

## Miscellaneous Charges 2009



Valid from January 1<sup>st</sup> 2009 to December 31<sup>st</sup> 2009

Version 03

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## Introduction

This booklet summarises the main non-aeronautical charges for Shannon Airport.

- The charges in this document apply from January 1<sup>st</sup> 2009 to December 31<sup>st</sup> 2009
- All charges in this booklet are set out in Euro.
- All charges in this booklet are annual charges unless stated otherwise.
- Value Added Tax will be applied to charges at the prevailing rates of Irish VAT. All charges listed in this booklet exclude VAT except where otherwise stated.
- All users must observe Shannon Airport's Terms and Conditions of operation at the airport. Specifically, users are obliged to abide by the specified Financial, Insurance and Information terms. In particular, where specified, it will be necessary to provide a purchase order in advance.
- Details of Shannon Airport's airport charges as well as the Terms and Conditions of operation may be found on the airport charges pages of the Shannon Airport website [www.shannonairport.com](http://www.shannonairport.com)
- Information on charges not listed in this document such as Shannon Airport property rentals can be obtained on request from the Property and Estates Manager, Shannon Airport.
- The company reserves the right to vary the terms, conditions and charges at any time. A minimum of 1 calendar month's notice on the Shannon Airport website ([www.shannonairport.com](http://www.shannonairport.com)) will normally apply.
- Inter alia, Sections 39, 40 and 41 of the Air Navigation and Transport (Amendment) Act 1998 apply.
- General enquiries regarding miscellaneous charges can be sent to: [patricia.culligan@daa.ie](mailto:patricia.culligan@daa.ie) or 353-61-712302

## 1. Operational Charges

### 1.1 Access Permits:

All personnel working at the airport are required to hold a valid airport identity/security card. A permanent I.D. card is valid for up to 30 months

Service	Charge €	Description
Permanent Card	€ 25*	Per Card
Replacement for Lost Card	€ 44*	Per Card

\* Charge inclusive of VAT

For a period of three months from the date of issue of the original Access Permit, there will be no charge for replacement / renewal of the Permit for the purposes of the following licensing requirements:

- Airside Awareness, Apron Driving & Airbridge Driving.

*Please note that this does not apply to the Replacement Lost Card charge.*

All enquiries can be addressed to:  
John Francis, Chief Officer - Security  
john.francis@daa.ie

Phone 353-61-712332

### 1.2 Vehicle Permits:

A charge applies for an Airside Vehicle Permit as follows:

Service	Charge €	Description
Private Vehicle	€ 273*	Per Vehicle
Liveried vehicle	€ 29*	Per Vehicle
Replacement for Lost Permit	€ 55*	Per Permit

\* Charge inclusive of VAT

A Vehicle Permit is valid for up to 24 months from date of issue

All enquiries can be addressed to:  
Lorraine Lynch, Airside Operations & Safety  
lorraine.lynch@daa.ie

Phone 353-61-712189

### 1.3 Ground Handling Administration:

All ground-handling companies are subject to an administration charge. New ground handling companies entering the market in 2009 will be charged an Initial Administration Charge. Existing ground handling companies will be liable to Renewal Charge for 2009.

Service	Charge €	Description
Initial Administration Charge	€ 547	Per Application
Renewal Charge	€ 274	Per Application
Additional or Replacement Aerodrome Manual	€500*	Per Manual
Additional/ Replacement Emergency and Crash Orders Manual	€100*	Per Manual

\* This charge is zero rated for VAT

*All enquiries can be addressed to:*

Maria Clohessy, Operations and Services Administration  
maria.clohessy@daa.ie

Phone 353-61- 712208

### 1.4 Aircraft Security:

Additional aircraft security is available by arrangement

Service	Charge €	Description
Airport Police Call-out	€ 63	Per vehicle per hour or part thereof

*The Company requesting the above service must provide a purchase order in advance*

*All enquiries can be addressed to:*

Pat O'Brien, Chief Officer – Fire & Rescue  
pat.obrien@daa.ie

Phone 353-61- 712622

### 1.5 Fire Service Active Stand by

When an Airline or Handler requests a Fire Service Active Stand-by Unit the following charge will apply:

Service	Charge €	Description
Fire Service Call-out	€ 275*	Per vehicle per hour or part thereof

\*This charge is zero rated for VAT

*The Company requesting the above service must provide a purchase order in advance*

**Note:** No charge will apply in respect of fire vehicles attending an emergency

*All enquiries can be addressed to:*

Pat O'Brien, Chief Officer – Fire & Rescue  
pat.obrien@daa.ie

Phone 353-61- 712622

### 1.6 Spillage Clean-up:

This charge is applied to encourage users to minimise environmental damage and to assist in the conservation of the environment. Airlines, tenants or concessionaires causing, permitting or failing to report pollution will be liable for the full costs of clean up and disposal or making good any damage caused.

Service	Charge €	Description
First Hour	€ 287 plus cleaning materials	Per Spillage
Per subsequent Hour	€ 57.50 plus cleaning materials	Per Spillage

**Note:** Any user responsible for recurring incidents due to neglect or wilful misconduct may be subject to additional charges.

*All enquiries can be addressed to:*  
 Lorraine Lynch, Airside Operations & Safety  
 lorraine.lynch@daa.ie

Phone 353-61-712189

### 1.7 Aircraft Sewage Disposal

Facilities for the removal of aircraft sewage are available. The total charge to be recovered from users for the airport in 2009 is €42,000.00. This will be allocated between users based on users' profile of use in the previous year. Users will be notified of their charge on an annual basis in February 2009 once the previous year's data has been reviewed.

Service	Charge €	Description
Total fee in 2009* (all users)	€42,000.00	

\*This charge is zero rated for VAT

*All enquiries can be addressed to:*  
 Engineering Administration  
 snnengineering@daa.ie

Phone 353-61-712348

### 1.8 Fixed Electrical Ground Power:

Fixed Electrical Ground Power points are available on Stands 28 – 42. A standard charge applies per flight for FEGP usage regardless of duration on stand

Service	Charge €	Description
Fixed Electrical Ground Power	€ 26*	Per Flight

\*This charge is zero rated for VAT

*All enquiries can be addressed to:*  
 Lorraine Lynch, Airside Operations & Safety  
 lorraine.lynch@daa.ie

Phone 353-61-712189

## 2. Miscellaneous Charges

### 2.1 Clamp Removal:

A vehicle that has been found illegally parked on airport property will be wheel clamped in accordance with airport byelaws. The clamp removal fee is inclusive of the first day's charge. An additional charge applies for each subsequent 24-hour period. No liability will be accepted for any damage caused to a vehicle as a result of a clamp having been fitted to the wheel of a vehicle other than that attributable to wilful misconduct on the part of the company.

Service	Charge €	Description
Clamp removal fee	€70*	Per Vehicle
Additional fee per 24-hour period	€35*	Per Vehicle

\* This charge does not attract VAT

*All enquiries can be addressed to:*  
John Francis, Chief Officer - Security  
john.francis@daa.ie

Phone 353-61-712332

### 2.2 Maintenance Call-Out:

The quoted charges for the call-out of a Shannon Airport technician (including tradesman or other technical resource) do not include charges for vehicles, equipment and/or materials, which will be charged additionally if required. Charges for labour will be levied on an hourly basis, with a minimum charge for 1 hour. Calls outside the normal working hours (0830 – 1630) will attract additional charges.

Service	Charge €	Description
Technician Call-Out	€100	Per hour or part thereof ( Materials extra)

*The Company requesting the above service must provide a purchase order in advance*

*All enquiries can be addressed to:*  
Engineering Administration  
snnengineering@daa.ie

Phone 353-61-712348

### 2.3 Airside Training:

In accordance with the Airside Safety Management System, a range of training courses is available from Airport Operations. The courses available and the applicable charges are as follows:

Course	Charge €	Description
Instructor's Training Course	€430	Per Trainee
Multimedia CD with Notes	€138*	Per Package
Airfield Driving & Radio Telephony	€138	Per Trainee
Airside Driving Course	€138	Per Trainee
Airbridge Driving Course	€102.70	Per Trainee
Airside Safety/Familiarisation	€102.70	Per Trainee
Aviation Security Training	€102.70	Per Trainee

\* The charges listed above are exempt from VAT except for the training materials provided under "Multimedia CD with notes" which is liable for VAT.

*All enquiries can be addressed to:*

Lorraine Lynch, Airside Operations & Safety  
lorraine.lynch@daa.ie

Phone 353-61-712189

### 2.4 Communications Charges

The company offers a range of products covering voice and data services. In respect of any work/services requested, an approved purchase order is required in advance. The schedule of installation and rental charges for telephone and cabling systems is detailed in the tables below

#### Telephone Systems

Service	Installation Charge €	Monthly Rental Charge €
Analog Line	€29.00	€29.00
Analog Handset	-	From €3.00 – €5.25
Digital Line	€29.00	€32.00
Digital Handset	-	From €9.00 – €17.50
Recording Modules	On Request	On Request
Fax/Modem Line	€29.00	€29.00
ISDN Lines	On Request	On Request
Voicemail	-	€5.00
Group Pick-up (per extn.)	-	€2.50
Multiple Name Selection	-	€2.50
Additional Directory Number	On Request	On Request
Call Forwarding (per extn.)	-	€2.50
Hotline Facility	-	€2.50
Itemised Billing Report (per report, per extension)	€12.00	

## Other Services

Service	Installation Charge €	Monthly Rental Charge €
Standard Copper Connection (Details on request)	€58.00	€15.25
Standard Fibre Optic Connection (Details on request)	€656.00	€58.50
Comms. Cabinet Equipment space	€58.00	€18.00 per u (Min 36.00)
Requested Amendments to Service	€29.00 ( Min Charge)	

**Note:** New PABX charges will be introduced in 2009 and included in this Booklet.

### Notes

1. All call charges are based on external service provider's rates. (Currently Eircom).
2. The monthly rental on handsets varies with type. Further details can be provided on request.
3. Further communications services can be offered. Details can be provided on request.
4. Further details of all services and charges can be provided on request.

*All enquiries can be addressed to:*  
Engineering Administration  
snnengineering@daa.ie

Phone 353-61-712348

## 2.5 Supplementary AMOS Client Access

PC clients off the airport operational management system are provided to customers on the basis that they will input information into the system. Where this occurs such clients are provided free of charge. Where additional client work stations are required including those for information purposes only the annual charge as outlined below shall apply. This optional service includes the provision, user training and maintenance of the system.

Service	Charge €	Description
Provision of additional AMOS PC	€2,500.00	Per PC

*All enquiries can be addressed to:*  
Richard Leahy  
richard.leahy@daa.ie

Phone 353-61-712169

## 3. Utility Charges

### 3.1 General Charges

Charges for water, gas and electricity may be adjusted from time to time, based on supplied rates and VAT levels. An administration charge of 15% is levied where applicable. Rate changes are notified to customers on their monthly/bi-monthly bills, as they occur

## 4. Facilities Charges

### 4.1 Staff Car Parking

To be advised

### 4.2 Border Inspection Post (B.I.P) Charge.

The following fees are charged for use of the Border Inspection Post on the basis of consignments of animal/animal products imported from third countries. These fees shall be payable at the time of inspection unless credit terms have been previously arranged.

	Charge €	Description
Animal Product Import	€42*	Per Consignment
Animal Product Import	€42*	Per Animal

\* Charge inclusive of VAT

*All enquiries can be addressed to:*  
Engineering Administration  
snnengineering@daa.ie

Phone 353-61-712348

### 4.3 Executive Lounges

An Executive Lounge Service is available to all airline customers, on request, for their Business and First Class passengers.

Service	Charge €	Description
Executive Lounge	€16	Per Passenger

*All enquiries can be addressed to:*  
Pat Quinlan  
pat.quinlan@daa.ie

Phone 353-61-712152

### 4.4 Persons with Reduced Mobility (PRM) Service:

Under EC Regulation 1107/2006 the airport has responsibility for the facilitation of Persons with Reduced Mobility. The airport has engaged a third party to perform this service on its behalf based on a public tender process and levies a specific charge on air carriers to recover the costs of provision of these services in line with the regulation. This charge is levied on a departing passenger basis for all commercial passenger air services as set out below:

Service	Charge €	Description
PRM Charge	€0.45*	Per Passenger

\*This charge is zero rated for VAT

*All enquiries can be addressed to:*  
Pat Quinlan  
pat.quinlan@daa.ie

Phone 353-61-712152

#### 4.5 United States Customs and Border Protection (C.B.P) Service

Carriers bound for the United States may avail of immigration pre-inspection facilities provided by the United States Customs and Border Protection Service. The charge for this service is set out below:

Service	Charge €	Description
CBP Inspection Charge	€1.51	Per Passenger

\*This charge is zero rated for VAT

**Note:** This charge will cease after the 30<sup>th</sup> June 2009 on the introduction of full US Customs and Border Protection Pre-Clearance on the 1<sup>st</sup> July 2009

*All enquiries can be addressed to:*

Pat Quinlan  
pat.quinlan@daa.ie

Phone 353-61-712152

#### 4.6 United States Full Customs and Border Protection Pre-Clearance (CBP)

**This Charge will be effective on the 1<sup>st</sup> July 2009**

Carriers bound for the United States may avail of full Customs and Border Protection pre-clearance facilities provided by the United States Customs and Border Protection Service. The charge for this service is set out below:

Service	Charge €	Description
CBP Pre-Clearance Charge	€10.50	Per Passenger

\*This charge is zero rated for VAT

\*\* CPI adjustment to be implemented annually

**Note:** From the 1<sup>st</sup> September 2009 a charge will apply for General Aviation availing of full US Customs and Border Protection Pre-Clearance.

*All enquiries can be addressed to:*

Head of Finance and Corporate Affairs

Phone 353-61-712130

## 5. Property Charges

### 5.1 Desk Rental Services

Check-In Desks may be rented on an annual or an hourly basis.

Service	Charge €	Description
Check-In Desk	€9,556.20*	Per Annum
Check-In Desk	€22.69*	Per Hour ( or part thereof)

\* CPI adjustment to be implemented on July 1<sup>st</sup> 2009

Local authority rates for check-in desks are also applicable and are invoiced separately by the Local Authority.

*All enquiries can be addressed to:*

Claire McEnergy, Property & Estates Manager  
 claire.mcenery@daa.ie

Phone 353-61-712355

### 5.2 Self-Service Kiosks

Designated areas for Self-Service Kiosks (SSKs) on Airport property may be rented on an annual basis.

Service	Charge €	Description
Designated area for SSK use	€800.00	Per Annum

*All enquiries can be addressed to:*

Claire McEnergy, Property & Estates Manager  
 claire.mcenery@daa.ie

Phone 353-61-712355

### 5.3 Office/Warehouse Rental:

The airport authority has a range of rental properties available.

*All enquiries can be addressed to:*

Claire McEnergy, Property & Estates Manager  
 claire.mcenery@daa.ie

Phone 353-61-712355

## **6. Terms and Conditions**

Details of the current Shannon Airport Terms and Conditions of use of airports in relation to all charges can be found on the Shannon Airport website at [www.shannonairport.com](http://www.shannonairport.com). Such terms and conditions also apply specifically to the schedule of charges & fees set out in this document.