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## 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 **Aviation Security Scheme UK Official Record Series 5 No. 371 (UKORS5 No. 371)**. 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. 371.

## 2 CHARGES INDEX

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

**N.B.** The section/paragraph references shown in the forthcoming pages refer to the same section/paragraph references of the **Aviation Security Scheme UK Official Record Series 5 No. 371** to which this document relates.

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### 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 £170 per hour up to a maximum of £70,000, 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 2.2.2 and 2.2.3, 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, as reported to the CAA, 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
5.9 pence

3.2.2 No variable charge is payable where in the 12-month period ended 31 March in the previous financial year to which the current variable charge relates, 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 immediate preceding 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 £170 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, up to a maximum of £70,000.

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 £170 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 £170 per hour shall be payable by the applicant, up to a maximum of £70,000, and will be invoiced in arrears by the CAA to the applicant, payable on demand.

**Table 2:**

Line	Category	Charge	Standard hours
	Column 1	Column 2	Column 3
1	Regulated agent – screener of cargo Application	£1,530	9
2	Regulated agent – screener of cargo Approval of an additional site	£1,530	9
3	Regulated agent - non-screener of cargo Application	£510	3
4	Regulated agent - non-screener of cargo Approval of an additional site	£510	3
5	Known Consignor Application	£213	N/A
6	Known Consignor Approval for an additional site	£213	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:**

<b>Category</b>	<b>Per site charge</b>
Column 1	Column 2
Regulated Agent - screener of cargo	£4,457
Regulated Agent - non-screener of cargo	£948
Known Consignor	£663

**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 £1,360.

The charge specified above is calculated at an hourly rate of £170 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 £170 per hour shall be payable by the applicant, up to a maximum of £70,000, 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	£6,580
A	Large site	£4,935
B	Medium site	£3,290
C	Small site	£1,645

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 configured 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 configured 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 THE CYBER PROGRAMME**

The Cyber Programme relates to the discharge of existing statutory responsibilities and new responsibilities that are in force under the Network & Information Systems Regulations 2018 (NIS). To recover costs incurred for 2020/21 relating to the 17 services identified as meeting the thresholds described in the NIS Regulation Schedule 2, the existing 12 UK NIS entities will be invoiced £16,000 per related service by the CAA payable on demand.

## **7 REGISTERED TRAINING PROVIDERS**

On making application to the CAA to be registered or re-registered as a registered training provider of CAA-approved aviation security training courses and for the requirement to be audited by an independent External Quality Assurer (EQA), the applicant shall pay to the CAA a charge as specified in Table 6.

**Table 6**

<b>Activity type</b>	<b>Charge</b>
Register / re-register on application	£83
Site audit	£474

**NOTE 2:** The Registered Training Provider is required to make application to the CAA to re-register annually.

## 8 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 2.2 above) which are payable by the end of the month to which the charge refers.

## 9 DEFINITIONS

9.1 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.
- 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. All references to European Law contained within this Scheme will be retained in UK domestic law by section 3 of the European Union (Withdrawal) Act 2018, and as may be amended by regulations made under sections 8(1), 9(1) and 23(1) of, and paragraph 21 of Schedule 7 to, that Act.
- 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. All references to European Law contained within this Scheme will be retained in UK domestic law by section 3 of the European Union (Withdrawal) Act 2018, and as may be amended by regulations made under sections 8(1), 9(1) and 23(1) of, and paragraph 21 of Schedule 7 to, that Act.

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.

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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)

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.