



## Proposed Changes to CAA Scheme of Charges

### Air Travel Organisers' Licensing Scheme Enclosure

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#### **1 INTRODUCTION**

- 1.1 Details of revisions proposed to apply from 1 April 2019 are shown in red within this Enclosure. Current charges are shown in brackets where direct comparison is possible. Where no change to a price is proposed then the current charge will only be shown.

## 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 **this Scheme** and **including** the charge **as** 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.

**(New paragraph)**

**For the purposes of this Scheme, an application will be deemed to have been received on or before the applicable date if:**

- a) A completed application form has been submitted through ATOL Online; and**
  - b) The relevant financial statements and statement of personal assets and liabilities, as defined in ATOL Policy and Regulations 2016/01, have been uploaded and submitted through ATOL Online; and**
  - c) A completed ATOL Annual Report (AAR) Part 2 has been submitted through ATOL Online; and**
  - d) The relevant fee has been paid (or a new Direct Debit mandate must be received by ATOL at least one month prior to the expiration of a licence).**
- 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 the 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 a Franchise Member ATOL. All fixed charges in Table 1, Line 5 is 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 1: Standard ATOL other than a Franchise Member ATOL (Amended)**

| Line | Category of charge                                                                                                                                                        | Fixed charge                                                                        |                                                                                     | Per passenger/<br>seat charge      |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|
|      |                                                                                                                                                                           | Not paid by<br>direct debit                                                         | Paid by direct<br>debit                                                             |                                    |
| 1    | Application for a new ATOL.                                                                                                                                               | £2,015 (£1,968)                                                                     | N/A                                                                                 | 12.64 (12.34)<br>pence             |
| 2    | Application for renewal of an ATOL<br>(received by the applicable date).                                                                                                  | £1,264 (£1,234)                                                                     | £1,115 (£1,089)                                                                     | 12.64 (12.34)<br>pence             |
| 3    | Application for renewal of an ATOL<br>(received after the applicable date).                                                                                               | £1,493 (£1,458)                                                                     | £1,306 (£1,275)                                                                     | 12.64 (12.34)<br>pence             |
| 4    | Application for a variation of an ATOL.<br>The CAA charges still apply even if the<br>change proposals are aborted by the<br>ATOL holder or its group.                    | £131 (£128)                                                                         | £131 (£128)                                                                         | 12.64 (12.34)<br>pence<br>(Note 1) |
| 5    | Application to change a trading name or<br>website address – the charge will relate to<br>each five trading name / website address<br>changes made under one application. | £131 (£128) per<br>1 – 5 changes of<br>trading names<br>and/or website<br>addresses | £131 (£128) per<br>1 – 5 changes of<br>trading names<br>and/or website<br>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

**(NOTE X):** A new Direct Debit mandate must be received at least 1 month prior to the expiration of a current licence to qualify for the lower fee.

#### **(New charge)**

When a Standard ATOL holder applies to the CAA to increase its licence limit after already trading in excess of the current CAA approved licence limit, the applicant shall pay to the CAA the same variation application fee as the Standard ATOL variation application charge (Table 1 Line 4), plus a passenger /seat charge of 12.64 pence plus 2.00 pence totaling 14.64 pence for each passenger / seat increase applied for.

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.

**Table 2: Small Business ATOL (SBA) (New charge)**

| Line | Category of charge                                                                                              | Fixed charge                |                         | Per passenger/<br>seat charge |
|------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------|-------------------------------|
|      |                                                                                                                 | Not paid by<br>Direct Debit | Paid by Direct<br>Debit |                               |
| 1    | Application for a new SBA                                                                                       | £1,189<br>(£1,161)          | N/A                     | N/A                           |
| 2    | Application for renewal of an SBA<br>(received by the applicable date)                                          | £885<br>(£864)              | £735<br>(£718)          | N/A                           |
| 3    | Application for renewal of an SBA<br>(received after the applicable date)                                       | £1,028<br>(£1,004)          | £948<br>(£926)          | N/A                           |
| 4    | Application by an SBA holder to transfer<br>from an SBA to a Standard ATOL during<br>the current licence period | £170<br>(£166)              | £170<br>(£166)          | 12.64<br>(12.34) pence        |