

Official Record Series 5

United Kingdom
Civil Aviation Authority



CAA Scheme of Charges

(Air Travel Organisers' Licensing)

No: 425

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The Civil Aviation Authority (the CAA), 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 Air Travel Organisers' Licences required by or under the said Act.

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 (Air Travel Organisers' Licensing) published by the CAA on 31 March 2023 and effective from 01 April 2023 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an Act of Parliament and as if the Scheme of 31 March 2023 revoked by sub-paragraph 1.1 above was an enactment thereby repealed.

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 6 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 6, 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 CAA¹.
- 2.3 For the purpose of this Scheme of Charges, 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.
- 2.4 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 Annual Accountants Report (AAR) Part 2 has been submitted through ATOL Online; and
 - d) The CAA has received the relevant fee (or a new Direct Debit mandate must be received by ATOL at least one month prior to the expiration of a licence).
 - e) For an application to renew a current ATOL, where there is no Direct Debit mandate, the relevant application fee must be confirmed as 'cleared funds' before the application is processed/progressed on to the received stage.
 - f) For an application for a new ATOL the relevant application fee must be confirmed as 'cleared funds' before the application is processed/progressed on to the received stage.
- 2.5 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 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.
- 2.6 Table 1 sets out the charges for a Standard ATOL² other than a Franchise Member ATOL.

¹ For the avoidance of doubt, the charge in Table 6, Line 1 and the charges in paragraphs 2.14, 2.16, 2.17 are in addition to the obligation on an ATOL holder to pay the costs referred to in ASTs (ATOL Standard Terms) 4.10, 4.11 and/or 5.2.

² A Standard ATOL holder is defined in Official Record Series 3 as any ATOL holder other than a Small Business ATOL holder.

All fixed charges in Table 1, Line 5 are payable on demand by the CAA. All other Fixed charges in Table 1 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 6, Line 1, are payable by the applicant on demand by the CAA.

Table 1: Standard ATOL other than a Franchise Member ATOL

Line	Category of charge	Fixed charge		Per passenger/seat charge
		Not paid by direct debit	Paid by direct debit (Note 4)	
1	Application for a new ATOL.	£2,386	N/A	14.97 pence
2	Application for renewal of an ATOL (received by the applicable date).	£1,497	£1,320	14.97 pence
3	Application for renewal of an ATOL (received after the applicable date).	£1,768	£1,547	14.97 pence
4	Application for a variation of an ATOL. (Note 1)	£156	£156	14.97 pence (Note 2)
5	Assessment of an ATOL following a change of ownership and/or control not deemed to be a major organizational change. (Note 3)	£633	£633	N/A
6	Application to change a trading name or website address – the charge will relate to each five trading name / website address changes made under one application.	£156 per 1 – 5 changes of trading names and/or website addresses	£156 per 1 – 5 changes of trading names and/or website addresses	N/A

NOTE 1: The CAA Fixed charges still apply even if the change proposals are aborted by the ATOL holder or its group.

NOTE 2: 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 3: Should the change of ownership be classed as a major organisational change then see paragraph 2.17 below.

NOTE 4: 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.

2.7 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 14.97 pence plus 2.37 pence totalling 17.34 pence for each passenger / seat increase applied for.

2.8 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 by the CAA. 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 6, Line 1, are payable by the applicant on demand by the CAA.

Table 2 overleaf.

Table 2: Small Business ATOL (SBA)

Line	Category of charge	Fixed charge		Per passenger/ seat charge
		Not paid by Direct Debit	Paid by Direct Debit (Note 6)	
1	Application for a new SBA.	£1,408	N/A	N/A
2	Application for renewal of an SBA (received by the applicable date).	£1,049	£870	N/A
3	Application for renewal of an SBA (received after the applicable date).	£1,217	£1,122	N/A
4	Application for a variation of an SBA. (Note 1)	£156	£156	N/A
5	Application by an SBA holder to transfer from an SBA to a Standard ATOL during the current licence period.	£201	£201	14.97 pence
6	Assessment of an SBA following a change of ownership and/or control. (Note 5)	£633	£633	N/A
7	Application to change a trading name or website address – the charge will relate to each five trading name / website address changes made under one application.	£156 per 1 – 5 changes of trading names and/or website addresses	£156 per 1 – 5 changes of trading names and/or website addresses	N/A

NOTE 5: The CAA Fixed charges still apply even if the change proposals are aborted by the ATOL holder or its group.

NOTE 6: 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.

2.9 Table 3 sets out the charges for Franchise Member ATOLs.

The Fixed charge in Table 3, Line 12 is payable on demand by the CAA. All other Fixed charges in Table 3 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 6, Line 1, are payable by the applicant on demand by the CAA.

Table 3: Franchise Member ATOL Arrangements

Line	Category of charge	Fixed charge		Per passenger/ seat charge
		Not paid by Direct Debit	Paid by Direct Debit (Note 9)	
1	Application for a new Franchise Member ATOL with a Licence Limit of ≤1,000 passengers/ seats.	£898	N/A	N/A
2	Application for a variation of a Franchise Member ATOL with a Licence Limit of ≥1,001 passengers / seats (Note 7)	£156	£156	14.97 pence (Note 8)
3	Application for a renewal of a Franchise Member ATOL with a Licence Limit of ≤1,000 passengers/seats.	£686	£686	N/A
4	Application by a Franchise Member ATOL holder with a Licence Limit of ≤1,000 passengers/seats to increase its Licence Limit to ≥1,001 passengers/seats during the current licence period.	£156	£156	14.97 pence

Table 3: Franchise Member ATOL Arrangements (continued)

Line	Category of charge	Fixed charge		Per passenger/ seat charge
		Not paid by Direct Debit	Paid by Direct Debit (Note 9)	
5	Application for a new Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/ seats	£2,386	N/A	14.97 pence
6	Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/seats (received by the applicable date).	£1,497	£1,320	14.97 pence
7	Application for a renewal of a Franchise Member ATOL with a Licence Limit of $\geq 1,001$ passengers/seats (received after the applicable date).	£1,768	£1,547	14.97 pence
8	Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ to transfer to an SBA during the current licence period.	£156	£156	N/A
9	Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ passengers/seats to transfer to a Standard ATOL during the current licence period..	£156	£156	14.97 pence
10	Application by a Franchise Member ATOL holder with a Licence Limit of $\geq 1,001$ passengers/seats to transfer to a Standard ATOL.	£156	£156	14.97 pence but calculated by reference only to the number of additional passengers / seats on the Licence Limit of the Standard ATOL
11	Application by a Franchise Member ATOL holder with a Licence Limit of $\leq 1,000$ to transfer to other Franchise $\leq 1,000$ passengers/seats.	£156	£156	N/A
12	Assessment of a Franchise Member ATOL following a change of ownership and/or control. (Note 8) .	£317	£317	N/A
13	Application to change a trading name or website address – the charge will relate to each five trading name / website address changes made under one variation application.	£156 per 1 – 5 changes of trading names and/or website addresses	£156 per 1 – 5 changes of trading names and/or website addresses	N/A

NOTE 7: The symbol " \geq " means greater than or equal to.
The symbol " \leq " means less than or equal to.

NOTE 8: The CAA Fixed charges still apply even if the change proposals are aborted by the ATOL holder or its group.

NOTE 9: 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 Franchise Member ATOL.

NOTE 10: 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.

- 2.10 When a Franchise Member 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 Franchise Member ATOL variation application charge (Table 3 Line 2), plus a passenger /seat charge of 14.97 pence plus 2.37 pence totalling 17.34 pence for each passenger / seat increase applied for.
- 2.11 Table 4 sets out the charges for an application to become a Franchisee, the holder of a Franchise that operates under the Air Travel Organisers' Licensing Scheme, (which is payable on application), and the annual charge to continue to hold the Franchise (which is payable on the annual anniversary of the grant of the Franchise to the Franchisee).

Any additional charges as specified in Table 6, Line 1, are payable by the applicant on demand by the CAA.

Table 4: Franchisee (holders of a Franchise that operates under the ATOL Scheme)

Line	Category of charge	Charge
1	Application to become a new Franchisee (holder of a Franchise that operates under the ATOL Scheme).	£12,631
2	Annual charge to continue as a Franchisee.	£6,315

- 2.12 Table 5, Line 1, sets out the charge payable to the CAA to be accredited as an Accredited Body (which is payable on application). Table 5, Line 2, sets out the annual charge to apply to renew an accreditation as an Accredited Body which is payable on the date the Accredited Body applies to renew its ATOL each year.

Any additional charges as specified in Table 6, Line 1, are payable by the applicant on demand by the CAA.

Table 5: Accredited Body

Line	Category of charge	Charge
1	Application for a new accreditation for an Accredited Body.	£25,260
2	Application for renewal of an accreditation for an Accredited Body.	£6,315
3	Application to add a Member to an Accredited Body ATOL.	£63 per Member
4	Application to change the registered name, trading name or website of an Accredited Body Member.	£38 per Member

- 2.13 The additional charge specified in Table 6, Line 1 and Line 2 is payable on demand by the CAA. The charge specified in Table 6, Line 3 is payable on application.

Table 6 overleaf.

Table 6: Additional Charges

Line	Category of charge	Charge
1	Legal, Accountancy, Financial and other professional advisers' expenses incurred by the CAA in order to: a) review any application or assessment to which this Scheme refers other than an application to become a new Franchisee; b) carry out any consideration to which this Scheme refers; c) permit a Franchisee to continue to hold a Franchise.	The costs incurred to a maximum of £575,991
2	Legal, Accountancy, Financial and other professional advisers' expenses incurred by the CAA in order to review an application to become a new Franchisee	The costs incurred to a maximum of £12,625
3	Specific ATOL Exemption.	£134, with excess hours charged at £214 per hour up to a maximum of £575,991
4	Specified regulatory compliance visit by the CAA to an existing ATOL holder	£214 up to a maximum of £575,991

2.14 When the circumstances of the ATOL holder changes and the CAA considers it needs to instruct professional advisors (legal, accountancy, financial and other professional services) in order to assess the ATOL holder or its group in order to consider whether the ATOL holder can continue to hold an ATOL, the CAA will charge the ATOL holder the amount of those professional service fees as well as the CAA's own internal costs. The CAA will invoice the ATOL holder in advance where practicable but where this is not practicable will invoice in arrears and invoices are payable on demand. The maximum charge will reflect the costs incurred up to a maximum of £575,991.

2.15 **Existing ATOL holder or Accredited Body Accreditation – new or change a trust, trustee, or trust account**

Where an ATOL holder or Accredited Body applies to the CAA to put in place a trust, trustee or trust account for the purpose of its ATOL and/or its Accredited Body accreditation, the applicant shall pay to the CAA a charge of £633 with the variation application. Any additional charges will be invoiced by the CAA, payable on demand, to the applicant at £214 per hour up to a maximum of £118,989.

Where an ATOL holder or Accredited Body applies to the CAA to change a trust, trustee or trust account for the purpose of its ATOL and/or its Accredited Body accreditation, the applicant shall pay to the CAA a charge of £156 with the variation application. Any additional charges will be invoiced by the CAA, payable on demand, to the applicant at £214 per hour up to a maximum of £118,989.

2.16 Charges are payable to the CAA when a variation application is made to the CAA to:

- A. review ATOL holder's licence conditions, to agree changes to the means by which existing licence conditions are met; (examples include requirements that ATOL holders or companies within the ATOL holder's group enter into Trust account deeds, provide bonds or guarantees or indemnities, or request amendments to existing arrangements); or,
- B. review a significant change to an ATOL holder's or its group's financial structure, bank facility or a change to a legal agreement affecting a significant balance sheet asset, such as aircraft fleet, hotels, etc., or a liability relating to a significant balance sheet asset, such as a leasing agreement;

The ATOL holder must pay the charges calculated in accordance with subparagraph a) below in respect of each of A or B above.

- a) The charges payable are:

- i) the sum of the number of hours spent by CAA staff in assessing the variation application and documents and information supplied by the ATOL holder or its advisers multiplied by £214 up to a maximum of £118,989 (payable in arrears on invoice demand); and
- ii) a variation application charge of £633 payable at the time the ATOL holder informs the CAA.

The CAA shall invoice the ATOL holder in arrears for the charges arising under subparagraph a) i) and a) (ii). The invoice is payable by the applicant on demand by the CAA.

The CAA charges will still apply even if the change proposals are aborted by the ATOL holder or its group.

2.17 **Major Organisational Change – ATOL**

When an ATOL holder informs the CAA of an organisational change of the ATOL holder or of the ATOL holder's group, as defined in ORS 3, the ATOL holder must pay the charges calculated in accordance with subparagraph (a).

(a) The charges payable are:

- (i) £633 payable at the time the ATOL holder informs the CAA; and
 - (ii) the sum of the number of hours spent by CAA staff in assessing the variation application and documents and information supplied by the ATOL holder or its advisers, multiplied by £214 up to a maximum of £118,989.
- (b) The CAA shall invoice the ATOL holder in arrears for the charges arising under subparagraph (a)(ii). The invoice is payable by the applicant on demand by the CAA.

The CAA charges will still apply if the change proposals are aborted by the ATOL holder or its group.

2.18 **ATOL Consultant – Registration for Online Portal access to the CAA ATOL Licensing System**

On application to be registered as an ATOL consultant with online portal access to the CAA ATOL Licensing System or to renew such a registration, the applicant shall pay £252.

Where an existing ATOL holder or new applicant uses the CAA staff to input their data into the ATOL Licensing System in order to complete their application, the ATOL holder or the applicant will pay the sum of the number of hours spent by the CAA staff inputting the application data multiplied by £214 up to a maximum of £118,989. The CAA shall invoice the ATOL holder or new applicant in arrears for the charges arising under this sub-paragraph. The invoice is payable on demand by the CAA.

2.19 **CAA invoice payment terms**

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

3 DEFINITIONS

3.1 In this Scheme:

- a) 'CAA' means the Civil Aviation Authority.
- b) "renewal" of an ATOL occurs where an ATOL holder applies for an ATOL to run from the expiry of its current ATOL and the application is made before the expiry of its current ATOL.

3.2 All other terms have the same meaning as in the Civil Aviation (Air Travel Organisers' Licensing) Regulations 2012, as amended, and Official Record Series 3.

(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.