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Miscellaneous Charges 2009 02

Industry Affairs  
May 2009

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**Miscellaneous Charges 2009 02**  
**[MISC 2009 02]**  
Valid from January 1<sup>st</sup> 2009 – December 31<sup>st</sup> 2009

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## Introduction

**This booklet summarises the main non-aeronautical charges for Dublin 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 (VAT) will be applied to charges at the prevailing rates of Irish VAT where applicable. All charges listed in this booklet exclude VAT.
- All users must observe Dublin 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 for customers to provide a valid purchase order in advance.
- Details of Dublin Airport's airport charges as well as the Terms and Conditions of operation may be found on the airport charges pages of the Dublin Airport website ([www.dublinairport.com](http://www.dublinairport.com)).
- Information on charges not listed in this document such as Dublin Airport property rentals can be obtained on request from Dublin 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 Dublin Airport website ([www.dublinairport.com](http://www.dublinairport.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: [apcadmin@daa.ie](mailto:apcadmin@daa.ie) or 353 1 814 5829

## 1 Operational Charges

### 1.1 Access Permits:

All personnel working at the airport are required to hold a valid airport access identity/security permit (that is essentially an I.D. card) with the bearer's photo & details stored on it. A permanent access permit is valid for 29 months and an escorted pass is valid up to a maximum of 3 days. Where permit replacement is necessary due to normal wear and tear, and the original permit is returned, no charge will be levied for access permit re-issue.

Service	Charge	Description
Access Permit	<b>19.60</b>	<b>Per Permit</b>
Replacement of Lost Permit	<b>48.90</b>	<b>Per Permit</b>
Escorted Pass	<b>4.50</b>	<b>Per Pass</b>

Note: Companies operating at the airport may specify that the permit-holder pay the charge for replacement of a lost access permit.

For compliance reasons Dublin 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 Dublin 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	<b>30.00</b>	<b>Per Permit</b>

Note: Companies operating at the airport may specify that the permit-holder pay the fully refundable deposit for his/her access permit.

All enquiries can be addressed to:

Vincent McGrath, Access Control Manager  
vincent.mcgrath@daa.ie

Phone 353 1 814 4270

### 1.2 Vehicle Permits:

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
Liveried Vehicle	<b>29.40</b>	<b>Per Permit</b>
Replacement of lost disk	<b>49.00</b>	<b>Per Permit</b>

All enquiries can be addressed to:

John Cahalan, Head of Airside Operations  
john.cahalan@daa.ie

Phone 353 1 814 4091

### 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
Vehicle Escort	<b>49.00</b>	<b>Per APF vehicle hour (or part thereof)</b>

Note: A valid purchase order shall be supplied where vehicle escort services are requested in advance.

If a second or third officer is required, an additional charge is levied based on the number of officers required as per the following:

Service	Charge	Description
Airport Police Escort	<b>32.90</b>	<b>Per APF officer hour (or part thereof)</b>

Note: No charge will apply in respect of airport police vehicles and airport police officers attending emergencies.

All enquiries can be addressed to:

Tom O'Rourke, Chief Airport Police Officer  
capo@daa.ie

Phone 353 1 814 4291

### 1.4 Aircraft/Tug Escorts

The Airside Management Unit (AMU) provide a 'Follow me' escort service when requested to do so, which may include the movement of aircraft, or positioning of aircraft for the ground running of engines. This tug/aircraft escort includes the services of one officer and vehicle for a period of one hour or part thereof.

Service	Charge	Description
Aircraft/Tug Escort	<b>49.00</b>	<b>Per AMU vehicle hour (or part thereof)</b>

All enquiries can be addressed to:

JB Bannon, Airside Safety Manager  
john.bannon@daa.ie

Phone 353 1 814 5846



### 1.8 Fixed Electrical Ground Power:

Fixed Electrical Ground Power (FEGP) points are available on certain stands at the airport. The minimum charging period is 15 minutes.

Service	Charge*	Description
FEGP use*	6.00	Minimum charge
FEGP use after 15 minutes*	0.40	Per minute

\*This charge is zero rated for VAT

Note: that the FEGP service outlined above is not currently billed. However, the DAA will notify airport users at least two months prior to generating invoices for FEGP usage and set out the basis for tracking and recording FEGP utilization.

All enquiries can be addressed to:

John Cahalan, Head of Airside Operations  
john.cahalan@daa.ie

Phone 353 1 814 4091

## 2 Environmental Charges

### 2.1 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 €33,960.00. This will be allocated between users based on users' profile of use in the previous year. Users are 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)	33,960.00	

\*This charge is zero rated for VAT

All enquiries can be addressed to:

Paul Begg, Engineering Manager  
paul.begg@daa.ie

Phone 353 1 814 4496

### 2.2 Spillage Clean-up:

These charges are designed to encourage users to minimise environmental damage and assist in the conservation of the environment. Airlines, ground handlers, tenants or concessionaires causing, permitting or failing to report spillages will be liable for the full costs of clean up and disposal or making good any damage caused (this includes all remediation, clean-up and associated costs for example: consultancy, testing, monitoring, administration etc.) under the "Polluter Pays" principle. A minimum fee applies in all cases and further fees will be charged at labour rates plus materials.

Service	Charge	Description
Minimum call-out charge	260.00	Per spillage

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
Sweeper truck/equipment	81.00	Per vehicle hour (or part thereof)
Bag of Oil Dri	9.39	Per bag
Oil Dri Bag Environmental Disposal	28.48	Per bag
Labour	22.50	Per hour (or part thereof)
Sample Water Analysis	120.00	Per sample analysed

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

Charges for breaches of environmental legislation and/or the DAA's Environmental Standardisation Document for fly-tipped waste outlined above are separate from the DAA miscellaneous charges for the lifting & disposal of waste, spillage-clean up and associated costs, and they do not remove from the operator the responsibility of properly dealing with any remediation. The polluter must pay for all remediation clean up and associated costs (for example: consultancy, testing, monitoring, administration etc.).

All enquiries can be addressed to:

Airside:

John Cahalan, Head of Airside Operations  
john.cahalan@daa.ie

Phone 353 1 814 4091

Landside:

All enquiries can be addressed to:

Denise McGrath, Environment/Sustainability Manager  
denise.mcgrath@daa.ie

Phone 353 1 814 4152

### 2.3 Abandoned/Fly-Tipped Waste

It is the intention of the Dublin Airport Authority (DAA) to promote good environmental practice by all users operating within the Dublin Airport site. With this in mind, Dublin Airport has posted its

environmental standards (contained in the DAA's Environmental Standardisation Document) on the Environment page of the Dublin Airport website. However, breaches of environmental legislation and regulations must be deterred and accordingly Environmental Non-compliance charges apply (please see the Environmental Non-Compliance Section in the booklet).

In the event that abandoned/fly-tipped waste is reported to the Airside Management Unit or Environment/Sustainability Department in an airside or landside location and the owner of the waste is correctly identified, the polluter will be given 15 minutes to move the waste to the appropriate waste facilities before the following charge is applied:

Service	Charge	Description
Abandoned/Fly-tipped waste*	250.00	Per incident

\*This charge does not attract VAT

Waste must always be retained at the designated premises of tenants, concessionaires, operators and those businesses operating at Dublin Airport until it is moved directly to the appropriate waste facilities managed by the waste producer or the DAA. Waste left ('fly-tipped') at any common, public, third party location or any location not under the direct control of the waste producer will result in the abandoned 'fly-tipped' waste charge, plus all clean-up and related costs. This charge and any other charges associated with the abandoned waste will apply even if the offending person/company/producer subsequently cleans up the waste to the satisfaction of the DAA.

**Charges for breaches of environmental legislation and/or the DAA's Environmental Standardisation Document for fly-tipped waste outlined above are separate from the DAA miscellaneous charges for the lifting & disposal of waste, spillage-clean up and associated costs, and they do not remove from the operator the responsibility of properly dealing with any remediation. The polluter must pay for all remediation clean up and associated costs (for example: consultancy, testing, monitoring, administration etc.).**

All enquiries can be addressed to:

**Airside:**

John Cahalan, Head of Airside Operations Phone 353 1 814 4091  
john.cahalan@daa.ie

**Landside:**

All enquiries can be addressed to:

Denise McGrath, Environment/Sustainability Manager Phone 353 1 814 4152  
denise.mcgrath@daa.ie

**2.4 Lifting & Disposal of Waste by the DAA**

The DAA provides certain waste facilities under permit to airlines, tenants, concessionaires or operators in order to encourage the compliant management of waste and therefore enhance and protect the environment promoting safety. Airlines, tenants, concessionaires or operators who contract to use the facilities must pay for these services under the "Polluter Pays" principle. Users who contract Dublin Airport to lift and dispose of their waste must agree to comply with the Dublin Airport Waste Regulations provided to them at the time the agreement is ratified. In respect of any request for the lifting and disposal of waste, the company requesting the service must provide a valid purchase order in advance. A 15% administration charge is included in the rates below:

**Fixed Compactors**

Service	Charge	Description
Cardboard	.08	Per Kilo
Food Waste	.22	Per Kilo
DMR (dry mixed recyclables)	.20	Per Kilo
General (wet waste)	.25	Per Kilo

Note: General waste charges may increase during the charges period pro-rata with any increase in government landfill levies, or other disposal/environmental charges or levies that apply.

**Mobile Compactors**

Service	Charge	Description
Cardboard	.33	Per Kilo
DMR (dry mixed recyclables)	.38	Per Kilo
General (wet waste)	.47	Per Kilo

Note: General waste charges may increase during the charges period pro-rata with any increase in government landfill levies, or other disposal/environmental charges or levies that apply.

**Charges for breaches of Dublin Airport Waste Regulations**

Breaches of environmental legislation and regulations must be deterred. The following charges for breaches of the airport authority's waste regulations are designed to encourage the compliant management of waste and therefore enhance and protect the environment promoting safety.

Service	Charge	Description
1 <sup>st</sup> breach*	0.00	Per the 1st Incident (notification of incident)
2 <sup>nd</sup> breach*	75.00	Per the 2 <sup>nd</sup> incident
3 <sup>rd</sup> breach*	175.00	Per the 3 <sup>rd</sup> incident
4 <sup>th</sup> breach*	275.00	Per the 4 <sup>th</sup> incident
5 <sup>th</sup> breach* (& subsequent breaches)	525.00	Per the 5 <sup>th</sup> (& subsequent incidents)

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

Note: The timeframe for counting the number of breaches commences on the date of issue of the first corrective action request. If no further breaches occur within 24 months, then the counter is reset.

When the first incidence of a breach by an operator of the Dublin Airport Waste Regulations is observed and/or reported, a written warning will be issued by the DAA Environment Department to the operator. This will provide an opportunity for the operator to address the non-compliance. Subsequent breaches of the Dublin Airport Waste Regulations will incur the charges outlined above.

**The charges for breaches of Dublin Airport Waste Regulations outlined above are separate from the DAA miscellaneous charges for lifting & disposal of waste, and they do not remove from the operator the responsibility of properly dealing with any remediation. The polluter must pay for all remediation clean up and associated costs (for example: consultancy, testing, monitoring, administration etc.).**

*All enquiries can be addressed to:*

Denise McGrath, Environment & Sustainability Manager Phone 353 1 814 4152  
denise.mcgrath@daa.ie

## 2.5 Environmental Non-Compliance

It is the intention of the Dublin Airport Authority (DAA) to promote good environmental practice by all users operating within the Dublin Airport site. With this in mind, Dublin Airport has posted its environmental standards (contained in the DAA's Environmental Standardisation Document) on the Environment page of the Dublin Airport website. However, breaches of environmental legislation and regulations must be deterred and accordingly the following environmental non-compliance charges apply.

### Section A – Emissions to Air or Water

Service	Charge	Description
1 <sup>st</sup> breach	0.00	'Environmental Corrective Action Request' issued
2 <sup>nd</sup> breach (& subsequent breaches)*	550.00	Per incident

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

When the first incidence of a breach by an operator of the environmental legislation and/or the DAA's Environmental Standardisation Document, where emissions have occurred to air, or water systems (surface, foul, potable or groundwater) is observed and/or reported, a written warning will be issued by the DAA Environment Department to the operator in the form of a "Environmental Corrective Action Request". This will provide an opportunity for the operator to address the non-compliance.

For subsequent breaches of environmental legislation and/or the DAA's Environmental Standardisation Document, where emissions have occurred to air, or water systems (surface, foul, potable or groundwater), the relevant charge will be issued for each incident by the DAA Environmental Auditor/Environmental Manager. The timeframe for counting the number of breaches commences on the date of issue of the first "Environmental Corrective Action Request". If no further breaches occur within 24 months, then the counter is reset.

**The charge for any breaches of environmental legislation and/or the DAA's Environmental Standardisation Document in relation to air or water outlined above is separate from the DAA miscellaneous charges for spillage clean-up and associated costs, and it does not remove from the operator the responsibility of properly dealing with any remediation. The polluter must pay for all remediation clean up and associated costs (for example: consultancy, testing, monitoring, administration etc.).**

### Section B – Other Environmental Non-Conformance

Service	Charge	Description
1 <sup>st</sup> breach	0.00	'Environmental Corrective Action Request' issued
2 <sup>nd</sup> breach (& subsequent breaches)*	550.00	Per incident

**\*This charge (which is the maximum charge) does not attract VAT**

When the first incidence of a breach by an operator of the environmental legislation and/or the DAA's Environmental Standardisation Document in relation to other Environmental Non-Conformance is observed and/or reported, a written warning will be issued by the DAA Environment Department to the operator in the form of a "Environmental Corrective Action Request". This will provide an opportunity for the operator to address the non-compliance.

For further breaches of environmental legislation and/or the DAA's Environmental Standardisation Document, a charge may be issued up to but not exceeding the amount outlined above at the discretion of the DAA Environmental Auditor/Environmental Manager. The timeframe for counting the number of breaches commences on the date of issue of the first "Environmental Corrective Action Request". If no further breaches occur within 24 months, then the counter is reset.

**The charge for any breaches of environmental legislation and/or the DAA's Environmental Standardisation Document in relation to other environmental non-conformance outlined above is separate from the DAA miscellaneous charges for spillage-clean up and associated costs, and it does not remove from the operator the responsibility of properly dealing with any remediation. The polluter must pay for all remediation clean up and associated costs (for example: consultancy, testing, monitoring, administration etc.).**

*All enquiries can be addressed to:*

Denise McGrath, Environment & Sustainability Manager Phone 353 1 814 4152  
denise.mcgrath@daa.ie

### 3 Training

#### 3.1 Security Awareness Training:

National Civil Aviation Security regulations published by the Department of Transport require staff entering any security restricted area within an airport to be provided with security awareness training. This legislation effectively makes this security awareness training a pre-requisite for airport staff that enter the security restricted area i.e. to go airside. This training must be completed before applying for an airport access permit. The DAA Safety, Security and Operational Compliance department can offer Department of Transport approved training in this discipline on the airport campus as outlined below:

Service	Charge	Description
Security Awareness Training*	130.00	Per trainee
	1,800.00	Per group (20 max)

**\*This charge is exempt from VAT**

This DAA security awareness training is available every fortnight May-August (every second Tuesday) and once a month, every first Tuesday outside of this summer period. The course itself lasts approximately 4 hours and is usually a morning session. Contact SS&OC on (01) 814 4811 to book places on this security awareness program or email secbookings@daa.ie. A multi-group discount of 15% is available.

*All enquiries can be addressed to:*

Michael Byrne, APFS Manager & Administration Phone 353 1 814 1849  
mick.byrne@daa.ie

#### 3.2 Health and Safety Training:

The DAA Safety, Security and Operational Compliance department can offer industry certified training in a number of other competencies from the airport campus as outlined below:

Service	Charge	Description
Manual handling*	80.00	Per trainee
	1,400.00	Per group (6 min-18 max)
Basic Life Support*	130.00	Per trainee
	1,500.00	Per group (6 min-12 max)
Occupational First Aid*	600.00	Per trainee
	4,800.00	Per group (6 min-12 max)

**\*This charge is exempt from VAT**

The Manual Handling course lasts approximately 4 hour, the Basic Life Support course lasts 1 day and the Occupational First Aid course is held over 3 days. Contact SS&OC on (01) 814 4811 to book places on any of these programs or email secbookings@daa.ie. A multi-group discount of 15% is available.

*All enquiries can be addressed to:*

Michael Byrne, APFS Manager & Administration Phone 353 1 814 1849  
mick.byrne@daa.ie

#### 3.3 Fire Prevention Training:

To assist in the safe and efficient management of the ramp area, the Airport Fire and Rescue Service offers a range of training courses, which involve direct training by the Dublin Airport Authority (DAA) of customer employees. Additional costs associated with a client's specific requirements will be agreed in

advance of any training provided. Parties requesting training must provide a valid purchase order in advance of the course(s) commencing or provision of the relevant training material.  
*The charges for attending the DAA courses are as follows:*

Course	Charge	Description
<b>Pilot &amp; Crew Practical Module in Training Aircraft*</b>	<b>75.00</b>	<b>Per trainee (minimum of ten)</b>
<b>Airport Fuelling Workshop*</b>	<b>95.00</b>	<b>Per trainee (minimum of ten)</b>

**\*This charge is exempt from VAT**

*All enquiries can be addressed to:*

Brendan Kavanagh, Airport Fire Prevention Officer      Phone 353 1 814 4345  
 brendan.kavanagh@daa.ie

### 3.4 Airside Training:

To assist in the safe and efficient management of the ramp area, the Airside Training Unit offers a range of training courses, which involve either direct training by the Dublin Airport Authority (DAA) of customer employees, or the DAA training those nominated by their companies to become in-house trainers. Parties requesting training must provide a valid purchase order in advance of the course(s) commencing or provision of the relevant training material. **DAA-trained trainers may instruct personnel in airside training disciplines for which they have been trained or approved subject to satisfactory annual audit by DAA.**

*The charges for attending the DAA courses are as follows:*

Course	Charge	Description
<b>Instructor's Training*</b>	<b>430.00</b>	<b>Per instructor** trained by DAA</b>
<b>Aircraft Marshalling*</b>	<b>680.00</b>	<b>Per trainee</b>
<b>Airside Safety &amp; Security*</b>	<b>105.00</b>	<b>Per trainee</b>
<b>Airside Safety <u>Refresher</u> Module*</b>	<b>29.00</b>	<b>Per trainee</b>
<b>Airfield &amp; Radio Telephony*</b>	<b>138.00</b>	<b>Per trainee</b>
<b>Airside Driving*</b>	<b>138.00</b>	<b>Per trainee</b>
<b>Airside Driving <u>Refresher</u> Module*</b>	<b>29.00</b>	<b>Per trainee</b>
<b>Airbridge Operations*</b>	<b>680.00</b>	<b>Per instructor** trained by DAA</b>
<b>Airbridge Refresher Training</b>	<b>29.00</b>	<b>Per trainee</b>
<b>Perimeter Road Training*</b>	<b>105.00</b>	<b>Per trainee</b>
<b>Designated Airside Escort Driver Training*</b>	<b>105.00</b>	<b>Per trainee</b>

**\*This charge is exempt from VAT**

*The charges for training materials are as follows:*

Service	Charge	Description
<b>Instructor's Multimedia*</b>	<b>138.00</b>	<b>Per course [USB (Flash Memory)+Notes]</b>
<b>Updated/RefresherMultimedia*</b>	<b>138.00</b>	<b>Per course [USB (Flash Memory)+Notes]</b>

**\*Training materials provided on USB (Flash Memory) are liable for VAT**

Note: Multimedia Training Course materials and notes provided by the DAA must be returned to the Airside Training Department immediately upon termination of employment.

\*\* Instructors nominated by companies to be trained as Trainers must provide DAA Airside Training with their company (i.e. not personal or generic @yahoo - @eircom - @hotmail e-mail address etc.) as this will be necessary to promulgate information on updated & new procedures as well as new training materials as & when determined by DAA.

*All enquiries can be addressed to:*

Eoin Ryan, Team Leader Airside Training      Phone 353 1 814 1133  
 eoin.ryan@daa.ie

## 4 Facilities

### 4.1 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. The estimated combined costs to be recovered from users for the airport between the 26<sup>th</sup> July 2008 and 31<sup>st</sup> December 2009 are €5,467,575. This charge is levied on a departing passenger basis for all commercial passenger air services as set out below:

Service	Charge	Description
<b>PRM charge*</b>	<b>0.33</b>	<b>Per passenger</b>

**\*This charge is zero rated for VAT**

*All enquiries can be addressed to:*

Elizabeth Moore, Manager – Customer Relations      Phone 353 1 814 4946  
 elizabeth.moore@daa.ie

#### 4.2 US Customs and Border Protection (CBP) Pre-inspection:

A carrier bound for the United States may avail of passenger pre-inspection as part of a United States CBP preclearance inspection in Dublin. The charge for the use of CBP pre-inspection facilities is set out below:

Service	Charge	Description
<b>CBP pre-inspection charge*</b>	<b>1.51</b>	<b>Per passenger</b>

**\*This charge is zero rated for VAT**

This CBP pre-inspection charge is distinct from any other preclearance charge(s) that may be levied by the US CBP agency on passengers travelling to the United States.

All enquiries can be addressed to:

Mark Kelly, Manager – Terminal Facilities Phone 353 1 814 5251  
mark.kelly@daa.ie

#### 4.3 VIP Services:

Access to special facilities on departure and/or arrival at Dublin airport is subject to a range of charges based on the number of people involved and the access required. Any escorts related to private aircraft should be confirmed through VIP.

All enquiries can be addressed to:

Mary Leahy, Protocol Manager Phone 353 1 814 5549  
mary.leahy@daa.ie

#### 4.4 Executive Lounge:

An executive lounge is available for use by passengers for up to three hours subject to payment of the following charge:

Service	Charge	Description
<b>Executive Lounge Service</b>	<b>20.99</b>	<b>Per passenger</b>

All enquiries can be addressed to:

Mary Leahy, Protocol Manager Phone 353 1 814 5549  
mary.leahy@daa.ie

#### 4.5 Terminal 1 Training/Conference Suites:

The Safety, Security and Operational Compliance department has one fully equipped training room, as well as two fully equipped meeting rooms available to rent on level 5 of Terminal 1 for training, presentations, meetings and other similar purposes. The training room comfortably holds 20 people while the meeting rooms can hold from 12-16 people. Training rooms may be rented on a daily (or part thereof) basis based on the provision of a valid purchase order in advance of the event concerned.

For information on availability and renting the rooms contact 353 1 814 4811.

Service	Charge	Description
<b>SS&amp;OC Training Room</b>	<b>220.00</b>	<b>Per day</b>
	<b>140.00</b>	<b>Per ½ day</b>
<b>SS&amp;OC Meeting Room</b>	<b>140.00</b>	<b>Per day</b>
	<b>80.00</b>	<b>Per ½ day</b>
<b>Corballis Meeting room</b>	<b>160.00</b>	<b>Per day</b>
	<b>100.00</b>	<b>Per ½ day</b>

All enquiries can be addressed to:

Michael Byrne, APFS Manager & Administration  
Phone 353 1 814 1849  
mick.byrne@daa.ie

#### 4.6 Castlemoate House (CH) Training/Conference Centre Suites:

The Airside Training department has three large fully equipped training rooms, as well as three smaller fully equipped meeting rooms available to rent for training, presentations, meetings and other similar purposes. A training room comfortably holds 20 people in a “U” style format, or 40 in theatre style, while a meeting room can hold up to 10 people. In addition, there is free car parking on site. Rooms may be rented on a daily (or part thereof) basis, based on the provision of a valid purchase order in advance of the event concerned.

Service	Charge	Description
<b>CH Training Room</b>	<b>220.00</b>	<b>Per day</b>
	<b>140.00</b>	<b>Per ½ day</b>
	<b>60.00</b>	<b>Per evening</b>
	<b>20.00</b>	<b>Per hour</b>
<b>Catering (tea/coffee/lunch)</b>	<b>9.50</b>	<b>Per person per day</b>

All enquiries can be addressed to:

Eoin Ryan, Team Leader Airside Training Phone 353 1 814 1133  
eoin.ryan@daa.ie

## 5 Technical/IT/Communications

### 5.1 Technical Call-Out:

The quoted charges for the call-out of a Dublin Airport technician 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 valid purchase order in advance. Calls outside the normal working day will attract additional charges.

Service	Charge	Description
<b>Technician call-out</b>	<b>46.00</b>	<b>Per hour or part thereof (materials extra)</b>

All enquiries can be addressed to:

Paul Begg, Engineering Manager  
paul.begg@daa.ie

Phone 353 1 814 4496

### 5.2 IT/Communications:

The company offers a range of products covering voice and data services. In respect of any work/services requested a valid purchase order is required in advance. The schedule of installation and rental charges for the following services are detailed in the tables below:

#### Telephony Services

The schedule of installation and rental charges for the following services are detailed in the table below:

Service	Installation charge	Rental charge per month	Description
<b>Initial Installation</b>	<b>151.20</b>		<b>Per line installed</b>
<b>Minor moves/alterations</b>	<b>151.20</b>		<b>Per Move/ Alteration</b>
<b>Analogue line</b>		<b>33.60</b>	
<b>Extra phone</b>		<b>7.84</b>	<b>On same analogue</b>
<b>Virtual phone</b>		<b>11.20</b>	<b>On same analogue</b>
<b>Digital line</b>		<b>33.60</b>	
<b>Quick dial</b>	<b>56.00</b>		
<b>Private Pin</b>	<b>56.00</b>		
<b>Standard Display</b>	<b>168.00</b>		<b>5-User programmable</b>
<b>Large Display</b>	<b>386.40</b>		<b>20-User programmable</b>
<b>Basic IP Handset</b>	<b>51.00</b>	<b>17.00</b>	
<b>Office IP Handset</b>	<b>112.00</b>	<b>37.33</b>	
<b>Advanced IP Handset</b>	<b>130.50</b>	<b>43.50</b>	
<b>Conference IP Handset</b>	<b>248.50</b>	<b>82.84</b>	
<b>Wireless IP Handset</b>	<b>300.00</b>	<b>55.00</b>	

Notes:

- Hire of handsets and internal office cabling is dependent on the location and subject to an installation charge.
- Applications for ISDN lines must be made directly through Eircom.
- Application for any telephone lines or changes to phones within Dublin Airport must be made through the Job Control Office on 353 1 814 4555 and the required purchase order reference provided.
- A minimum notification of two weeks is required for the installation of new lines.
- All phones can have voicemail on request at no extra charge.
- Provision of IP telephone handsets is dependent on the location.

All enquiries can be addressed to:

Declan McCarthy, Head of Passenger Operations  
declan.mccarthy@daa.ie

Phone 353 1 814 1608

#### Communications Infrastructure

The schedule of installation and rental charges for the following services are detailed in the table below:

Service	Installation charge	Rental charge per quarter	Description
<b>Fibre Pair Internal</b>	<b>380.80</b>	<b>116.48</b>	<b>Within a building</b>
<b>Fibre Pair External</b>	<b>380.80</b>	<b>230.72</b>	<b>Between two buildings</b>
<b>2 Wire Internal Circuit</b>	<b>95.20</b>	<b>14.56</b>	<b>Within a building</b>
<b>4 Wire Internal Circuit</b>	<b>112.00</b>	<b>28.00</b>	<b>Within a building</b>
<b>2 Wire External circuit</b>	<b>95.20</b>	<b>41.44</b>	<b>Between two buildings</b>
<b>4 Wire External circuit</b>	<b>112.00</b>	<b>84.00</b>	
<b>RJ45 Outlet</b>	<b>464.80</b>		
<b>Rack Space per 2U (no AC)</b>		<b>57.14</b>	

<b>Per additional U</b>		<b>28.57</b>	
<b>Rack Space per 2U (with AC)</b>		<b>114.28</b>	
<b>Per additional U</b>		<b>57.14</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 Dublin Airport's 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 (universal) cabling system in place.
  - b) An additional RJ45 outlet over and above the normal outlet density where there is a structured cabling system in place.
4. Where civil 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 and will require a valid purchase order from the customer to proceed with the installation requested.
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:

Andrew Murphy, Head of Airport IT&T  
andrew.murphy@daa.ie

Phone 353 1 814 1612

### Supplementary AOMIS Client Access

To supplement the standard Airport Operations System (AOS), AOMIS client personal computers are provided to customers on the basis that they will input information into the system. Where customers input information into AOS, the first two AOMIS 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 AOMIS 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 AOMIS PC</b>	<b>2,514.40</b>	<b>Per PC</b>

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T  
andrew.murphy@daa.ie

Phone 353 1 814 1612

### CCTV Systems

CCTV charges apply to the DAA provided CCTV system at Dublin Airport.

Service	Installation charge	Rental charge per month	Description
<b>Fixed Camera</b>	<b>200.00</b>	<b>32.00</b>	Camera exists
<b>Fixed Camera</b>	<b>POA</b>	<b>42.00</b>	New Camera
<b>PTZ Camera</b>	<b>POA</b>	<b>42.00</b>	
<b>Review workstation</b>	<b>4,377.61</b>	<b>72.00</b>	
<b>Review workstation with joystick controller</b>	<b>4,377.61</b>	<b>104.00</b>	
<b>CCTV storage per camera per day</b>	<b>POA</b>	<b>POA</b>	

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T  
andrew.murphy@daa.ie

Phone 353 1 814 1612

### LAN (10/100 port)

LAN charges apply to ports on the DAA converged LAN.

Service	Installation charge	Rental charge per month	Description
<b>10 Mbit</b>	<b>83.00</b>	<b>41.50</b>	
<b>100 Mbit</b>	<b>83.00</b>	<b>83.00</b>	

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T  
andrew.murphy@daa.ie

Phone 353 1 814 1612

### WLAN

WLAN charges apply to the DAA provided WLAN.

Service	Installation	Rental charge	Description
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	charge	per month
<b>Connection with no WiFi card</b>	<b>N/A</b>	<b>23.33</b>

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T Phone 353 1 814 1612  
andrew.murphy@daa.ie

## Radio

Radio charges apply to radios provided on the DAA provided trunked radio system.

Service	Installation charge	Rental charge per month	Description
<b>Handsets</b>	<b>POA</b>	<b>15.00</b>	

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T Phone 353 1 814 1612  
andrew.murphy@daa.ie

## Television

Connection and rental charge for Television covers the physical cable connection, and any additional distribution equipment needed. This does not cover any satellite licence charges that may apply.

Service	Installation charge	Rental charge per month	Description
<b>Connection</b>	<b>915.00</b>	<b>25.00</b>	

All enquiries can be addressed to:

Andrew Murphy, Head of Airport IT&T Phone 353 1 814 1612  
andrew.murphy@daa.ie

## 6 Utility Charges

Charges for water, gas and electricity 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.

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

Paul Begg, Engineering Manager Phone 353 1 814 4496  
paul.begg@daa.ie

## 7 Commercial Property Charges

### 7.1 Desk Rental Services

Check-In Desks may be rented on an annual or an hourly (or part thereof) basis.

Service	Charge	Description
<b>Check-In Desk</b>	<b>25,000.00</b>	<b>Per annum</b>
<b>Check-In Desk</b>	<b>30.00</b>	<b>Per hour (or part thereof)</b>

Local authority rates for check-in desks are also applicable and collected by the DAA on behalf of the local authority. Separate invoices are issued by the DAA in respect of rates. Rate changes are notified to customers on their monthly/bi-monthly bills, as they occur.

All enquiries can be addressed to:

Commercial Property Manager Phone 353 1 814 4236

### 7.2 Self-Service Kiosks

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

Service	Charge	Description
<b>Designated area for SSK use</b>	<b>1,200.00</b>	<b>Per annum</b>

The DAA reserves the right to collect rates on SSKs should they become subject to a local authority rates charge.

All enquiries can be addressed to:

Commercial Property Manager Phone 353 1 814 4236

### 7.3 Office/Warehouse Rental:

The airport authority has a range of rental properties available.

All enquiries can be addressed to:

Commercial Property Manager Phone 353 1 814 4236

## 8 Sundry

### 8.1 Ground Handling Administration:

All ground handlers are subject to an administration charge. New ground handling companies entering the market will be charged at the Initial Administration Charge level. Existing ground handling companies will be liable to the renewal charge.

Service	Charge	Description
<b>Initial administration charge</b>	<b>550.00</b>	<b>Per application</b>
<b>Renewal charge</b>	<b>275.00</b>	<b>Per application</b>

All enquiries can be addressed to:

John Cahalan, Head of Airside Operations  
[john.cahalan@daa.ie](mailto:john.cahalan@daa.ie)

Phone 353 1 814 4091

### 8.2 Commercial Photography & Filming:

Approval must be obtained from the Dublin Airport Press Office to carry out photography, filming and/or sound recording for commercial TV programmes or cinema, or for advertising campaigns for third party products at Dublin Airport. The company seeking permission to do any of the above must provide a valid purchase order in advance. Usually a minimum of 24 hours advance notice is required for approval. The following charge will apply:

Service	Charge	Description
<b>Commercial fee</b>	<b>250.00</b>	<b>Per hour or part thereof</b>

All enquiries can be addressed to:

Siobhan Moore, External Communications Manager  
[siobhan.moore@daa.ie](mailto:siobhan.moore@daa.ie)

Phone 353 1 814 4108

### 8.3 Lost Property:

The Lost and Found Office is located adjacent to the Taxi Rank on the arrivals road at Dublin Airport. No liability is accepted for items damaged or destroyed while in the office.

Service	Fine	Description
<b>Lost property retrieval</b>	<b>6.00</b>	<b>Per item</b>

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

All enquiries can be addressed to:

Tom O'Rourke, Chief Airport Police Officer  
[capo@daa.ie](mailto:capo@daa.ie)

Phone 353 1 814 4291

## 9 Terms and Conditions

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