

Official Record Series 5

**United Kingdom
Civil Aviation Authority**



CAA Scheme of Charges	No:	447
Aerodrome and Air Traffic Management Regulation	Publication date:	16 March 2026
	Commencement date:	01 April 2026

The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting with persons likely, in its opinion, to be affected by the charges and with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the performance by the CAA of the functions conferred on it by or under the Order, Commission Regulation (EU) 139/2014 as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018 and the Single European Sky (Functions of the National Supervisory Authority) Regulations 2013 with respect to:

- i) the licensing and certification of aerodromes and vertiports;
- ii) the initiation and review of public safety zones;
- iii) the approval of air traffic control service providers;
- iv) the certification and designation of air navigation service providers under Regulation (EC) No 550/2004 as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018;
- v) monitoring the provision of an air traffic control service at aerodromes and vertiports, including the performance of the holder of an air traffic controller's licence engaged in the provision of such a service; and
- vi) approving persons to carry out flight checks of aeronautical radio stations.

Excess Hour and Third-Party Recovery 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. Where the CAA is required to engage third-party services to fulfil its regulatory obligations due to limitations in internal capacity or capability, the associated costs may be charged to the applicant, subject to prior agreement. These charges will be in addition to any standard fees listed in this Scheme of Charges.

1 REVOCATION

- 2 The Scheme of Charges published by the CAA on 12 March 2025 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 12 March 2025 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:

Section/ Paragraph	Title	Page No.
3	CHARGES FOR NATIONAL AERODROME/VERTIPOINT LICENCES AND CERTIFICATES	3
3.1	Grant or renewal of an aerodrome/vertiport licence or certificate	3
3.2	Variation of an aerodrome/vertiport licence or certificate	4
3.3	Aerodrome/vertiport licence or certificate variable charge	4
3.4	Aerodrome/vertiport development project approval	4
3.5	Licence category change	5
4	CHARGES FOR AERODROME AIR TRAFFIC SERVICES REGULATION	5
4.1	Grant of the certification of air navigation service providers (ANSPs)	5
4.2	Grant of an Article 180 approval and/or designation of an ANSP to provide air traffic control services and ANSP annual charge by aerodrome	5
4.3	Combined application for an applicant to be certified and designated to provide air traffic control services as an ANSP – maximum liability	6
4.4	Variation of an Article 180 approval or an ANSP approval, certification and/or designation documentation	6
4.5	Grant of the approval and/or designation of an ANSP to provide flight information services and ANSP annual charge by location	6
4.6	ANSP annual charge to provide a communication, navigation or surveillance (CNS) service or a commercial aeronautical information service (AIS)	7
4.7	ANSP annual charge to provide a Meteorological (MET) service	7
4.8	ANSP (ATS) variable charge	7
4.9	Approval of a temporary ATC service under Article 180 of the ANO	8
5	EUROPEAN UNION (EU) & EUROPEAN ECONOMIC AREA (EEA) AIR NAVIGATION SERVICE PROVIDERS (ANSPs)	8
5.1	Grant of the certification of EU & EEA air navigation service providers (ANSPs)	8
5.2	EU & EEA ANSP annual charge	8
6	OTHER CHARGES	8
6.1	Organisations that provide services for the flight inspection of ATS equipment	8
6.2	Public Safety Zone Reviews	8
6.3	Exemptions	9
6.4	Acceptable Means of Compliance	9
6.5	Copies of documents	10
6.6	Additional charge where functions performed outside of the United Kingdom	10
6.7	Annual Charges	10
6.8	CAA invoice payment terms	10
6.9	Recovery of third-party costs	10
7	DEFINITIONS	11

3 CHARGES FOR NATIONAL AERODROME/VERTIPOINT LICENCES AND CERTIFICATES¹

3.1 Grant or renewal of a national aerodrome/vertiport licence or an aerodrome certificate

3.1.1 Subject to paragraphs 3.1.2 and 3.1.3, on applying for the grant or renewal of a national aerodrome/vertiport licence, including a 'seasonal' licence, or an aerodrome/vertiport certificate the applicant shall pay the CAA the charge specified in Table 1, according to the type of licence or certificate specified in column 4 for which the applicant has applied, the maximum total weight authorised of the aircraft, which the applicant expects to use the aerodrome/vertiport, as specified in column 1, and the maximum annual number of air transport movements which the applicant expects at the aerodrome/vertiport, as specified in column 2.

3.1.2 A further charge of £259 per hour is payable for the grant of an aerodrome/vertiport licence or certificate where the number of hours expended by the CAA in dealing with the application exceeds the standard number of hours (as specified in Column 5 of Table 1) for that application which corresponds with the appropriate charge category under Table 1. The maximum charge per application is £112,436 and is payable on demand. This additional charge is not payable for a 'seasonal' licence or for the licences referred to in paragraph 3.1.3.

Table 1

The weight certified (see Note 6 at end of document) in the application for the grant or renewal of that licence or certificate as being the maximum total weight authorised of the heaviest aircraft which the applicant expects to use the aerodrome/vertiport, while the licence or certificate is in force, for the purpose of public transport of passengers, of commercial air transport flights or of instruction in flying	The maximum annual number of aircraft movements which the applicant expects at the aerodrome/vertiport, while the licence or certificate is in force, for the purpose of public transport of passengers of commercial air transport flights or of instruction in flying (Note 1)	Charge reference	Charge for Day or for Day and Night Licence or Certificate	Standard hours
Column 1	Column 2	Col. 3	Col. 4	Col. 5
Not exceeding 2,730 kg	Not applicable	A	£3,367	13
Exceeding 2,730 kg but not exceeding 6,000 kg	Not exceeding 2,000 per annum	B	£4,921	19
Exceeding 2,730 kg but not exceeding 6,000 kg	Exceeding 2,000 per annum	C	£10,101	39
Exceeding 6,000 kg but not exceeding 35,000 kg	Not exceeding 10,000 per annum	D	£14,763	57
Exceeding 6,000 kg but not exceeding 35,000 kg	Exceeding 10,000 per annum	E	£17,094	66
Exceeding 35,000 kg but not exceeding 140,000 kg	Not exceeding 10,000 per annum	F	£21,756	84
Exceeding 35,000 kg but not exceeding 140,000 kg	Exceeding 10,000 but not exceeding 150,000 per annum	G	£27,195	105
Exceeding 35,000 kg but not exceeding 140,000 kg	Exceeding 150,000 per annum	H	£38,850	150
Exceeding 140,000 kg	Not exceeding 10,000 per annum	J	£27,195	105
Exceeding 140,000 kg	Exceeding 10,000 but not exceeding 150,000 per annum	K	£46,361	179
Exceeding 140,000 kg	Exceeding 150,000 per annum	L	£54,131	209

¹ The CAA will not be charging to transition an aerodrome from a National aerodrome licence to an EASA aerodrome certificate.

NOTE 1: The total number of aircraft movements declared by an aerodrome/vertiport must relate to the total number of aircraft movements (as shown under column 2 above) expected to be operated at the aerodrome/vertiport, irrespective of aircraft weight, engaged in public or commercial air transport and instruction in flying including 'touch and go' movements. A 'touch and go' movement is to be classed as one take-off plus one landing.

- 3.1.3 On applying for an aerodrome/vertiport licence referred to in Table 2, the applicant shall pay the CAA the charge specified in that Table, and the charges payable under paragraphs 3.1.1 and 3.1.2 do not apply.

Table 2

Type of Licence	Charge
The grant of a day licence for a period not exceeding 12 consecutive days	£482
The grant of a day and night licence for a period not exceeding 12 consecutive days	£966
The grant or renewal of an aerodrome/vertiport licence where aircraft are not expected to use the aerodrome/vertiport for the purpose of public transport of passengers or for flying instruction	£1,081

3.1.4 **Aerodrome/vertiport licence or certificate annual charge**

Where an aerodrome/vertiport licence or certificate is granted or renewed for longer than a year, the licence or certificate holder shall pay the CAA on 1 April in each year thereafter during which the licence or certificate remains in force or under suspension, the charge specified in Column 4 of Table 1, according to the type of licence or certificate, the maximum weight of the aircraft which the applicant expects to use the aerodrome/vertiport and the number of air transport movements which the applicant expects at the aerodrome/vertiport.

3.2 **Variation of an aerodrome/vertiport licence or certificate**

- 3.2.1 When an application is made for the variation of an aerodrome/vertiport licence to extend the operation of an aerodrome from a 'day use' to a 'day and night use', the applicant shall pay the CAA a charge of £1,814.
- 3.2.2 When an application is made for any other variation of an aerodrome/vertiport licence or certificate, other than one mentioned elsewhere in this Scheme, for example to change the company name or trading name specified in the licence or certificate where the legal entity is unchanged, the applicant shall pay the CAA a charge of £239.

3.3 **Aerodrome/vertiport licence or certificate variable charge**

- 3.3.1 The holder of an aerodrome/vertiport licence or certificate, on the last day of each month during which the licence or certificate remains in force, shall pay the CAA a charge of 2.02 pence for each Work Load Unit at the aerodrome during that month.
- 3.3.2 The calculation of the chargeable Work Load Units at each aerodrome will be established by the application of the monthly arriving and departing passengers and cargo statistics provided by aerodromes/vertiports to Aviation Intelligence, CAA.
- 3.3.3 The CAA may require an aerodrome/vertiport 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/vertiport licence or certificate holder had worked the same number of Work Load Units as operated in the corresponding month of the previous year.

3.4 **Aerodrome/vertiport development project approval²**

3.4.1 Subject to paragraph 3.4.2, when an application is made to obtain approval from the CAA of any major development project at an aerodrome/vertiport which requires the approval of the CAA under the aerodrome/vertiport licence or certificate, the applicant shall pay the CAA a charge of £1,554.

3.4.2 If the time taken to process the application for approval exceeds 6 hours then the applicant shall pay the CAA a charge (to be invoiced in arrears) on the basis of an hourly rate of £259 for each hour in excess of 6 hours which it takes the CAA to process the application prior to the approval being granted.

3.5 **Licence category change**

On application by the licence holder, to substitute a public use aerodrome licence for an ordinary aerodrome licence, or to substitute an ordinary aerodrome licence for a public use aerodrome licence, the applicant shall pay the CAA a charge of £4,363.

4 **CHARGES FOR AERODROME AIR TRAFFIC SERVICES REGULATION**

4.1 **Grant of the certification of air navigation service providers (ANSPs)**

For the grant of the certification under Article 7 of UK (EC) Regulation No. 550/2004 in respect of the provision of air navigation services, the applicant shall pay the CAA:

- a) on application the charge specified in Table 3; appropriate to the type of certification; and
- b) in the case of an application in respect of an air traffic control service, where the number of hours expended by the CAA in dealing with the application exceeds 70 hours, a charge of £248 for each hour in excess of 70 hours expended by the CAA in dealing with the application, up to a maximum of £123,570 during any period of 12 months following receipt of the application by the CAA.

Table 3

ANSP Services	Charge
Air traffic control service	£16,250
Flight information service	£8,125
Communication, navigation or surveillance service	£1,623
Meteorological service	£1,623
Commercial aeronautical information service	£3,879

NOTE 2: Where an application is made that incorporates more than one ANSP service then the total charge for that application shall relate to the ANSP service that attracts the highest charge quoted in Table 3 above. For example, an ANSP applying to provide both ATC and FIS, the total certification charge shall be that relating to ATC, being £16,236, plus an additional hourly charge for the hours incurred in excess of 70.

4.2 **Grant of an Article 180 approval and/or designation of an ANSP to provide air traffic control services and ANSP annual charge by aerodrome**

4.2.1 For the grant of an approval under Article 180 of the Order and/or for the designation under Article 8 of UK (EC) Regulation No. 550/2004 in respect of the provision of air traffic control services at an aerodrome, the applicant shall pay the CAA:

- a) on application the charge specified in Table 4 according to the number of air traffic

(This is not part of the Scheme)

² One of the aerodrome licensing / certification conditions states that changes in the physical characteristics of an aerodrome, including the erection of new buildings and alterations to existing buildings or to visual aids, shall not be made without prior approval of the CAA.

controllers engaged in the provision of the services at that aerodrome; and

- b) in the case of an application in respect of an air traffic control service, where the number of hours expended by the CAA in dealing with the application exceeds the applicable application charge as specified in Table 4, calculated by dividing the applicable charge by £248, then any excess hours incurred by the CAA above that number of hours so calculated will be charged by CAA invoice to the applicant, payable on demand, at £248 per hour up to a maximum total liability of £100,691 per designated location during any period of 12 months following receipt of the application by the CAA.

- 4.2.2 The holder of an approval issued under Article 180 of the Order and/or an ANSP certification and/or ANSP designation issued under UK (EC) Regulation No. 550/2004 in respect of the provision of an air traffic control service at an aerodrome, shall pay the CAA on 1 April in each year during which the approval, certification and/or designation remains in force or under suspension, the charge specified in Table 4, according to the number of air traffic controllers engaged in the provision of the air traffic control service at each aerodrome.

Table 4

The number of air traffic controllers engaged in the provision of the air traffic control service at the aerodrome	Charge ref.	Charge
0 to 5	7	£5,502
Exceeding 5 but not exceeding 10	6	£15,041
Exceeding 10 but not exceeding 15	5	£24,443
Exceeding 15 but not exceeding 22	4	£35,720
Exceeding 22 but not exceeding 35	3	£54,527
Exceeding 35 but not exceeding 54	2	£103,411
55 or more	1	£141,011

- 4.3 **Combined application for an applicant to be certified and designated to provide air traffic control services as an ANSP – maximum liability**

In the case of a combined application in respect of the certification and designation of an applicant to provide ANSP air traffic control services at a location, or locations, then the maximum liability for that combined application will be, for certification, £123,570 plus, for each designation, the appropriate application charge as per Table 4 relating to each location plus a maximum liability excess hour charge of £100,691 per location at £248 per hour, during any period of 12 months following receipt of the application by the CAA, payable on demand.

- 4.4 **Variation of an Article 180 approval or an ANSP approval, certification and/or designation documentation**

When an application is made for the variation of an approval granted under Article 180 of the Order or certification and/or designation under UK (EC) Regulation No. 550/2004, to change the company name or trading name specified in the approval documentation where the legal entity is unchanged, the applicant shall pay the CAA a charge of £239.

4.5 **Grant of the approval and/or designation of an ANSP to provide flight information services (FIS) and ANSP annual charge by location**

4.5.1 For the grant of a designation under Article 8 of UK (EC) Regulation No. 550/2004 in respect of the provision of an FIS at each location, the applicant shall pay the CAA on application and in respect of each location the charge specified in Table 5.

4.5.2 The holder of an ANSP certification and/or designation issued under UK (EC) Regulation No. 550/2004 in respect of the provision of an FIS at any location, shall pay the CAA on 1 April in each year during which the certification and/or designation remains in force or under suspension, the charge specified in Table 5 at each location.

Table 5

ANSP Type	Charge
Flight information service	£634

NOTE 3: For a certified ANSP, the annual oversight charge per site that incorporates more than one ANSP service, the total annual charge for that site shall relate to the ANSP service that attracts the highest charge quoted in Tables 4, 5 and 6. For example, an ANSP providing both FIS and CNS services (see paragraph 4.5) at a specific site, the total annual charge shall be that relating to FIS, being £634.

4.6 **ANSP annual charge to provide a communication, navigation or surveillance (CNS) service or a commercial aeronautical information service (AIS)**

4.6.1 The holder of an ANSP certification issued under UK (EC) Regulation No. 550/2004 in respect of the provision of a CNS service or an AIS, shall pay the CAA on 1 April in each year during which the certification remains in force or under suspension, the charge specified in Table 6. The charge for a CNS service is at each location.

Table 6

ANSP Type	Charge
Communication, navigation or surveillance service	£314
Aeronautical meteorological stations	£314
Commercial aeronautical information service	£3,783

NOTE 4: For a certified ANSP, the annual oversight charge per site that incorporates more than one ANSP service, the total annual charge for that site shall relate to the ANSP service that attracts the highest charge quoted in Tables 4, 5 and 6 above. For example, an ANSP providing both FIS and CNS services at a specific site, the total annual charge shall be that relating to FIS, being £631.

4.7 **ANSP annual charge to provide a Meteorological (MET) service**

The holder of an ANSP certification issued under UK (EC) Regulation No. 550/2004 in respect of the provision of a MET service, shall pay the CAA on 1 April in each year during which the certification remains in force or under suspension, the charge specified in Table 7. The charge for a MET service is at each location.

Table 7

ANSP Type	Charge
Meteorological service	£1,262

4.8 **ANSP (ATS) variable charge**

- 4.8.1 On the last day of each month during which an approval under Article 180 of the Order or certification and designation under Articles 7 and 8 of UK (EC) Regulation No. 550/2004 for the provision of an air traffic control service at the aerodrome remains in force, or in suspension, the holder shall pay the CAA a charge of 1.90 pence for each Work Load Unit at the aerodrome during that month.
- 4.8.2 The calculation of the chargeable Work Load Units at each aerodrome will be established by the application of the monthly arriving and departing passengers and cargo statistics provided by aerodromes to the CAA.
- 4.8.3 The CAA may require an ANSP (ATS) 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 ANSP (ATS) holder had worked the same number of Work Load Units as operated in the corresponding month of the previous year.

4.9 **Approval of a temporary ATC service under Article 180 of the ANO**

On making an application to carry out a Special Event where a temporary ATC service is required, the applicant shall pay the CAA a charge of £1,494 plus £248 per hour for any hours in excess of the standard 6 hours spent by the CAA on processing the application and carrying out its investigations up to a maximum charge of £29,669 during any period of 12 months following receipt of the application by the CAA. The charge is payable on demand.

4.10 **Restricted Airspace (Temporary) [RA(T)] Applications**

Charges for the regulation, drafting, and notification of Restricted Airspace (Temporary) [RA(T)] within the UK Flight Information Regions (FIRs), the following fee structure will apply to all RA(T) applications:

Table 8

Number of Areas	Initial Assessment Fee (non-refundable)	Approval Charge	Amendment or Revocation Charge
1-2	£110	£419	£220
3 or more	£110	£717	£319

The Initial Assessment Fee is payable on application and is non-refundable. Following completion of the initial assessment, the Approval Charge will apply in accordance with the table above. Any subsequent amendment to, or revocation of, an approved RA(T) will attract the relevant Amendment or Revocation Charge.

5 **EUROPEAN UNION (EU) & EUROPEAN ECONOMIC AREA (EEA) AIR NAVIGATION SERVICE PROVIDERS (ANSPs)**

5.1 **Grant of the certification of air navigation service providers (ANSPs)**

For the grant of the certification for an EU or EEA member state air navigation service provider to provide services in the United Kingdom flight information region (FIR), the applicant shall pay the CAA a charge of £2,538.

5.2 **EU & EEA ANSP annual charge**

The holder of EU or EEA ANSP certification in respect of the provision of air navigation services in the United Kingdom flight information region (FIR), shall pay the CAA on 1 April in each year during which the certification remains in force or under suspension, the charge of £17,761.

6 OTHER CHARGES

6.1 Organisations that provide services for the flight inspection of ATS equipment

6.1.1 Grant of an Article 205(6) approval

For the approval of a person under Article 205(6) of the Order, the applicant shall pay the CAA, for the investigations required by the CAA, a charge of £25,660 at £248 per hour or, if the total cost of the investigations exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred in making the investigations but not exceeding £101,059 for any year, or part of the year, during which the investigations are carried out. The charge is payable on demand.

6.1.2 Variation of an Article 205(6) approval

On making an application to vary the terms of an approval granted under Article 205 (6) of the Order, the applicant shall pay the CAA a charge of £1,012 at £248 per hour or, if the total cost of the investigations required by the CAA exceeds that amount, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense incurred in making the investigations but not exceeding £61,479 for any year, or part of the year, during which the investigations are carried out. The charge is payable on demand.

6.1.3 Annual charge for an Article 205(6) approval

In respect of the investigations required by the CAA for the purpose of satisfying itself that an approval referred to in paragraph 6.1.1 should remain in force for a year commencing on 1 April, the holder of the approval shall pay to the CAA on 1 April, an annual continuation charge of £6,244.

6.2 Public Safety Zone Reviews

6.2.1 The Department for Transport (DfT) policy³ is that larger aerodromes must have a Public Safety Zone (PSZ). A PSZ is specific to a particular runway so an aerodrome may have more than one PSZ. Where so instructed by the DfT, the CAA is required to review an existing PSZ and to implement a new PSZ at an aerodrome. Currently the DfT requires each PSZ to be reviewed at approximately 7 yearly intervals.

6.2.2 When the CAA notifies an aerodrome that it is required by the DfT to establish a new PSZ or to review an existing PSZ, that aerodrome shall pay the CAA a charge of £16,450.

6.2.3 Where the aerodrome has more than one runway subject to a PSZ review⁴, and all runways are to be reviewed at the same time as part of the same notification, the aerodrome shall pay the CAA, in addition to the charge under paragraph 6.2.2, for the second and any subsequent runway, a charge of £6,580 per runway.

6.2.4 When an aerodrome requests that the CAA gives a presentation to the airport consultative committee meeting in connection with a current PSZ review, then that aerodrome shall pay the CAA a charge of £1,736, subject to an additional charge under paragraph 6.2.6. Should the associated time incurred by the CAA in preparing and delivering the presentation, exceed 7 hours, then an additional charge for the excess time shall be invoiced at £248 per hour.

6.2.5 With reference to paragraph 6.2.4, where the CAA deems it appropriate to request further analysis to be provided by third parties in support of the presentation made by the CAA to the airport consultative committee, the applicant aerodrome shall be invoiced by the CAA for the recovery of those additional costs up to a maximum of £14,399. Where the additional costs

(This Note is not part of the Scheme)

³ The current DfT policy on the circumstances in which it will require a PSZ to be established is set out in DfT Circular 01/2010 at www.dft.gov.uk/pgr/aviation/safety/circular012010/pdf/circular.

⁴ A PSZ review will encompass both headings on a runway

may exceed £14,406, the CAA shall agree in advance with the applicant aerodrome that the additional costs are necessary in pursuance of the presentation and obtain agreement that the applicant aerodrome would pay those costs on receipt of a CAA invoice requesting such payment to be made. The charge is payable on demand.

6.3 Exemptions

When making an application for an exemption under Article 71 of UK Regulation (EU) 2018/1139 as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018 or under Article 266 of the Order, the applicant shall pay to the CAA a charge in accordance with table 9:

Table 9

Description	Charge
Exemption from the operation of an 8.33 kHz capable radio	£494
Exemption from the operation of a Mode S transponder	£1,234
Exemption from the operation of an ACAS (Airborne collision avoidance system)	£2,469

6.4 Alternative means of compliance

When making an application for the CAA to review an alternative means of compliance (AltMOC) for an organisation or individual that would still allow the establishment of compliance with implementing rules made under UK (EC) Regulation 216/2008 relevant to the functions referred to in this Scheme, the applicant shall pay to the CAA a charge of £711. Should the duration of the CAA's review exceed three hours, the applicant shall pay to the CAA additional charges of £253 per hour for each of the excess hours expended by the CAA in dealing with the application or part thereof. These additional charges shall be determined and invoiced by the CAA having regard to the expense thereby incurred, but not exceeding £14,792 in any year or part of a year in which the investigations are carried out. The charge is payable on demand.

6.5 Copies of documents

For the issue of a copy or replacement of a document referred to in this Scheme, the applicant shall pay the CAA a charge of £43.

6.6 Additional charge where functions are performed outside of 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 £74,876 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 5: 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](#).

6.7 **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.

6.8 **CAA Invoice payment terms**

All CAA invoices are payable on demand with the exception of the monthly variable charge deposit invoices which are payable by the end of the month to which the charge relates.

6.9 **Recovery of third-party costs**

Where the CAA is required to engage third-party services to fulfil its regulatory obligations due to limitations in internal capacity or capability, the associated costs may be charged to the applicant, subject to prior agreement. These charges will be in addition to any standard fees listed in this Scheme of Charges.

7 DEFINITIONS

7.1 For the purpose of this Scheme:

- a) 'National Aerodrome Licence' means a licence granted pursuant to Article 212 of the Order;
- b) 'Aerodrome Certificate' means a certificate granted to an aerodrome operator pursuant to Commission UK (EU) Regulation No. 139/2014 of 12 February 2014 laying down requirements and administrative procedures related to aerodromes pursuant to UK (EC) Reg 216/2008 of the European Parliament and of the Council as amended from time to time and references in this Scheme to a 'certificate' shall be construed accordingly, as retained (and amended) in UK domestic law under the European Union (Withdrawal) Act 2018;
- c) 'ANSP' means air navigation service provider;
- d) 'Cargo' includes freight and mail;
- e) 'Day and Night Licence' means an aerodrome licence authorising the use of the aerodrome to which it relates by aircraft for the purpose of public transport of passengers or for the purpose of instruction in flying at any time;
- f) 'Day Licence' means an aerodrome licence authorising the use of the aerodrome to which it relates by aircraft flying for the purpose of public transport of passengers or for the purpose of instruction in flying during the period from ½ an hour before sunrise until ½ an hour after sunset in any day;
- g) 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;
- h) A 'major development project' is a project which the CAA reasonably considers to be a major development project;
- i) '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 Air Navigation Order for the time being in force;
- 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 6.1 g);
- k) 'Seasonal licence' means any licence that is valid for a period exceeding twelve days, but not exceeding a year, to be in force during the licensed period only on those days as notified to the CAA and not for more than twelve consecutive days during any one period;
- l) 'Work Load Unit' means:
 - i) one passenger movement – (see definition 6.1 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;
- m) 'CAA' means the Civil Aviation Authority.
- n) References to periods during which a national aerodrome licence or aerodrome certificate or other certificate or approval for the provision of an air traffic control service at an aerodrome, is under suspension means periods during which the licence or certificate or approval is provisionally suspended or suspended pursuant to Article 228 or 229 of the Order or under Commission UK (EU) Reg 139/2014 or under UK(EC) Reg No. 550/2004, as amended from time to time, as retained (and amended) in UK

domestic law under the European Union (Withdrawal) Act 2018.

- o) All references to European Union 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.

7.2 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.