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**Route Support  
Dublin Route Support Scheme (“RSS”)  
Short-Haul Operations  
Valid from 1st January 2011**

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**1. Introduction**

daa is committed to encouraging airlines to operate new routes to/from Dublin Airport and to promote the continued development of Dublin Airport’s route network. This RSS (the “Scheme”) aims to assist the participating operator to commence and establish a new and sustainable route which is not already operated by any other airline from Dublin Airport. In accordance with the Scheme, daa provides support in the form of discounted airport charges for certain services on the routes which fall within the scope of the Scheme. The discount is applied as a percentage reduction on relevant charges for the limited duration of three years. The Scheme relates to short haul flights which are defined as routes which are less than or equal to 2,500 nautical miles from Dublin Airport. The components of the Scheme are set out below.

**2. Scheme Outline**

An airline that initiates a new route from Dublin Airport (the “New Route”), in accordance with the Scheme criteria, may benefit from a discount on qualifying airport charges services provided by daa on that route. The discount may only applied to the following charges (i) passenger service charge; (ii) aircraft parking, charge; (iii) airbridge use charge; and (iv) runway movement charge (together the “Qualifying Charges”). Details of these charges are set out in the document entitled “Terms & Conditions” available from [www.dublinairport.com](http://www.dublinairport.com).

For the avoidance of doubt Qualifying Charges do not include charges: (i) introduced by daa in compliance with National or European legislation; (ii) introduced by the Commission for Aviation Regulation,; or (iii) relating to additional services provided by daa, including but not limited to, the persons with reduced mobility charge (“PRM Charge”), self-service kiosk charge (“SSK Charge”), security charge, check-in desk rental charge, customs and border protection charge or any environmental-related charge.

**3. Level of Route Support**

**a) Discounts on Annual Routes**

Approved routes operating on a year round basis, are afforded the following discounts: for Year 1 to Year 3 of the Scheme:

<b>Year</b>	<b>Discount on Qualifying Charges for approved short-haul year-round routes</b>
1	100% for the first 12 months
2	75% for the subsequent 12 months
3	50% for the subsequent 12 months

## b) Discounts on Seasonal Routes

Approved routes operating on a seasonal basis are afforded the following discounts for Year 1 to Year 3 of the Scheme. The start and end date of the respective summer and winter seasons are determined in accordance with the International Air Transport Association (“IATA”) scheduling systems.

Year	Discount on Qualifying Charges for approved short-haul year-seasonal routes
1	60% for the first season
2	40% for the subsequent season
3	20% for the subsequent season

The Scheme shall operate for the duration of three years, commencing on the date of the airline’s first flight on the New Route (the “Commencement Date”) and ending on the expiry of three years from the Commencement Date (the “Termination Date”). Following the Termination Date, Qualifying Charges will be charged at the standard rate as published by daa on the Termination Date.

Where a New Route, operating on a year round or seasonal basis, provides a significant and relatively greater commercial opportunity to Dublin Airport than would be provided by a typical new short-haul route, daa reserves the right to consider the New Route to be a ‘High Commercial Value New Route’. In such circumstances, daa can, at its discretion, approve an extended period of support to the route in question. The qualifying criteria for High Commercial Value New Routes are outlined in Appendix 1 of this document “Appendix 1: High Commercial Value New Routes’.

## 4. Route Approval

Subject to daa’s approval, a New Route may qualify as a route under the Scheme if it meets the following criteria:

### New Route

**a)** The New Route is a new and sustainable short-haul route which is not already operated by another airline from Dublin Airport and which operates from Dublin airport i.e. it originates or terminates at an airport which is less than or equal to 2,500 nautical miles from Dublin Airport.

**b)** The New Route commences on or after 1st January 2011.

**c)** The minimum frequency requirement is two return services per week per year or per season as the case may be.

**d)** The New Route is one that increases the network coverage and traffic bases at Dublin Airport. This means that the route must give access to a market not adequately served directly, is expected to increase the overall number of passengers using the airport and is a route that has a commercial benefit to Dublin Airport.

**e)** Subject to exception (as set out in section 4(f)), the New Route has not been served by any airline within the 12 months prior to the Commencement date at a greater frequency than 2 return services per week on a year-round or seasonal basis.

**f)** Where a route has been served within the 12 months prior to the Commencement Date at a frequency greater than 2 return services per week on a year-round or seasonal basis this route may be considered for approval under the Scheme if daa considers that the New Route provides a significant commercial benefit to Dublin Airport.

**g)** Where section 4(f) applies daa reserves the right to decrease the discount levels afforded under the Scheme. The level of discount will be determined by daa and will be assessed on the incremental value of the New Route to the overall route network at Dublin Airport. The evaluation criteria are outlined in Appendix 2 of this document “Appendix 2: Abandoned Route Evaluation Matrix - Short-Haul.” However, in cases where an operator re-enters a route previously abandoned by the same operator within the previous 12 months for reasons contrary to the objectives of the Scheme, the route will not be considered a new route for the purposes of the Scheme.

**h)** The New Route is promoted by the relevant airline as a new destination i.e. a route which has not previously been served from Dublin Airport by any airline.

**i)** The New Route is a non-stop service from Dublin Airport. Services operating with a commercial transit stop at an airport already served from Dublin Airport may in certain circumstances be awarded a discount on Qualifying Charges under the Scheme.

**j)** Seasonal routes must operate for the full IATA season (details of which are available from the IATA website). However, daa reserves the right to approve a route that operates for a substantial element of an IATA season. Such routes may be considered and approved where daa considers that the relevant route provides a significant commercial benefit to Dublin Airport which is not being provided by any other service.

**k)** Where traffic on a New Route is generated by reducing capacity on other routes with no obvious net economic benefit to the airport/airports, approval will not be granted under the Scheme. This means that any new services which involve switching capacity from one service to another, or from one airport controlled by daa to another, will not generally qualify for the Scheme.

**l)** The schedule timings of the New Route have been approved by daa’s slot coordinator, and any slot change request issued by the slot coordinator has been fully complied with. Operators which are deemed to be operating off slot by the coordinator will not qualify for the Scheme. In such instances, the daa slot coordinator shall notify the operator of its non-compliance.

**m)** The operator is in possession of the requisite traffic rights to fly the proposed New Route.

n) Where daa believes that in light of all relevant criteria the New Route shall not provide any significant commercial benefit to Dublin Airport, daa reserves the right to refuse to approve a New Route under the Scheme. daa's decision on these matters is final.

## **5. Application and Operation of the Scheme**

### **Application Procedure**

a) Applications for entry into the Scheme must be in the format of the Application Form contained in Appendix 3 of this document "Appendix 3: "Application Form for Route and Marketing Support for Routes to/from Qualifying Haul Destinations".

b) All applications should be received by daa one calendar month prior to the Commencement Date of the New Route. Where an application is submitted beyond this deadline, and is subsequently approved for support under the Scheme, daa reserves the right to initiate this support only from the date on which the application has been received.

c) Applications will not be accepted before 6 calendar months prior to the Commencement Date of the New Route. Applications sent in advance of the 6 calendar months will be considered only as expressions of interest, and will not confer any qualifying rights on the operator.

d) Where two or more operators are due to commence operations on the same New Route, within the same season, daa reserves the right to award route support to more than one operator concurrently. In such an instance, daa will assess the relative commercial benefits of each operator's route support application and, based on this assessment, will determine the level of support to be awarded to each. Depending on the relative value of each application to Dublin Airport, awards may include full route support for all/some applicants, reduced route support for all/some applicants, to rejection of support for all/some applicants.

The decision to award support to more than one operator will be entirely at daa's discretion, and will be approved only where (i) applications comply with all terms and conditions of the Scheme and (ii) daa deems there to be a significant commercial benefit to doing so.

### **Approval Letter**

e) An operator whose proposal has been accepted by daa under the terms of the Scheme will receive a Route Support Approval letter from the Managing Director of Dublin Airport to this effect (the "Approval Letter"). This letter constitutes an acceptance by daa of the route proposal, subject to the operator operating in full accordance with its route proposal to daa. No operator may be considered to be approved for support under the Scheme until it has received such an Approval Letter.

f) If an operator which has received an Approval Letter fails to commence operations on such route on the Commencement Date as set out in the Approval Letter, such approval shall automatically expire and be invalid unless daa otherwise consents in writing.

## **Payment of Discount**

**g)** The discount on Qualifying Charges for the approved New Route is set off against the customer's account. In this regard the operator is levied at the discounted rate.

**h)** The approved New Route will be afforded discounted charges for the duration of its participation in the Scheme.

## **Application of Discount**

**i)** Airbridge charges will 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 will 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 30 minutes as recorded in the Dublin Airport Operations System databases.

**j)** For the purposes of the Scheme, discounted airport parking charges and discounted airbridge charges will mean a discount on parking and airbridge related to the departure movement on the qualifying route for a maximum period of 1.5 hours.

**k)** Where aircraft parking period occurs fully or partly during the charge-free period defined as "night-time" in the Terms & Conditions, no further discounts on aircraft parking or airbridge will be given.

**l)** For qualifying services, operation to/from a contact stand will be at the discretion of daa, and therefore availability of a contact stand cannot be assumed.

**m)** If an operator alters its ticketed and/or operated scheduled timings, daa must be notified. Approval may be withdrawn if the operator does not operate to the scheduled timings as approved by the slot coordinator and as notified by the operator in its original route support request

## **6. Amendment or Termination of the Scheme**

**a)** Dublin Airport considers that an operator providing a New Route annually is more likely to contribute to the route network at Dublin Airport than a New Route operating seasonally. It is on this basis that where a year-round operation (similar in terms of capacity and frequency) is commenced by another carrier, during the 'off-season' of a seasonal route receiving route support, the year-round operation will be eligible for support. In turn, the seasonal operation will not receive support when it returns during the next operational season. Please note that subject to 5(d), only one carrier will receive support on each route.

**b)** Where an approved New Route which was being operated on a seasonal basis is extended to operate on an annual basis the level of support shall be altered accordingly whereby discounts will be afforded annually. Where an annual New Route is reduced to operate on a seasonal basis, daa reserves the right to offer the discount on the basis of a

seasonal route in accordance with the terms of the Scheme. It is the responsibility of the operator to inform daa of any such change.

**c)** Where an operator fails to provide services on a seasonal route for a particular season its participation in the Scheme shall be deemed to have come to an end. Benefits under the Scheme will not apply to services provided on that route in future seasons.

**d)** Qualifying seasonal operations will not receive support under the Scheme for the period during which services are not provided.

**e)** daa reserves the right to terminate and/or amend the terms of the Scheme at any time including the criteria for eligibility to participate in the Scheme. If daa makes an amendment, it shall publish the amended scheme on its website located at [www.dublinairport.com](http://www.dublinairport.com). It is the operator's responsibility to keep informed of such updates. All changes to the document will be detailed in Appendix 4 "Register of Revisions." The application of any and all amendments to the Scheme will commence from the date of publication.

## **7. Deferral of Scheme Benefits**

**a)** If due to unforeseen and extraordinary circumstances an operator receiving support under the Scheme is unable to comply with the terms and conditions of the Scheme, daa may, if it considers that the approved New Route is of significant economic or strategic importance to Dublin Airport, allow the operator to continue to participate in the Scheme but defer the route support for such a time as it considers, at its sole discretion, necessary to ensure the continued viability of such route. The maximum period of deferral of support shall be 6 months from the last date of that the operator complied with the terms and conditions of the scheme. During the period of deferral the operator will be obliged to pay full airport charges. If the route support is reinstated an operator will receive the level of support that would have applied had it not been suspended.

**b)** daa may approve transferring the remaining portion of the Scheme from one route to another on one occasion during the duration of the three years and only if the daa decides that it is an appropriate commercial decision in the interests of the route network at Dublin Airport.

**c)** If an operator reduces its operations on the route below the minimum requirement specified in 4 (c), approval under this scheme will be withdrawn immediately.

**d)** The Scheme will apply or continue to apply only as long as an operator is fully compliant with the published Dublin Airport Terms and Conditions (available on the airport charges page located at [www.dublinairport.com](http://www.dublinairport.com)), and specifically with respect to:

- The payment of invoices for all airport charges and any other fees and services provided by daa to the operator, including adhering to credit terms in respect of all daa invoices, unless daa, in its absolute discretion, shall otherwise determine.
- The provision of information whereby the operator is required to provide daa with passenger, cargo and aircraft related information as outlined in the published Airport Charges at Dublin Airport Terms and Conditions, sections 4.14 to 4.32 inclusive.

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**Marketing Support  
Short-Haul Operations  
Valid from 1st January 2011**

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**1. Introduction**

The daa Marketing Support Scheme (the “Marketing Support”) for short haul routes aims to assist operators in establishing their presence in new markets. The objective of the Marketing Support is to assist operators with marketing and promotional activities aimed at promoting new destinations and capacity.

**2. Scheme Outline**

daa may make available marketing support for the introduction of new direct services and additional new capacity from Dublin Airport. Such routes must meet certain criteria, as set out in this document, namely that the route which the operator is seeking support for (the “New Route/Capacity”): (i) has not been serviced within the past 12 months by any operator; (ii) is consistent with daa’s Route Development Strategy and (iii) meets certain criteria required under the Marketing Scheme.

The New Route/Capacity may be assessed for approval in accordance with the Marketing Support Review Matrix (attached as Appendix 5 to this document) to determine the potential level of marketing support. Based on this review, one of three levels of support may be available to the operator. The thresholds are outlined in the following table:

<b>Band</b>	<b>Marketing Support</b>
1	Up to €34,999
2	Up to €59,999
3	€100,000 and over

Note that all applications for marketing support will be reviewed in the context of daa’s total Dublin Airport marketing support budget.

**3. Other conditions**

**a)** Applications for marketing support will only be accepted if the proposal is set out on the standard application form (attached as Appendix 3 below “Application Form for Route and Marketing Support for Routes to/from Qualifying Haul Destinations”) 1 calendar month before the Commencement Date (which is the commencement of operations on the New Route). Where the expiry of one month following the Commencement Date falls on a non-working day, the closing date will be the next working day.

**b)** Applications will not be accepted before 6 calendar months prior to the Commencement Date of the New Route/Capacity. Operator applications sent in advance of the 6 months will be considered only as expressions of interest in a route, and will not confer any qualifying rights on the operator.

**c)** Continuing support under the Marketing Scheme is contingent on the operator cooperating fully with Dublin Airport’s slot coordinator.

**d)** Where an operator's route proposal does not meet the criteria listed in the marketing matrix (Appendix 5) daa reserves the right to refuse to approve the route under the Marketing Scheme. daa's decision on these matters is final.

**e)** daa reserves the right to amend the terms of the Marketing Scheme at any time including in relation to the criteria for eligibility to participate in the Scheme. If daa makes any amendment, it shall publish the amended scheme on its website located at [www.dublinairport.com](http://www.dublinairport.com).

#### **4. Notes**

**a)** Marketing support cannot be netted by the operator against amounts owed to daa.

**b)** One-stop routes may, in certain circumstances, qualify for marketing support. Daa will determine the amount and duration of any such support on a case-by-case basis.

**c)** daa may provide marketing support for route development and other promotional activities. daa will determine the amount and duration of any such support on a case-by-case basis.



## Appendix 1: High Commercial Value New Routes

Where a New Route, operating on a year round or seasonal basis, provides a significant and relatively greater commercial opportunity to Dublin Airport than would be provided by a typical new short-haul route, daa reserves the right to consider the New Route to be a 'High Commercial Value New Route'. In such circumstances, daa can, at its discretion, approve an extended period of support to the route in question.

A New Route will qualify as a High Commercial Value New Route where it:

1. Presents a significant commercial opportunity to Dublin Airport e.g. non-EU routes with potential to provide a greater commercial return
2. Supports the development of the route network from Dublin Airport by virtue of operating from a less developed market
3. Complies with all relevant terms and conditions for qualification under the Dublin Airport Short Haul Route Support Scheme

daa reserves the right to apply the following level of discount to High Commercial Value New Routes, for a four year period, under the Scheme:

Year	Discount on Qualifying Charges for Approved 'High Commercial Value' Short-haul Routes
1	100% for the first 12 months
2	75% for the subsequent 12 months
3	50% for the subsequent 12 months
4	25% for the subsequent 12 months

## Appendix 2: Abandoned Route Evaluation Matrix - Short-Haul

Where a route has been served within the 12 months prior to the Commencement Date at a frequency greater than 2 return services per week on a year-round or seasonal basis this route may be considered for approval under the Scheme if daa considers that the New Route provides a significant commercial benefit to Dublin Airport. The level of discount will be determined by daa and will be assessed on the incremental value of the New Route to the overall route network at Dublin Airport. The evaluation criteria are outlined below:

Route Support Scheme Short Haul - Abandoned Route Evaluation Criteria Matrix		
Weighting	Criteria	Detail
1	Key Business Route	Yes
		No
	Frequency of service proposed	>= 7 times a week
		>3 and <7 times a week
		<= 3 times per week
	When route was abandoned	>10 months previously
		7-9 months previously
4-6 months previously		
1-3 months previously		
2	Applicant Airline	Yes, airline is new to the proposed route
		No, airline was on the proposed route within last 12-month period*
	Route Detail	EU
		Non-EU
	Commercial Potential (eg. Duty-paid, duty free, DAA lounges used, Shop and Collect etc)**	High
		Medium
		Low
	Aircraft Seating Capacity	>170 seats
101-169		
50-100		
0-49		
3	Tourism Potential (eg. Proportion of foreign originating passengers, strong tourism links to destination etc)**	High
		Medium
		Low
4	Capacity Origin	Redeployed from another daa route
		New capacity
		Traffic switching from another airline

\* In cases where an airline re-enters a route previously abandoned by the same airline within the previous 12 months (to the date of application), the route will not be considered a new route and will not receive approval for any discount award level.

\*\* This list is simply indicative and therefore is not exhaustive

Based on the outcome of such a review, four levels of support are possible as outlined in the table below:

Band	Route Support for an Abandoned Route
1	80%, 60%, 40% over 3 successive years
2	60%, 40%, 20% over 3 successive years
3	40%, 20% over 2 successive years
4	20% for one year

**Appendix 3: Application Form for Route and Marketing Support for routes to/from qualifying short-haul destinations**

Route Support Scheme - Short Haul		
Operator Name		
Billing Address		
Route Name		
Destination Airport Code	ICAO Designator	IATA Designator
Frequency of Operation Flights per week	Year Round	Seasonal
Aircraft Details	Aircraft Type	Aircraft Capacity
Commencement Date		
Scheduled Timings*	Scheduled Time(s) of Arrival at Dublin	Scheduled Time(s) of Departure from Dublin
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Contact name		
Email Address		
Date		

\*Any changes of times to be notified to daa

All applications for route and marketing support can be submitted to [apcadmin@daa.ie](mailto:apcadmin@daa.ie)

#### Appendix 4: Register of Revisions

Please find below the complete list of revisions since the introduction of the scheme on 1<sup>st</sup> January 2011.

Date	Section (Page Number)	Please identify if the revision represents the introduction of new text or is a revision to the previous text
31/01/2011	Matrix Criteria (Page 10&13)	Revision of previous text
31/01/2011	Application Form	Revision of previous text
17/09/2013	Section 5 (b) Page 4	Revision of previous text
28/01/2014	Section 3 (b) Page 2; Appendix 1	Addition
28/01/2014	Section 4 (a) Page 2	Revision of previous text
28/01/2014	Section 5 (d), (e) and (f) Page 4	Revision of previous text
28/01/2014	Section 6 (a) Page 6	Revision of previous text
28/01/2014	Section 6 (e) Page 6	Revision of previous text
28/01/2014	Section 7 (e) Page 7	Text removed

## Appendix 5: Marketing Support Review Matrix for qualifying short-haul routes

The below matrix will be applied by daa to determine whether the New Route/Capacity falls within the scope of the Marketing Scheme and if so, what band of marketing is available to the operator.

<b>daa</b>		
<b>Marketing Support Review Matrix for qualifying short-haul destinations</b>		
<b>Weighting</b>	<b>Criteria</b>	<b>Detail</b>
<b>1</b>	<b>Network Development Potential</b>	New Market
		Key Developing Market
		Existing Market
<b>2</b>	<b>Route Detail</b>	EU Route
		Non-EU Route
<b>3</b>	<b>Capacity Origin</b>	New capacity
		Capacity redeployment from another daa route
<b>4</b>	<b>Country Served or Not Served</b>	Country not already served
		Country already Served
	<b>Commercial Potential (eg. Duty-paid, duty free, DAA lounges used, Shop and Collect etc)*</b>	High
		Medium
	<b>Aircraft Capacity</b>	>170 seats
		101-169
		50-100
		0-49
<b>Tourism Potential (eg. Proportion of foreign originating passengers, strong tourism links etc)*</b>	High	
	Medium	
	Low	
<b>Availability of New Route</b>	Annual	
	Seasonal	
<b>5</b>	<b>New or Existing Route</b>	New Route
		Existing Route
<b>6</b>	<b>Operator Commitment to Dublin Airport (eg. Staff employed in Dublin, aircraft base, office space at Dublin etc)*</b>	High
		Medium
		Low
		Predatory Route Entry

\* This list is simply indicative and therefore is not exhaustive