



IMPORTANT INFORMATION ABOUT 2020/21 CHARGES

On 20 March 2020 the CAA published details of the charges applicable on and from 6 April 2020. The charges schemes can be found here: [CAA Schemes of Charges](#).

The CAA recognises the enormous impact that the COVID-19 pandemic is having on the aviation and aerospace industries. For this reason, we delayed the increase to our scheme of charges until 30 September 2020.

Due to the ongoing challenges faced by the sector, the CAA Board reviewed the decision at the end of September and agreed to a further delay to any increase in charges until 31 December 2020. This has now been extended for the final three months of FY20/21 ending on 31 March 2021.

This announcement was sent to all stakeholders by SkyWise alert:

CAA charge proposal delay

The CAA recognises the enormous impact that the COVID-19 pandemic is having on the aviation and aerospace industries. For this reason, we delayed the increase to our scheme of charges until 30 September 2020. Due to the ongoing challenges faced by the sector, the CAA Board reviewed the decision at the end of September and agreed to a further delay to any increase in charges until 31 December 2020. This has now been extended for the final three months of FY20/21 ending on 31 March 2021.

For more information on finances please see the CAA website.

This document provides detailed information about how the reduction affects those activities under the Instrument Flight Procedures Scheme UK Official Record Series 5 No. 367 (UKORS5 No. 367). In the period 6 April 2020 to 31 March 2021, the amounts set out in this document will be used by the CAA to calculate charges payable in respect of such certificates. The following section/paragraph numbering follows the same as contained within UKORS5 No. 367.

2 CHARGES

Charges are payable to the CAA as follows:

2.1 Grant of an approval for instrument flight procedure design

Upon making an application for the grant of an approval with respect to the design of instrument flight procedures, the applicant or organisation shall pay the relevant charge specified in Table 1. For an initial organisational approval the cost is Table 1 Code A plus Table 1 Code B for every individual designer applied for to be named on the organisation's certificate. A Table 1 Code B charge also applies to subsequent applications for the addition of named individuals on an approved organization's certificate. Table 1 Code C is for periodic audits of approved organisations as arranged by the CAA. The hourly charge referred to in Table 1, line Code C shall be payable by the applicant on demand by the CAA.

Table 1: Designer/Organisational Approval Charges

Designer/Organisational Approval Charges		Charge
Code	Element	
A	Initial Designer Organisation Approval (in conjunction with Code B)	£4,250
B	Approval for any individual designer (to operate within an approved designer organisation)	£850
C	Periodic audit of the organisation, plus hourly charge for excess hours incurred over 7 hours on the audit up to a maximum of £10,510, payable on demand. The total hours charged includes any time spent in preparation of the audit and on-site/off-site audit activities including report writing post audit.	£1,190 £170 per hour

2.2.1 IFP design approval charges

For the granting of an approval of an Instrument Flight Procedure, the applicant shall pay on application the charge specified in Table 2, which will accompany the Design submission.

Table 2: Design Approval Charges

Design Approval from CAA for IFPs (payable per IFP)		Charge
Code	Element	
A	Preparation and Checking for New or Revised Designs	£468
B	Precision Approach	£680
C	APV BaroVNAV/SBAS/SBAS LPV 200	£680
D	Non-Precision Approach	£553
E	Holds	£85
F	Direct Arrivals	£128
G	Omni-Directional Departures	£340
H	A Standard Instrument Departure or Arrival (SID/STAR) or Transition	£595
I	Air Traffic Control Surveillance Minimum Altitude Charts (ATCSMAC)	£340

2.2.2 Approval of IFP Training Courses and Trainers by CAA

For the purposes of this Scheme, the CAA shall determine any expense incurred by it in visiting any training course and/or PANS-OPS trainer by taking the number of man hours required to complete an assessment of a given course and multiplying that number by £170, up to a maximum of £10,660.

3 ADDITIONAL CHARGE WHERE FUNCTIONS ARE PERFORMED OUTSIDE THE UNITED KINGDOM

An additional charge will be payable where, in connection with any function in respect of which a charge is specified in this 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.

The applicant or holder shall pay the CAA on demand, 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 by it.

The additional charge shall not exceed, for each employee of the CAA or each person appointed to act on behalf of the CAA, a maximum of £53,300 per function in respect of which a charge is specified in this Scheme, 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.

For the purpose of this section the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country.

NOTE 1: The additional charge shall include overseas travel time for which the appropriate rates can be found on the [CAA UK Official Record Series 5 web page](#).

4 CAA INVOICE PAYMENT TERMS

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

5 DEFINITIONS

5.1 For the purposes of this Scheme:

- a) Approved Procedure Designer (APD) – An APD is a flight procedure designer who has met the competency requirements laid down by the CAA for the design of instrument flight procedures for aerodromes or heliports, which are under the jurisdiction of the CAA.
- b) Instrument Flight Procedure (IFP) – A standard instrument arrival, an instrument approach procedure, or a standard instrument departure.
- c) ‘Air Traffic Control Surveillance Minimum Altitude Charts (ATCSMAC)’ – Charts designed to ensure the appropriate minimum safe levels, in the vicinity of a defined area around the aerodrome (Surveillance Minimum Altitude Area) are promulgated in order to relieve controllers of the responsibility for determining the heights where the sequencing and separation of arriving IFR flights with Primary and/or Secondary Surveillance RADAR is taking place. They also provide pilots with an indication of the minimum altitudes which ATC will allocate when vectoring an aircraft below the published Minimum Sector Altitude (MSA). (Refer to CAA CAP 777).
- d) ‘The Order’ means the Air Navigation Order 2016 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 Order for the time being in force.
- e) PANS-OPS – ICAO Doc 8168 Procedures for Air Navigation Services, Volume II, Construction of Visual and Instrument Flight Procedures.
- f) APV Baro/VNAV – An instrument approach procedure, which utilises lateral and vertical guidance but does not meet the requirements established for precision approach and landing operations. (ICAO DOC 8168).
- g) SBAS – Satellite-based augmentation system. A wide coverage augmentation system in which the user receives augmentation information from a satellite-based transmitter;

- h) 'SBAS LPV 200' – Satellite-based augmentation system localiser performance with vertical guidance where it may be possible to achieve approach minimums of 200 feet above ground level on an aRea NAVigation (RNAV) Global Navigation Satellite System (GNSS) approach.
- i) 'Work Load Unit' means:
 - i) one passenger movement – (see definition 4.1 j)); and
 - ii) 200 kg of cargo arriving at an aerodrome but which is not in transit; and
 - iii) 200 kg of cargo departing from an aerodrome but which is not in transit;
- j) A 'passenger movement' means:
 - i) a passenger arriving at an aerodrome on a flight for the purpose of public transport of passengers; and
 - 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 4.1 k) below.
- k) 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.
- l) 'CAA' means the Civil Aviation Authority.
- m) 'CAP' means a Civil Aviation Authority Publication.

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

(This note is not part of the Scheme.)

Reference to the CAA Refund Policy may be made at www.caa.co.uk/ors5

The latest version of this document is available in electronic format at 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.