

Official Record Series 5

United Kingdom
Civil Aviation Authority



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

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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 24 April 2024 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Scheme were an enactment and as if the Scheme of 24 April 2024 revoked by paragraph 1.1 above was an enactment thereby repealed.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 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 £210 per hour up to a maximum of £86,647, 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
7.29 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 £210 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 £86,647.

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

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 £210 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 £210 per hour shall be payable by the applicant, up to a maximum of £86,647, and will be invoiced in arrears by the CAA to the applicant, payable on demand. The charge specified in column 2, line 5 covers any administrative charges and the site validation visit. This fee includes a non-refundable payment of £263.

Table 2:

Line	Category	Charge	Standard hours
	Column 1	Column 2	Column 3
1	Regulated agent – screener of cargo Application	£1,890	9
2	Regulated agent – screener of cargo Approval of an additional site	£1,890	9
3	Regulated agent - non-screener of cargo Application	£630	3
4	Regulated agent - non-screener of cargo Approval of an additional site	£630	3
5	Known Consignor Application	£818	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, 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	£5,506
Regulated Agent - non-screener of cargo	£1,171
Known Consignor	£818

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 £1,679.

The charge specified above is calculated at an hourly rate of £210 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 £210 per hour shall be payable by the applicant, up to a maximum of £86,647, 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:

Charge Category	Category Description	Annual Continuation Charge
Col 1	Column 2	Column 3
Super A	Super site	£8,130
A	Large site	£6,098
B	Medium site	£4,065
C	Small site	£2,033

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

Category Description	Sites	Vehicle fleet
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

6.1 Network & information systems (NIS) annual charge

This Cyber programme relates to the responsibilities that are in force under the Network & Information Systems Regulations 2018 (NIS). To recover costs incurred relating to the 17 services identified as meeting the thresholds described in the NIS Regulation Schedule 2, UK NIS entities will be invoiced £19,782 per related service by the CAA payable on demand.

6.2 National aviation security programme (NASP) annual charge

This Cyber programme relates to the responsibilities that are in force under the CAA Cyber Security Oversight Process for Aviation in document CAP1753. Aerodromes that fall under the scope of NASP shall be invoiced individually unless in cases where the average number of passengers across all airports within an entity (airport group) in the preceding calendar year is fewer than 20,000, where a single charge for the entity (airport group) will be applicable. With respect to the above, the charge per NASP aerodrome or entity will be invoiced at £6,191 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

Activity type	Charge
Register / re-register on application	£102
Site audit	£585

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

8 AVIATION SECURITY CERTIFICATION

8.1 Aviation security instructor certification

For new instructors seeking certification and existing instructors seeking re-certification, all relevant Aviation security modules will need to be completed using the CAA's digital certification system. This is a requirement in accordance with ICAO Annex 17, ECAC Doc 30, and EU 2015/1998 as retained in UK law (in the UK NASP). The applicant shall pay to the CAA a charge as specified in Table 7, for each module, payable in advance of the module being assessed.

Table 7

Activity type	Charge
Individual Assessment Module	£38

NOTE 3: The charge specified in table 7 is applicable to both the core module as well any optional modules to be taken and will be charged per module.

8.2 Digital national screener certification (DNXCT)

Aviation security screeners of x-ray/EDS equipment require initial certification and subsequent re-certification every 13 months. Certification must include a standardised image interpretation test and, in the UK, this must be undertaken using the relevant test(s) of the Digital national X-ray certification Test (DNXCT). This is a requirement in accordance with ICAO Annex 17, ECAC Doc 30, EU 2015/1998 as retained in UK law, and the Single Consolidated Direction (in the UK NASP).

The applicant shall pay to the CAA a charge as specified in Table 8, for each assessment attempt, invoiced in arrears.

Table 8

Activity type	Charge
Individual assessment attempt	£33

NOTE 4: Where a screener requires more than one category of certification due to their job function, they must be certified for each category using the relevant test of the DNXCT.

9 ANNUAL CHARGES

This scheme references the payment of annual charges being applicable on 1 April each year. Annual charges are applicable for each financial year (commencing on 1 April) where relevant conditions are met. The rates for annual charges will be determined by the applicable scheme(s) dates in the relevant financial year. In practice this means that if a new scheme is published part way through a financial year, annual charges would be calculated at a hybrid rate based on the scheme(s) applicability dates.

10 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.

11 DEFINITIONS

11.1 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, as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018 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 retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018.
- g) 'Known Consignor' has the same meaning as in Regulation (EC) 300/2008 as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018 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 UK (EC) Regulation 300/2008 and means dispatches of correspondence and other items, other than air carrier mail (as such term defined is defined in UK (EC) Reg 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 UK (EC) Regulation 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) 'UK (EC) Regulation 300/2008' means UK (EC) Reg 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 UK (EC) Reg 2320/2002, as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018.
- l) All references to European laws contained within this Scheme are to those laws as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018, and as 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 UK (EU) Reg 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.

(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.