Lines 1 to 4 of Table 2 are calculated at an hourly rate of £166 per hour and equal the standard hours in Column 3. Where the time required by the CAA to consider and process an application exceeds the number of standard hours specified in Column 3 of Table 2 excess hourly charges at the rate of £166 per hour shall be payable by the applicant and will be invoiced in arrears by the CAA to the applicant, payable on demand.

**Table 2:**

<b>Line</b>	<b>Category</b>	<b>Charge</b>	<b>Standard hours</b>
	Column 1	Column 2	Column 3
1	Regulated agent – screener of cargo Application	£1,494	9
2	Regulated agent – screener of cargo Approval of an additional site	£1,494	9
3	Regulated agent - non-screener of cargo Application	£498	3
4	Regulated agent - non-screener of cargo Approval of an additional site	£498	3
5	Known Consignor Application	£208	N/A
6	Known Consignor Approval for an additional site	£208	N/A

## 4.2 Regulated Agent or Known Consignor annual charge

4.2.1 A Regulated Agent shall pay to the CAA each year the charge specified in column 2 of Table 3 in respect of each site approved by the CAA for that Agent on 1 April in that year. The Regulated Agent shall pay the CAA on demand the charge as specified in Table 3 which relates to the status of the organisation as at 1 April each year.

4.2.2 A CAA-approved Known Consignor, upon making an application to revalidate the CAA approval as from the anniversary date of the original approval, shall pay to the CAA, for the main site and for each additional site, the charges as specified in Column 2 of Table 3. The Known Consignor must submit the revalidation application to the CAA together with payment of the correct charge on or before the applicable anniversary date.

**Table 3:**

Category	Per site charge
Column 1	Column 2
Regulated Agent - screener of cargo	£4,353
Regulated Agent - non-screener of cargo	£926
Known Consignor	£208

**NOTE 1::** With regard to Table 3, the annual charge applicable on 1 April each year will relate to the status of the Regulated Agent (screener or non-screener) as at 1 April each year. The annual charge payable will then be applicable for the 12-month period regardless of any subsequent change in Regulated Agent screener / non-screener status that may occur during that 12-month period.

## 5 CHARGES FOR REGULATED SUPPLIERS OF IN-FLIGHT SUPPLIES

### 5.1 Initial application to become a regulated supplier of in-flight supplies

Where an application is made to become a regulated supplier of in-flight supplies or to seek approval for an additional site to be operated by a regulated supplier of in-flight supplies the applicant shall pay to the CAA a charge of £1,328.

The charge specified above is calculated at an hourly rate of £166 per hour. Where the time required by the CAA to consider and process the application exceeds 8 hours, excess hourly charges at the rate of £166 per hour shall be payable by the applicant and will be invoiced in arrears by the CAA to the applicant, payable on demand.

### 5.2 In-flight Supplies Provider annual charge

A regulated supplier of in-flight supplies shall pay to the CAA on 1 April each year a charge specified in Column 3 of Table 4 in respect of the charge category determined by the CAA as being appropriate to the in-flight supplies provider.

**Table 4:**

<b>Charge Category</b>	<b>Category Description</b>	<b>Annual Continuation Charge</b>
Col 1	Column 2	Column 3
Super A	Super site	£6,424
A	Large site	£4,818
B	Medium site	£3,212
C	Small site	£1,606

In respect of the determination of the site size of a regulated supplier of in-flight supplies, the following table will be used by the CAA to assist it in its determination of the appropriate site category for annual charge purposes.

**Table 5**

<b>Category Description</b>	<b>Sites</b>	<b>Vehicle fleet</b>
Super Large	Major catering organisations employing considerable numbers of staff and supervisors at hub airports. Building formatted in such a way as to have a significant number of despatch bays at truck height commensurate with high capacity airline operations.	26 or more trucks despatching in-flight supplies (IFS) to airports
Large	Major catering organisations employing large numbers of staff and supervisors at hub airports. Building formatted in such a way as to have multiple despatch bays at truck height.	11 to 25 trucks despatching IFS to airports
Medium	Bespoke operations at hub airports or larger catering organisations at regional airports. Limited access points - commensurate with staff numbers and vehicle fleet	5 to 10 trucks despatching IFS to airports
Small	Bespoke operations with minimal staffing levels - Limited access points commensurate with staff numbers and vehicle fleet	Up to 4 trucks despatching IFS to airports

The CAA will notify each in-flight supplies provider of the charge category by 31 December in the previous year to which the annual charge relates, explaining the basis for any change in category and any specific underlining proposed changes. The CAA will invoice each in-flight supplies provider at the beginning of the financial year to which the charge relates in respect of the charge payable under this paragraph. The CAA invoice will be payable on demand.

## **6 PAYMENT TERMS**

All CAA invoices raised under this Scheme are payable on demand with the exception of the monthly variable charge deposit invoices (see paragraph 3.2 above) which are payable by the end of the month to which the charge refers.

## 7 DEFINITIONS

7.1 For the purpose of this Scheme:

- a) 'Act' means the Aviation Security Act 1982, as amended as at the date this Scheme comes into effect.
- b) 'Aerodrome' has the same meaning as in section 38(1) of the Act, as amended as at the date this Scheme comes into effect.
- c) 'CAA' means the Civil Aviation Authority.
- d) 'Cargo' has the same meaning as in Regulation (EC) 300/2008 and means any property intended for carriage on an aircraft, other than baggage, mail, air carrier mail, air carrier materials and in-flight supplies.
- e) 'Departing passenger' means a passenger departing from an airport on a flight but does not include a passenger who arrives at and departs from the airport on the same aircraft as part of the same journey.
- f) 'EU Regulation 2015/1998' means Commission Implementing Regulation (EU) 2015/1998 of 5 November 2015 laying down detailed measures for the implementation of the common basic standards on aviation security, as amended as at the date this Scheme comes into effect.
- g) 'Known Consignor' has the same meaning as in Regulation (EC) 300/2008 and means a consignor who originates cargo or mail for its own account and whose procedures meet common security rules and standards sufficient to allow carriage of cargo or mail on any aircraft.
- h) 'Mail' has the same meaning as in Regulation (EC) 300/2008 and means dispatches of correspondence and other items, other than air carrier mail (as such term defined is defined in regulation (EC) 300/2008), tendered by and intended for delivery to postal services in accordance with the rules of the Universal Postal Union.
- i) 'Manager' has the same meaning as in section 38(1) of the Act.
- j) 'Regulated Agent', has the same meaning as in Regulation (EC) 300/2008 and refers to an air carrier, agent, freight forwarder or any other entity (as also defined in that Regulation) who ensures security controls in respect of cargo or mail.
- k) 'Regulation (EC) 300/2008' means Regulation (EC) No.300/2008 of the European Parliament and of the Council of 11 March 2008 on common rules in the field of civil aviation security and repealing Regulation (EC) No 2320/2002, as amended as at the date this Scheme comes into effect.
- l) A 'Screener' is an entity that conducts any of the following practices in respect of screening cargo by the application of technical or other means which are intended to identify and/or detect prohibited articles using any of the following methods:
  - X-ray Detection
  - Explosive Trace Detection (ETD)
  - Explosive Detection Dogs (EDD) (Remote Explosive Scent Tracing (REST) and Free Running Dogs (FRD))
  - Explosive Detection System (EDS)
  - Metal Detection Equipment (MDE)An entity that does not carry out any of the above detection methods will be classed as a non-screening entity.
- m) 'Regulated supplier of in-flight supplies' has the same meaning as in EU Regulation 2015/1998 and means a supplier whose procedures meet common security rules and standards sufficient to allow delivery of in-flight supplies directly to aircraft.
- n) 'Vetting' is the systematic process of investigation followed in determining a person's security competence.

**8 COMMENCEMENT**

This Scheme will come into operation on 01 April 2018.

---

(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)

The latest version of this document is available in electronic format at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5), where you may also register for e-mail notification of amendments. Details for purchasing paper copy can be found at the same web address.