
AIRPORT CHARGES

Including Terms and Conditions of Use

Effective from 8th March 2023 until further notice

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1. Introduction

Shannon Airport Authority DAC is part of the Shannon Airport Group plc, a commercial state company comprising Shannon Airport and Shannon Commercial Enterprises DAC.

The Shannon Airport Authority structure is a fully State-owned enterprise with a commercial mandate.

In this document the Shannon Airport Authority DAC details the airport charges for aviation services at Shannon Airport from the 1st March 2023. These charges shall remain in force until further notice.

These are the Terms and Conditions under which you must operate at Shannon Airport. If you operate at Shannon Airport you agree to be bound to these terms and conditions.

Nothing in these terms and conditions shall be taken to confer a right for you to use the airport without the Shannon Airport Authority's consent and the Shannon Airport Authority reserves the right to withdraw such consent where you have breached these terms and conditions.

These terms and conditions take effect from the above date and supersede and replace all previous terms and conditions.

Shannon Airport Authority reserves the right to amend, change, waive or suspend any of these terms and conditions.

When operating at Shannon Airport you must comply with:

- a) All Laws
- b) Airport Bye-Laws, 2015
- c) These terms and conditions
- d) Shannon Airport Aerodrome Manual
- e) Shannon Airport Operational Procedures
- f) Miscellaneous Charges Booklet (see www.snnairportgroup.ie)

2. Definitions and Interpretations

- 2.1 1998 Act means the Air Navigation and Transport (Amendment) Act 1998.
- 2.2 Aerodrome Manual means the manual published in compliance with the airport's Aerodrome Certificate)
- 2.3 Operational Procedures as amended from time to time which set out the rules and procedures regarding airside safety.
- 2.4 Shannon Airport Bye-Laws means the bye-laws as amended from time to time, made pursuant to the Air Navigation and Transport Act 1988, Air Navigation and Transport (Amendment) Act 1998, State Airports Act, 2004 and State Airports (Shannon Group) Act 2014.
- 2.5 Airport Charges has the meaning assigned to it by section 2 of the 1998 Act.
- 2.6 Associated Undertaking means an associated undertaking as defined in Regulation 34 of the European Communities (Companies: Group Accounts) Regulations 1992.
- 2.7 An Air Transport Movement (ATM) means either a landing or a take-off movement for a commercial operation (please note that a commercial operation is one that includes one or more of the following flight classes: scheduled, charter, diversions and/or cargo.
- 2.8 Commercial Operation means one or more of the following flight classes: scheduled, charter, diversions and/or cargo.
- 2.9 Holding Company means a holding company as defined in the Companies Act 2014 as amended from time to time.
- 2.10 Laws means every statutory instrument and act of the Oireachtas, law of the European Union, International law and every regulation, rule, order, direction, requirement, code of conduct a bye-law made by any government department, competent authority, officer or court which now or may hereafter have force of law in Ireland relevant generally or specifically to Shannon Airport, Operators or any user of Shannon Airport.
- 2.11 Miscellaneous Charges Booklet means the miscellaneous charges booklet as amended from time to time that summarises the main non-aeronautical charges for Shannon Airport. This booklet is available for download from the Charges section of the Shannon Airport Group website www.snnairportgroup.ie
- 2.12 Maximum Take-Off Weight (MTOW) is the certified maximum take-off weight as specified on the relevant limitation's pages of the approved flight manual.
- 2.13 Operator means an operator of an aircraft as defined in section 2(1) of the 1998 Act or a Registered Owner together with any Holding Company, Subsidiary, Subsidiary of such Holding Company or any Associated Undertaking of such operator or Registered Owner.
- 2.14 Passenger means any person carried on an aircraft apart from the flight crew and cabin staff operating the flight leg.
- 2.15 Passenger Charge means the charges described in clause 3.5.
- 2.16 QRF means a quick return flight being a flight forced by any out-of-the-ordinary occurrence (for example a medical emergency or a technical issue) to make an unscheduled return to the airport from where it originally departed.
- 2.17 Registered Owner means the registered owner of an aircraft as defined in section 2(1) of the 1998 Act together with any Holding Company, Subsidiary, Subsidiary of such Holding Company or any Associated Undertaking of such registered owner.
- 2.18 Subsidiary means a subsidiary as defined in the Companies Act 2014, as amended from time to time.
- 2.19 Terms and Conditions means these terms and conditions of use in relation to airport charges as amended from time to time.
- 2.20 A Transfer Passenger means a passenger arriving from another airport ('airport of origin') on one flight who departs aboard a different flight number on the same ticket to an airport or city other than the airport or city of origin, provided that the scheduled time of departure of the second flight is not more than 5 hours after the scheduled time of arrival of the first flight.
- 2.21 A Transit Passenger means a passenger who arrives in and departs from the airport on the same flight number and aircraft. Passengers who change aircraft because of technical or operational issues but continue on a flight with the same flight number are still counted as transit passengers.
- 2.22 A Technical Transit Flight is defined as one that arrives from outside the state for the purpose of refueling or other operational reason e.g. crew rest and departs to a third country using the same flight number/aircraft. This also includes transit flights where a defined number of seats have been approved by the Department of Transport for terminal passengers.

3. Airport Charges

3.1 Runway Landing and Take-off Charges (excludes long haul (scheduled) commercial routes)

Runway Movement Fees		
Charging Basis		Per Tonne MTOW or part thereof
Standard charge per Air Transport Movement (Each way)		€4.20
Exemptions	Search and Rescue (duty operations)	No charge
Training		Decision of Head of Aviation Development

- Runway landing and take-off charges for a QRF are payable as normal.
- Runway Landing and Take Off charges are assessed and payable on the basis of the Maximum Take-Off Weight (MTOW) declared in accordance with paragraph 4.18 of this document. Search and rescue (duty operations) are exempt from runway landing and take-off charges.
- Please refer to our website www.snnairportgroup.ie for any current traffic incentive schemes.

3.2 Long Haul (scheduled) Commercial Routes (Routes in excess of 2,500 nautical miles and/or is a transatlantic service)

Long Haul Route Charges		
Charging Basis	Period	Per Passenger
Per passenger	November to March	€3.00 (€6.00 per departing pax)
	April to October	€12.25 (€24.50 per departing pax)

- * The charges are inclusive of runway fees, airport security and passenger service charges.
- * The charges do not include CBP, aircraft parking, airbridge, PRM or any other associated charges.

The above charges are only applicable to operators providing (scheduled) commercial long-haul services i.e. transatlantic services.

3.3 Night-time Surcharge (Non-scheduled services)

(Night-time charges shall apply to all non-scheduled services operating between 2300 - 0700hrs local)

- A 50% increase on the standard landing or departure charges based on MTOW shall apply.

3.4 Aircraft Parking Charges

Aircraft Parking Fees		
Charging Basis		Per 30 minutes or part thereof
Standard Charge per Aircraft/ Stand type	Wide/Contact	€ 34.00
	Narrow/Contact	€ 27.00
	Wide/Remote	€ 16.75
	Narrow/Remote	€ 13.25
	Light Aircraft Parking Areas	€ 2.00
	Long Term Remote (Narrow body)	€6.60
	Long term remote (Wide body)	9.90

- Parking charge applies from the Actual Time of Arrival (landed time) to the Actual Time of Departure (airborne time) minus 15 minutes as recorded in the Shannon Airport Operations System database.
- A list of the stand categories is available on the Shannon Airport Group website (www.snnairportgroup.ie).
- Overnight parking from 2300-0600 hrs local time ("night-time") is free of charge.
- Designated light aircraft parking areas are LAP, EPS and Parking Area 9. Only aircraft parked on the designated parking areas shall be entitled to avail of the reduced charge. For aircraft parking on EPS or Parking Area 9, only aircraft smaller than 12.5 tonnes shall qualify for the reduced rate. A minimum charge of €5 at Shannon shall apply for light aircraft.
- A QRF will incur parking charges payable at standard rates.
- Aircraft parking for extended periods may attract surcharges as follows:

Aircraft Parking Duration	Parking Surcharge
Charging Basis	Per 30 minutes or part thereof
48 hours up to 72 hours (excluding night-time)	Standard rate +100%
72 hours and over (excluding night-time)	Standard rate +200%

- The Airport Director at his/her discretion may apply an aircraft-parking surcharge where extended stay aircraft cause capacity problems.
- The Airport Director in certain circumstances may request that aircraft park on a non-standard stand for operational reasons. Anyone parking at the direction of the airport authority on any

non-standard location will be charged at a rate of €5.40 per 30 minutes without the imposition of surcharges.

3.5 Airbridge Charge

Airbridge Charge	
Charging Basis	Per 30 minutes or part thereof
Charge level	€ 14.50

- Airbridge charges shall be applied for all airbridge-compatible aircraft occupying an airbridge-served stand whether or not the airbridge is used. The billed period for airbridge charging purposes shall be the same as that used for aircraft parking charges i.e. it applies from the Actual Time of Arrival (landed time) to the Actual Time of Departure (airborne time) minus 15 minutes as recorded in the Shannon Airport Operations System database.
- A QRF aircraft that uses an airbridge served stand shall incur airbridge charges payable at standard rates.
- Airbridge charges will not apply during night-time.
- Charges will not apply if an airbridge is out of service.

3.6 Passenger Service Charges - Excluding Long Haul

Passenger Service Charge		
Charging Basis		Per departing passenger
Charges per passenger type	All routes	€ 7.15
	Transfer	€1.00
	Transit	Free
Exemptions		Infants under 2 years; Airline Flight Crew on active duty

- Transfer Passenger information must be provided via passenger transfer messages ("PTM"). Where valid information is provided in this manner the transfer rate will be charged to the operator through the normal billing process.
- Airline positioning crews are not exempt from these charges.
- A QRF will have its passenger charges exempted. This means that the QRF departing passenger charge will not be raised on the first departure. The subsequent second departure of that flight will attract the standard passenger charge.

3.7 Airport Security Charge

Airport Security Charge	
Charging Basis	Per departing passenger
Charge level	€ 5.50
Exemptions	Long haul (scheduled) commercial passengers Children under 2 years Transfer passengers Transit passengers Active Flight Crew on active duty

- The security charge contributes to airport security, passenger screening and provision of infrastructure for hold baggage screening.
- This charge excludes any contribution towards costs of operation of hold baggage screening, which is the responsibility of the aircraft operator.
- A QRF shall have its security charges exempted. This means that the QRF departing security charge will not be raised on the first departure. The subsequent second departure of that flight will attract the standard security charge.
- Airline positioning crews are not exempt from this charge.

4. Terms and Conditions of use in Relation to Airport Charges

- 4.1 Shannon Airport Authority DAC reserves the right to vary the terms, conditions and charges at any time.
- 4.2 Inter alia, Sections 39, 40 and 41 of the Air Navigation and Transport (Amendment) Act 1998 apply.

Financial

- 4.3 Further to sections 39(2) and 39(3) of the 1998 Act the operator (which, for the avoidance of doubt, includes the Registered Owner) is liable for the payment of airport charges. In accordance with the provisions of section 39(3) of the 1998 Act, Shannon Airport Authority may request any or all records necessary for the purpose of facilitating the assessment and collection of airport charges payable by an operator and in particular may request details of leasing/sub leasing arrangements which will enable Shannon Airport Authority to determine who is for the time being responsible for the management of the aircraft.
- 4.4 Operators and ground handlers must provide to Shannon Airport Authority in a format defined by the airport authority from time to time the name, postal address, phone, fax, email address, IATA/ICAO prefix and local Shannon Airport SITA address of the organisation which is to be invoiced for airport charges as set out in the 1998 Act, or for other services.
- 4.5 All payments in respect of airport charges are to be made to the Shannon Airport Authority DAC.
- 4.6 Subject to clause 4.13, where credit terms have been agreed, normal payment terms with Shannon Airport Authority will not exceed thirty days after invoice date. Shannon Airport Authority may apply different credit terms to any operator. All credit arrangements are at the sole discretion of Shannon Airport Authority and may be amended at any time by Shannon Airport Authority and with immediate effect.
- 4.7. The operator must pay all airport charges (in respect of an aircraft), before the aircraft departs from the airport unless prior credit arrangements have been granted in writing by Shannon Airport Authority. Where credit terms have not been specifically agreed or where they have been exceeded or in circumstances where a previous default in respect of the payment of airport charges has not been remedied, cash/credit card settlement in respect of all airport charges due will be required before the aircraft departs from the airport.
- 4.8. Operators who have not previously entered into credit arrangements with Shannon Airport Authority and who wish to be afforded credit facilities should make an application in writing to Shannon Airport Authority through the relevant credit information contact in the contact table outlined in section 6 of this document. Shannon Airport Authority may consult credit reference agencies to assess the creditworthiness of the operator concerned. Additionally, Shannon Airport Authority may seek audited accounts and other additional financial information including cash flow forecasts. In such circumstances the operator concerned may contact Shannon Airport Authority to determine the identity of the specific credit agencies involved.
- 4.9. Before providing credit facilities Shannon Airport Authority may seek any security that it deems appropriate and may amend its requirements for security from time to time at its sole discretion.

- 4.10 An operator (a “Lessor”) shall notify Shannon Airport Authority at least 10 days in advance of any proposed arrangements by such operator to lease (including sub-lease), licence or otherwise divest an interest (which for the avoidance of doubt, includes a wet lease) in one or more of its aircraft to another entity (a “Lessee”).
- 4.11 Without prejudice to Shannon Airport Authority’s rights under clause 4.10, the Lessor and/or the Lessee shall provide to Shannon Airport Authority (i) such information, including financial details, relating to the Lessee as Shannon Airport Authority may require (ii) the name of the entity that is responsible for the management of an aircraft and (iii) such security in respect of any airport charges that may be payable by the Lessee as Shannon Airport Authority may require, including a guarantee by the Lessor of any obligations of the Lessee to Shannon Airport Authority. Notwithstanding any right of Shannon Airport Authority to recover airport charges from the Lessee and without prejudice to Shannon Airport Authority’s rights under clause 4.5, if the Lessor fails to notify Shannon Airport Authority of any such arrangements the Lessor shall remain liable to Shannon Airport Authority for any airport charges not discharged by the Lessee. Any recovery of such amounts by the Lessor from the Lessee will be the sole responsibility of the Lessor.
- 4.12 Payments due shall be made in full without deductions. Without the express written consent of Shannon Airport Authority, the operator shall not be entitled to make any set off against or deduction from the charges invoiced, in respect of any claim that he/she may have against Shannon Airport Authority or otherwise.
- 4.13 Where credit has been expressly granted the account must be settled within the specified credit period in respect of the goods and/or services provided, otherwise late payment interest and compensation may be charged in accordance with the provisions of European Communities (Late Payment in Commercial Transactions) (S.I. No. 580 of 2012). In the event that an operator wishes to query or dispute any of the transaction details set out on an invoice it is a requirement that any such query or dispute be made within 14 days of invoice date. Such notification to be made to the following address:

Accounts Services PO Box 650 Shannon Airport Authority Shannon Airport, Co Clare Email: accounts@snnairportgroup.ie Telephone: 061 712010

- 4.14 Without prejudice to Shannon Airport Authority’s rights under any applicable law, including sections 39, 40 and 41 of the 1998 Act, immediately on the occurrence of any one or more of the following events (each an “Insolvency Event”) in relation to an operator, which for the avoidance of doubt includes a Registered Owner, all airport charges together with interest on such airport charges and all other amounts payable by such operator to Shannon Airport Authority under this Agreement or otherwise shall become immediately due and payable by such operator to Shannon Airport Authority:
- a) The operator ceases operations or announces an intention to cease operations;
 - b) the operator is unable or admits inability to pay its debts as they fall due or is deemed to or declared to be unable to pay its debts under applicable law, suspends or threatens to suspend making payments on any of its debts or, by reason of actual or anticipated financial difficulties, commences negotiations with one or more of its creditors with a view to rescheduling any of its indebtedness;

- c) the value of the assets of any member of the operator is less than its liabilities (taking into account contingent and prospective liabilities);
- d) a moratorium is declared in respect of any indebtedness of the operator;
- e) any corporate action, legal proceedings or other procedure or step is commenced or taken in relation to:
 - i) the suspension of payments, a moratorium of any indebtedness, winding-up, dissolution, administration or reorganization (by way of voluntary arrangement, scheme of arrangements or otherwise) of the operator;
 - ii) a composition, compromise, assignment or arrangement with any creditor of any member of the operator;
 - iii) the appointment of a liquidator, receiver, examiner, administrative receiver, administrator, compulsory manager or similar officer in respect of the operator/owner or any of the assets of the operator;
 - iv) enforcement of any security over any assets of the operator;
- f) a petition is issued or served on the operator to wind it up pursuant to the Companies Act 2014, as amended from time to time;
- g) the air operator certificate and/or the air carrier operating licence is withdrawn from the operator; or
- h) any procedure or step analogous to any of those set out in paragraphs a) to g) is taken in any jurisdiction.
- i) Where an operator defaults in paying to Shannon Airport Authority all airport charges together with interest on such airport charges and all other amounts payable by such operator to Shannon Airport Authority immediately on the occurrence of an Insolvency Event, the provisions of section 40 (1) of the 1998 Act shall apply.

4.15 Any security provided by an operator pursuant to section 40(2) of the 1998 Act shall be paid into an account nominated by Shannon Airport Authority. On payment of the security, the operator shall provide the following information to the Shannon Airport Authority:

- a) the amount of the security being provided
- b) a breakdown of the calculation of the security
- c) a statement in writing that the payment is pursuant to section 40(2) of the 1998 Act; and
- d) any such or other information as Shannon Airport Authority may request from time to time.

Liability & Insurance

4.16 Neither the Shannon Airport Authority, nor its respective servants or agents shall be liable for the loss of or the damage to the aircraft, its parts or accessories or any property contained in the aircraft, whether occurring while the aircraft is on the airport or is in the course of landing or take-off at the airport, arising or resulting directly or indirectly from any act, omission, neglect or default on the part of the airport authority, or its servants or agents unless done with intent to cause damage or recklessly and with knowledge that damage would probably result. In any event neither airport authority nor their respective servants or agents shall be under any liability whatsoever for any indirect loss and/or expense (including loss of revenue) suffered by the operator.

4.17 Shannon Airport Authority will invoice the party or parties responsible for the full costs of any clean up or repair of damage to airport property.

Required Business Data

- 4.18 Operators shall submit electronically an Aircraft Fleet Declaration Form (AFDF) in the form set out in Appendix 1 to Shannon Airport Authority prior to the arrival of an aircraft at Shannon Airport detailing the following required data:
- Construction Number (Manufacturers Serial Number (MSN)/Fuselage Number)
 - Aircraft Registration
 - Manufacturer Type
 - Manufacturer Name
 - Aircraft MTOW in Kilograms
 - The MTOW value will be used for the purposes of the calculation and invoicing of runway charges
 - Aircraft submissions on MTOW will be rounded up to the nearest metric tonne.
 - For the purposes of validation of the submitted aircraft weight data, relevant pages of the Approved Flight Manual or related information may be requested.
 - ICAO Aircraft Type Designator
 - IATA Aircraft Type Designator
 - Passenger Capacity (Maximum Capacity)
 - Engine Type
 - Nacelles Acoustical Treatment (if any)
 - Certified Noise Levels
 - Noise Chapter
 - Such other information as the Shannon Airport Authority may specify from time to time.

The required data should then be sent in electronic form to the email address set out below:

Aircraft Fleet Declaration Form
Email: apcadmin-shannon@snnairportgroup.ie

- 4.19 Following start-up, details for each aircraft must be submitted by the 28th February for the subsequent summer season, and by 28th September for the subsequent winter season on the Shannon Airport AFDF. The required data should then be sent in electronic form to the email address set out below:

Aircraft Fleet Declaration Form
Email: apcadmin-shannon@snnairportgroup.ie

Note that updates will not be accepted at other times, except in the case of newly acquired aircraft.

- 4.20 In the absence of relevant aircraft data (such as MTOW) being provided by the specified date on the Shannon Airport AFDF document, Shannon Airport Authority will use the values contained on the operator's AFDF received in the previous scheduling season. This information will be valid for one year only.
- 4.21 Following a request in writing made by Shannon Airport Authority, an Operator or handler acting on the operator's behalf must produce the original documents for inspection by Shannon Airport Authority or any person duly authorised by the Shannon Airport Authority in writing.

- 4.22 New and/or amended ownership or registration details should be advised on the Shannon Airport AFDF as soon as they become available.
- 4.23 Under Regulation (EC) No. 437/2003 of the European Parliament and of the Council as amended from time to time, Shannon Airport Authority is legally required to submit detailed statistical returns to the Central Statistics Office (CSO) in respect to the transport of freight and mail by commercial air services to and from its airport. Specifically, the Operator is required to provide Shannon Airport Authority with (1) annual and (2) monthly information required to complete the CSO tables within a period of 2 months after the end of the month/year [as per SI 715 Sections 3 (1) & (2)]. To facilitate this, Shannon Airport Authority requires that all Operators and handlers use the IATA messages outlined below in 4.29 for the transmission of the necessary cargo information.
- 4.24 For validation purposes, operators are required to maintain information on Transfer Passengers in a format as specified by Shannon Airport Authority from time to time. In order for Operators to avail of reduced Transfer Passenger Charges, Shannon Airport Authority is entitled to audit and review this information on a regular basis.
- 4.25 Shannon Airport Authority may request the provision of copies of aircraft load sheets to enable verification of all details with respect to the passengers carried on any or all flights departing from that airport during any specified period.
- 4.26 The operator, on an ongoing basis, must also provide or ensure that its handling company provides to Shannon Airport Authority details of all aircraft operations by the timely transmission of complete and accurate operational data as set out in paragraph 4.28 below preferably by automatic electronic means using and conforming to IATA messaging and communication standards. Where such electronic transmission is not possible alternative transmissions procedures must be specifically agreed with the Airport Charges Administrator.
- 4.27 Complete and accurate operational data as set out above must be transmitted before midnight UTC of the calendar day of operation.
- 4.28 The required operational data includes:
- Turnaround linked flight numbers and registrations (including changes)
 - Aircraft registration (including aircraft substitutions)
 - Variations to schedule (including flight number, aircraft type, route and scheduled time of information)
 - Estimated times of operation
 - Actual times on and off stand
 - Flight plan call signs
 - Baggage information services BSM messages
 - Total number of Terminal, Transfer and Transit Passengers, including the class, children, infants and jump seat Passengers.
 - Total weight of flown and trucked cargo and mail, which is embarked and disembarked at the airport by the Operator

4.29 The following IATA messages must be used:

Abbreviation	Message	IATA Number
MVT	AIRCRAFT MOVEMENT MESSAGES	IATA AHM 780 (NI, ED, AD, AA)
LDM	LOAD MESSAGE	IATA AHM 583
SLS	STATISTICAL LOAD SUMMARY	IATA AHM 588
DIV	AIRCRAFT DIVERSION MESSAGE	IATA AHM 781
ASM	ADHOC SCHEDULED MESSAGE PROC	IATA AHM 785 Chapter 5(CNL)
PSM	PASSENGER SERVICE MESSAGE	IATA RP 1715
PTM	PASSENGER TRANSFER MESSAGE	IATA RP 1718
BSM	BAGGAGE SERVICE MESSAGES	IATA RP 1745

4.30 The following IATA standards also apply:

Message	IATA Number
Standard for MESSAGE FORMATS	IATA AHM 080
Standard for MESSAGECORRECTIONS	IATA AHM 081
AIRPORT CODES	IATA AHM 010
DELAY INFORMATION CODES	IATA AHM 011
Form of INTERLINE BAGGAGE TAG	IATA RES 740

4.31 For Shannon, MVT, LDM, SLS, DIV, ASM, PTM, PSM, BSM messages must be sent to SNNSAXH.

4.32 Queries regarding data delivery should be addressed to:

Business Data Reporting and Billing
Airport Charges Administrator Shannon Airport, Co Clare Email: apcadmin-shannon@snnairportgroup.ie

- 4.33 Where the operator or its appointed handling agent fails to provide the information required as outlined in the previous sections within the specified period, Shannon Airport Authority shall be entitled to assess and invoice the charges payable by the operator by reference to the MTOW for the specific aircraft type contained in JP Fleet.
- 4.34 Where the operator or its appointed handling agent fails to provide the passenger and cargo information required as outlined in these Terms and Conditions within the specified period, Shannon Airport Authority shall be entitled to assess and invoice the passenger charges payable by the operator by reference to the maximum passenger capacity for the specific aircraft type contained in JP Fleet.
- 4.35 The operator shall retain and keep proper and adequate records for inspection by Shannon Airport Authority or its agents for a minimum period of 2 years.

5. Traffic Incentive Schemes

Please see the terms and conditions of the various discount schemes at Shannon Airport on the “Aviation” page of the Shannon Airport Group website – www.snnairportgroup.ie.

6. Contact Details

Operational Information Phone Email	Niall Kearns Airport Director Shannon Airport Authority DAC Shannon Airport, Co Clare (061) 712110 niall.kearns@snnairportgroup.ie
Aviation Development Phone Fax Email	Declan Power Head of Aviation Development Shannon Airport Authority DAC Shannon Airport, Co Clare (061) 712403 (061) 712284 declan.power@snnairportgroup.ie
Invoicing & Credit Control Accounts Services Customer Invoicing & Credit Control (credit clearance and approval in advance of operations, credit limit revisions & maintenance) Phone Email	Amy Kirwan Accounts Services PO Box 650 Shannon Airport Authority DAC Shannon Airport, Co Clare (061) 712602 / 712010 accounts@snnairportgroup.ie
Airport Charges Administrator Fax Email	Airport Charges Administrator Shannon Airport Authority DAC Shannon Airport Co Clare (061) 712282 apcadmin-shannon@snnairportgroup.ie

Appendix I: Aircraft Fleet Declaration Form:

Shannon Airport form for submission of aircraft fleet information:

Please see this document printed on the following page.

A soft copy of this form is available from the Airport Charges Administrator (apcadmin-shannon@snnairportgroup.ie) or can be downloaded from the "Aviation" page of the Shannon Airport Group website - www.snnairportgroup.ie.

Aircraft Fleet Declaration Form

As per the Shannon Airport Terms and Conditions this Aircraft Fleet Declaration Form (AFDF) must be submitted to apcadmin-shannon@shannonairportgroup.ie by February 28th and by September 28th every year prior to the start of each scheduling season. Please note that passenger capacity for all cargo aircraft (freighters) should be recorded as 0.

*The Serial Number (SN) for an aircraft is also known as the Manufacturer Serial Number (MSN), Fuselage Number (FN) or Construction Number (CN)

AIRLINE NAME (Please insert airline's full name)

AIRLINE CODE (Please Insert the airline's 3 letter ICAO code)

OPERATING SEASON (Please insert the scheduling season being reported)

[illegible]