

---

## Cork Airport Miscellaneous Fees and Charges 2019

---



## Table of Contents:

Operational.....	4
<b>1.1 Access Permits:</b> .....	4
<b>1.2 Vehicle Permit:</b> .....	4
<b>1.3 Vehicle Escorts:</b> .....	4
<b>1.4 Aircraft Security:</b> .....	5
<b>1.5 Fire Service Active Stand-by:</b> .....	5
<b>1.6 Fire Category Upgrade:</b> .....	5
<b>1.7 Clamp Removal:</b> .....	5
<b>1.8 Fixed Electrical Ground Power</b> .....	6
Environmental .....	6
<b>2.1 Aircraft Sewage Disposal</b> .....	6
<b>2.2 Spillage Clean-up:</b> .....	7
Training .....	8
<b>3.1 Airside Training:</b> .....	8
Facilities .....	8
<b>4.1 Staff Car Parking Charges</b> .....	9
<b>4.2 Persons with Reduced Mobility (PRM) Service:</b> .....	9
<b>4.3 VIP Services:</b> .....	9
<b>4.4 Executive Lounge:</b> .....	9
Technical/Communications .....	9
<b>5.1 Technical Call-out:</b> .....	10
<b>5.2 IT&amp;T Engineer Call-Out:</b> .....	10
<b>5.3 IT/Communications:</b> .....	10
Utilities.....	13
Commercial Property.....	13
<b>7.1 Desk Rental Services:</b> .....	13
<b>7.2 Common User Passenger Processing System (C.U.P.P.S.)</b> .....	13
<b>7.3 Self-Service Kiosks:</b> .....	13
<b>7.4 Office Rental:</b> .....	14
Sundry.....	14
<b>8.1 Ground Handling Administration:</b> .....	14
<b>8.2 Commercial Photography &amp; Filming:</b> .....	14
<b>8.3 Key Holding Charge:</b> .....	14
<b>8.4 Lost Property:</b> .....	15
<b>8.5 Garda Vetting:</b> .....	15
<b>8.6 Hold Baggage Screening:</b> .....	15
Terms and Conditions .....	15

## Introduction

**This booklet summarizes the main non-aeronautical charges for Cork Airport.**

- The charges in this document apply from January 1, 2019 to December 31, 2019.
- 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. Charges listed in this booklet exclude VAT unless stated otherwise.
- All users must observe Cork 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 valid purchase order in advance.
- Details of Cork Airport's airport charges as well as the Terms and Conditions of operation may be found on the airport charges pages of the Cork Airport website ([www.corkairport.com](http://www.corkairport.com)).
- Information on charges not listed in this document such as property rentals can be obtained on request from Cork Airport.
- Inter alia, Sections 39, 40 and 41 of the Air Navigation and Transport (Amendment) Act 1998 apply.
- The company reserves the right to vary the terms, conditions and charges at any time. A minimum of 1 calendar months' notice on the Cork Airport's website ([www.corkairport.com](http://www.corkairport.com)) will normally apply.

## Operational

### 1.1 Access Permits:

All personnel working at the airport are required to hold a valid airport identity/security card. A permit is valid for 29 months and an escorted pass is valid up to a maximum of 5 days.

Service	Charge €	Description
Permanent Card	21.95	Per card
Replacement of lost Card	42.28	Per card
Reactivation of Card	25.00	Per card

Where card replacement is necessary due to wear and tear, and the original card is returned, no charge will be levied for card re-issue.

Note that companies operating at the airport may specify that the charge for replacement of a lost card must be paid by the cardholder.

For compliance reasons Cork Airport, may insist that a fully refundable deposit be paid at the time of issuance of the access permit. The deposit will be returned when the access permit is physically returned to the Cork Airport - Access & ID Centre. This should happen within 1 month after the contract of employment between the employee and the employer is terminated.

Service	Charge €	Description
Access Permit Deposit	30.00	Per Permit.

#### All enquiries can be addressed to:

AIC Office  
Phone: +353 21 4329647  
Email: idoffice.cork@daa.ie

### 1.2 Vehicle Permit:

An annual charge applies for vehicles operating airside. A permit is valid for 24 months from date of issue. Private vehicles will not be permitted airside.

Service	Charge €	Description
Private Vehicle (PV)	225.00	Per vehicle
Liveried Vehicle (LV)	26.00	Per vehicle
Replacement LV permit	45.00	Per vehicle

#### All enquiries can be addressed to:

Deirdre O' Donovan,  
Airport Operations and Safety Manager  
Phone: +353 86 8156854  
Email: deirdre.o'donovan@corkairport.com

### 1.3 Vehicle Escorts:

Mandatory vehicle escorts are required in circumstances where airport users are not authorised/insured to operate in airside areas. At other times, users may ask for vehicle escorts to supplement their own operations (i.e. to provide extra security personnel). Customers are requested to contact the Airport Police in advance for such escorts.

Service	Charge €	Description
Private Escort	37.00	Per APF vehicle per hour or part thereof

If a second or third officer is required, then an additional charge will apply.

**All enquiries can be addressed to:**

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: Kenneth.Roberts@corkairport.com

**1.4 Aircraft Security:**

Additional aircraft security is available by arrangement.

Service	Charge €	Description
Police call-out	245.00	Minimum Charge (Per APF per 8hr period)

The company requesting this service must provide a valid purchase order in advance.

**All enquiries can be addressed to:**

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: Kenneth.Roberts@corkairport.com

**1.5 Fire Service Active Stand-by:**

Where an airline or handler requests the provision of a Fire Service Active Stand-by unit the following charge will apply:

Service	Charge €	Description
Fire Service Active Call-out*	295.00	Per hour or part Thereof

\*This charge is zero rated for VAT.

**Note: No charge will apply in respect of fire vehicles attending emergencies.**

In respect of any request for the provision of the fire service active stand-by the company requesting the service must provide a purchase order.

**All enquiries can be addressed to:**

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: Kenneth.Roberts@corkairport.com

**1.6 Fire Category Upgrade:**

Requests for a fire category upgrade will be charged at the following rates:

Service	Charge €	Description
Category 9 Fire Cover	630.00	Minimum Charge (8 hour cover)

**All enquiries can be addressed to:**

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: Kenneth.Roberts@corkairport.com

**1.7 Clamp Removal:**

A vehicle that has been found illegally parked on airport property will have its wheel clamped or issued with a fixed payment notice 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*	63.00	Per vehicle
Additional fee per 24-hour period*	35.00	Per vehicle
Fixed Payment Notice*	100.00	Per each notice issued
Tow away charges	External commercial rates in addition to clamping or fixed penalty notices	Per vehicle

\*This charge does not attract VAT.

**All enquiries can be addressed to:**

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: [Kenneth.Roberts@corkairport.com](mailto:Kenneth.Roberts@corkairport.com)

### 1.8 Fixed Electrical Ground Power

Fixed electrical ground power (FEGP) points are available on certain stands at the airport. The charge for using this service will be composed of a connection charge and electrical consumption which will be charged per kWh. This direct electrical consumption charge is aligned with the charge levied on all 3<sup>rd</sup> party electrical consumers at Cork Airport.

Service	Charge €	Description
FEGP Connection Charge*	10.00	Per connection

\*This charge is zero rated for VAT

Charge for FEGP electrical consumption may be adjusted from time to time, based on supplied rates, VAT levels and include an administration charge. Rate changes are notified to customers on their monthly/bi-monthly bills as they occur.

**All enquiries can be addressed to:**

Bill Daly  
 Facilities Manager  
 Phone: +353 21 432 9613  
 Email: [bill.daly@corkairport.com](mailto:bill.daly@corkairport.com)

## Environmental

### 2.1 Aircraft Sewage Disposal

Facilities for the removal of aircraft sewage are available. The total annual charge will be recovered from users of the airport, based on users' profile in the previous year. Users will be notified of their constituent charge on an annual basis in February, once the previous year's data has been reviewed. This charge is made up of local authority rates plus an administration charge which will include wear and tear costs for the sewage disposal system.

Service	Charge €	Description
Total fee in 2019 (all users)*	TBA	

\*This charge is zero rated for VAT.

**All enquiries can be addressed to:**

Bill Daly  
 Facilities Manager  
 Phone: +353 21 432 9613  
 Email: [bill.daly@corkairport.com](mailto:bill.daly@corkairport.com)

## 2.2 Spillage Clean-up:

This charge is to encourage users to minimise environmental damage and assist in the conservation of the environment. Airlines, tenants or concessionaires causing, permitting or failing to report pollution will be liable for the full cost of the clean up and disposal or making good any damage caused. A minimum fee applies in all cases and further fees will be charged at labour rates plus materials.

Service	Charge €	Description
<b>Spillage Call-out</b>	<b>200.00</b>	<b>Per spillage</b>
<b>Abandoned rubbish call-out</b>	<b>80.00</b>	<b>Per incident</b>

The minimum fee includes the use of one sweeper truck, one bag of dry oil and one hour's labour. Should extra equipment, labour and/or materials be needed, the following charges will apply:

Service	Charge €	Description
<b>Sweeper truck/equipment</b>	<b>80.00</b>	<b>Per vehicle/hour</b>
<b>Bag of Oil Dri</b>	<b>19.00</b>	<b>Per 18kg bag</b>
<b>Labour</b>	<b>25.00</b>	<b>Per hour/part thereof</b>
<b>Sample Water Analysis</b>	<b>630.00</b>	<b>Per sample analysed</b>
<b>OilDri Bag Environmental Disposal</b>	<b>9.00</b>	<b>Per 18kg bag</b>

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

### All enquiries can be addressed to:

Bill Daly  
 Facilities Manager  
 Phone: +353 21 432 9613  
 Email: bill.daly@corkairport.com

## Training

### 3.1 Airside Training:

To assist in the safe and efficient management of the ramp area, Cork Airport offers a range of training courses. Charges for these courses are as follows:

Service	Charge €	Description
<b>Instructor's Training Course*</b>	<b>380.00</b>	<b>Per instructor trained</b>
<b>Multimedia CD with notes</b>	<b>120.00</b>	<b>Per CD-ROM</b>
<b>Updated/Refresher CD</b>	<b>29.00</b>	<b>Per CD-ROM</b>
<b>General Safety &amp; Security Course</b>	<b>70.00</b>	<b>Per employee trained</b>
<b>Airside Safety Refresher Module</b>	<b>26.00</b>	<b>Per employee trained</b>
<b>Airfield &amp; Radio Telephony Course*</b>	<b>120.00</b>	<b>Per employee trained</b>
<b>Airside Driving Course*</b>	<b>120.00</b>	<b>Per employee trained</b>
<b>Airside Driving Refresher Module</b>	<b>26.00</b>	<b>Per employee trained</b>
<b>Airbridge Operations Course*</b>	<b>600.00</b>	<b>Per instructor trained</b>

\*Training and training materials provided on CD-ROM which are listed separately from any course fees are liable for VAT @ 23%.

**All enquiries can be addressed to:-**

Deirdre O' Donovan,  
 Airport Operations and Safety Manager  
 Phone: +353 86 8156854  
 Email: deirdre.o'donovan@corkairport.com



## Facilities

### 4.1 Staff Car Parking Charges

An annual car parking charge will be charged to airport operators for access by their staff to staff car parks. A charge of €10.00 per month, or part of a month, will apply to new or casual staff. Full details of eligibility and charging policy are available in the Cork Airport Staff Car Park Eligibility and Charge Policy.

For any staff member authorised to park in Staff P4, a replacement card charge of €30.00 will apply for any lost, stolen or damaged cards.

Service	Charge €	Description
Staff Car Parking Charge Per Permit	100.00	Per Annum
P4 Replacement Cotag Charge	30.00	Per card

#### All enquiries can be addressed to:

Kenneth Roberts  
 Head of Operational Security & Police  
 Phone: +353 21 432 9640  
 Email: Kenneth.Roberts@corkairport.com

### 4.2 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*	0.59	Per Departing Passenger

\*This Charge is zero rated for VAT

#### All enquiries can be addressed to:-

Con Dooney  
 General Manager Operations  
 Phone: +353 21 4328888  
 Email: con.dooney@corkairport.com

### 4.3 VIP Services:

Access to VIP services to passengers on departure and/or arrival at Cork Airport are subject to a range of charges based on the number of people involved and the access required

#### All enquiries can be addressed to:

Con Dooney  
 General Manager Operations  
 Phone: +353 21 4328888  
 Email: con.dooney@corkairport.com

### 4.4 Executive Lounge:

An executive lounge is available for use by passengers subject to payment rates based on time of entry.

#### All enquiries can be addressed to:

Clive Power  
 Head of Finance, Commercial & IT  
 Phone: +353 21 432 9707  
 Email: clive.power@corkairport.com

## Technical/Communications

### 5.1 Technical Call-out:

The quoted charges for the call-out of a Cork Airport technician (purchase order required) 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. In respect of any request for technical assistance, the company requesting the call-out must provide a purchase order. Calls outside the normal working day will attract additional charges.

Service	Charge €	Description
Technician call-out	50.00	Per technician Per hour or part thereof (Materials extra)

Technical call-out charges apply to the call-out of electricians, maintenance operatives and I.T. support officers.

#### All enquiries can be addressed to:

Bill Daly  
Facilities Manager  
Phone: +353 21 432 9613  
Email: bill.daly@corkairport.com

### 5.2 IT&T Engineer Call-Out:

This covers any calls for an engineer call-out on weekends, bank holidays and on weekdays when the call out is required outside of normal working hours. The quoted charges for the call-out of a Cork Airport IT&T engineer do not include charges for equipment and/or materials, which will be charged additionally if required. IT&T engineer call outs that take place between 09:00hrs – 17:00 hrs on a normal working weekday will not attract the IT&T Engineer call-out charges:

Service	Charge €	Description
Engineer call-out	135.00	Per IT&T engineer call out (materials extra)

#### All enquiries can be addressed to:

Conor O'Driscoll  
IT Business Relationship Manager  
Phone: +353 21 432 8838  
Email: conor.odriscoll@corkairport.com

### 5.3 IT/Communications:

The company offers a range of products covering voice and data services. In respect of any work/services requested a purchase order will be required in advance.

#### Telephony Services

The schedule of installation and rental charges for telephony services is detailed below:

Service	Installation Charge €	Rental Charge Per Month €
Analogue, Digital, or Fax/Modem Line	100.00	26.00
Minor moves/alterations	100.00	
Analogue Handset	-	5.25

<b>IP/Digital Handset – Small display</b>	-	<b>8.50</b>
<b>IP/Digital Handset – Large display</b>	-	<b>21.00</b>
<b>Quick dial set up</b>	<b>50.00</b>	
<b>Private Pin set up</b>	<b>50.00</b>	
<b>Itemised Billing Report (per report, per extension)</b>	<b>11.00</b>	

## Notes:

1. All call charges are based on external service provider's rates. (Currently Vodafone).
2. All charges detailed above are exclusive of VAT
3. Further communication services can be offered. Details can be provided on request.
4. Service and rental charges are subject to review on a regular basis.
5. Further details of all services and charges can be provided on request.

**Communications Infrastructure**

The schedule of installation and rental charges for communications cabling is detailed in the table below:

<b>Service</b>	<b>Installation Charge €</b>	<b>Rental Charges per Quarter €</b>
<b>Fibre Pair Internal</b>	<b>300.00</b>	<b>116.48</b>
<b>Fibre Pair External</b>	<b>300.00</b>	<b>230.72</b>
<b>2 Wire Internal Circuit</b>	<b>100.00</b>	<b>14.56</b>
<b>UTP Internal Circuit</b>	<b>100.00</b>	<b>28.00</b>
<b>2 Wire External circuit</b>	<b>100.00</b>	<b>41.44</b>
<b>UTP External circuit</b>	<b>100.00</b>	<b>84.00</b>
<b>RJ45 Outlet</b>	<b>464.80</b>	
<b>Rack Space per 2U (Min Charge)</b>		<b>57.14</b>
<b>Per additional U</b>		<b>28.57</b>
<b>Cat 5 Link</b>	<b>95.20</b>	

## Notes:

1. Customers are responsible for the maintenance of their own equipment.
2. The Communications Cabling Charges do not apply to analogue and digital lines from Cork Airports PABX as these services are charged at different rates- see telephony services.
3. An installation charge will apply for each RJ45 outlet. This charge is for:
  - a) A new outlet in an area where there is no structured cabling system in place.
  - b) An additional RJ45 outlet over and above the normal outlet density where there is a structured cabling system in operation.
4. Where ducts are not in place or where duct capacity is not available additional charges will apply. These charges will be agreed with the customer following a site survey.
5. Cat 5 link is the cost of providing a UTP patch lead(s) from customers network equipment to a wall/floor port.

**All enquiries can be addressed to:**

Conor O'Driscoll  
IT Business Relationship Manager  
Phone: +353 21 432 8838  
Email: conor.odriscoll@corkairport.com

**Supplementary AOMS Client Access**

To supplement the standard Airport Operations Management System, AMOSS client PC's are provided to customers on the basis that they will input information into the system. Where customers input information into AMOSS, the first two AMOSS client PC's are provided free of charge to offset this. For any additional PC clients required (in excess of 2), or if customers require AMOSS workstations for information only the annual charge as outlined below applies for each additional PC requested by a client. This optional service includes the provision, installation, user training and maintenance of the system.

Service	Rental € Charge Per Annum or part thereof	Description
<b>Provision of additional AMOSS PC</b>	<b>€2,500.00</b>	<b>Per PC</b>

All enquiries can be addressed to:  
 Conor O'Driscoll  
 IT Business Relationship Manager  
 Phone: +353 21 432 8838  
 Email: conor.odriscoll@corkairport.com

## Utilities

Charges for water, gas and electricity may be adjusted from time-to-time based on supplied rates and VAT levels and includes an administration charge. Rate changes are notified to customers as they occur.

### For the most up-to-date information on the current charges please contact:

Bill Daly  
Facilities Manager  
Phone: +353 21 432 9613  
Email: [bill.daly@corkairport.com](mailto:bill.daly@corkairport.com)

## Commercial Property

### 7.1 Desk Rental Services:

Check-in desk units are available for rental on either an annual basis or a half hourly basis. The following charges have been approved by the Commission for Aviation Regulation:

Service	Charge €	Description
Annual check-in desk rental from January 1 <sup>st</sup> 2019	13,370.00	Per Annum
Check- in desk rental charge per 30 minutes.	5.35	Per half hour (or part thereof)

### All enquiries can be addressed to:

Clive Power  
Head of Finance, Commercial & IT  
Phone: +353 21 432 9707  
Email: [clive.power@corkairport.com](mailto:clive.power@corkairport.com)

### 7.2 Common User Passenger Processing System (C.U.P.P.S.)

A charge is levied against all airlines using the common user terminal equipment provided at check-in/departure gates.

Service	Charge €	Description
C.U.P.P.S. Charge*	0.129	Per departing passenger

\*This rate, per embarking passenger for CUPPS, has been approved by the Commission for Aviation Regulation and is applicable from January 1<sup>st</sup> 2007.

### All enquiries can be addressed to:

Con Dooney  
General Manager Operations  
Phone: +353 21 4328888  
Email: [con.dooney@corkairport.com](mailto:con.dooney@corkairport.com)

### 7.3 Self-Service Kiosks:

Designated areas for self-service kiosks (SSKs) on DAA property may be rented on an annual basis.

Service	Charge €	Description
Designated area for SSK use.	TBA	Per Annum

All enquires re available locations and applicable annual charges should be addressed to:

Clive Power  
Head of Finance, Commercial & IT  
Phone: +353 21 432 9707  
Email: [clive.power@corkairport.com](mailto:clive.power@corkairport.com)

**7.4 Office Rental:**

The Company has a range of facilities available for tenancy.

For current levels of charges please contact:

Clive Power

Head of Finance, Commercial & IT

Phone: +353 21 432 9707

Email: clive.power@corkairport.com

**7.5 Additional Keys/Replacement**

Additional keys or replacement keys required to the masterlock system will incur a charge of:-

Service	Charge €	Description
Additional Key*	16.00	Per Key

**\*This Charge is 23% rated for VAT**

Bill Daly

Facilities Manager

Phone: +353 21 432 9613

Email: bill.daly@corkairport.com

**Sundry****8.1 Ground Handling Administration:**

All ground-handling companies are subject to an annual administration charge.

Service	Charge €	Description
Initial Administration charge	550.00	Per Application
Renewal Charge	275.00	Per Application

**All enquiries can be addressed to:**

Deirdre O' Donovan

Airport Operations and Safety Manager

Phone: +353 86 8156854

Email: deirdre.o'donovan@corkairport.com

**8.2 Commercial Photography & Filming:**

Approval must be obtained from the Head of Communications to carry out photography, filming and/or sound recording for commercial TV programmes or cinema, or for advertising campaigns for third party products at Cork Airport. Usually a minimum of 48 hours advance notice is required for approval.

Service	Charge €	Description
Commercial fee	250.00	Per hour or part thereof

**All enquiries can be addressed to:**

Kevin Cullinane

Head of Communications

Phone: +353 21 432 9611

Email: kevin.cullinane@corkairport.com

**8.3 Key Holding Charge:**

A secure key holding service is available on request.

Service	Charge €	Description
Keys	3.00	Per set

**All enquiries can be addressed to:**

Airport Services Desk

Phone: +313 21 4313131

#### 8.4 Lost Property:

The Lost and Found Office is located at the Car Park Services Bureau at Cork Airport. No liability is accepted for items damaged or destroyed while in the office.

Service	Fine €	Description
Lost property*	6.00	Per item

**\*This charge does not attract VAT**

All enquiries can be addressed to:

Airport Services Desk

Phone: +313 21 4313131

#### 8.5 Garda Vetting:

Garda Vetting Process for non-airport ID holders i.e. known consigners.

Service	Administration Fee €	Description
Garda Vetting	25.00	Per application

Please contact AIC Office

[idooffice.cork@daa.ie](mailto:idooffice.cork@daa.ie)

353 21 4329647

#### 8.6 Hold Baggage Screening:

A charge is levied against all airlines for Hold Baggage Screening/Equipment to be confirmed at a later date

#### Terms and Conditions

Enquiries and requests for additional copies of this booklet should be addressed to:

Clive Power

Head of Finance, Commercial & IT

Cork Airport

Phone: +353 21 432 9707

Email: [clive.power@corkairport.com](mailto:clive.power@corkairport.com)