



## 1. Definitions

- 1.1. "aircraft" – means an aircraft as defined in section of the Civil Aviation Act of 1982 as amended
- 1.2. "airport" – means an airport as defined in section of the Civil Aviation Act of 1982 as amended
- 1.3. "ATC" – means air traffic control services rendered by Basil Read/St Helena Limited.
- 1.4. "MTOW" – means maximum take-off weight in kilograms taken from the G-INFO for the particular aircraft.
- 1.5. "owner" – means the registered owner of an aircraft and includes any person who has hired or operates such aircraft or acts as an agent for a foreign owned aircraft.
- 1.6. "passenger" – means any person on board an aircraft other than the crew who have been assigned to be on duty during a flight.
- 1.7. "HLE" – means St Helena Airport

## 2. Charges

The airport charges include:

- a) noise surcharge on landing charge
- b) emissions charge
- c) passenger / ramp charges
- d) parking charge (turnaround)
- e) ground handling charge - basic handling
- f) ATC fees
- g) Met fees

## 3. Special services

The Airport Authority is entitled to debit extra charges requested by the operator for special services not specifically mentioned in these regulations.

### 3.1 Services by third parties

The Airport Authority reserves the right to contract services and/or manpower firms and companies operating at the airport or offering services to its users.

## 4. Liability for payment of charges

Unless provided otherwise, the charges shall be paid as follows:

- i. in case of scheduled or non-scheduled commercial flights, by the company that actually carries out the flight ("actual carrier")
- ii. in case of non-commercial flights, by the operator of the aircraft

An aircraft operator is defined to be the party who has the actual and permanent power of control over the aircraft and who uses it or permits it to be used at its expenses.

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Several operators of the same aircraft shall be jointly and severally liable for the charges; in case the operator is not also the owner of the aircraft, both the operator and the owner shall be jointly and severally liable for the charges.

## 5. Obligation of data delivery

When claiming a reason for exemption according to Section 7, all the necessary elements for decision have to be submitted to the St Helena Airport.

## 6. Terms of payment of the charges

The airport charges must be paid prior to take-off at the latest; the St Helena Airport is, however, entitled to demand payment at any time after the aircraft has landed.

The St Helena Airport may invoice the charges to regular airport users monthly, provided they have their domicile or head office in the UK and can furnish valid financial guarantees.

The payment shall be settled within 30 days of the date of the invoice, unless previous written agreements have been made.

## 7. Currency

All charges are debited in British Pounds (GBP).

## 8. Obligation

The operator of a commercial or private traffic aircraft over 3000 kg MTOM is due to pay a charge for the services rendered by St Helena Airport or Handling Agent for every rotation (one arrival and one departure or vice versa).

## 9. Landing Fees

The landing fees payable in respect of an aircraft that lands at St Helena shall be:

GBP £4.00 per 1,000 Kgs, subject to a minimum of GBP £200.00

## 10. Aircraft Handling Rates

A flat rate charge in British Pounds for one rotation: arrival and departure:

Class	Description	MTOM (Kgs)	Tariff GBP £
1	Aircraft and helicopters	0 to 3,000	100
2	Aircraft and helicopters	3000 to 4,000	150
3	Aircraft and helicopters	4,000 to 6,000	250
4	Aircraft and helicopters	6,000 to 11,000	400.00
5	Aircraft and helicopters	11,000 to 20,000	500.00
6	Aircraft and helicopters	20,000 to 31,000	750.00
8	Aircraft	31,000 to 45,000	1000.00
9	Aircraft	45,000 to 84,000	2000.00
10	Aircraft	84,000 to 120,000	2500.00

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The compulsory Basic Handling Rate includes:

- Ramp Services (except those shown in Section 13 – Additional Charges)
- Passenger Services
- Crew briefing, documentation service and assistance for flight planning (meteorological, NOTAM, ATC, FP)
- Limited Administrative assistance
- Limited Customs, Immigration and Health Directorate (Bio Security) assistance
- Communication and relay of movements

## Technical Stops and Aircraft Returns

1. Positioning/Technical stops shall be charged at 50% of the applicable standard handling rate.
2. An aircraft that returns to the airport 1 hour after departure stand and requires passenger and/or baggage off load due to technical, crew hours, weather or other reason shall be charged either a Full Turnaround or Technical Stop charges as applicable.

## Aircraft Delays

**Aircraft that are delayed through no fault of the Ground handling provider shall be charged as follows:**

Airport Status	Description	Tariff
Open day Before 08:00 and after 18:00	Delay charges commence after 30 minutes and charged per 30 minutes or part thereof	GBP 380.00
Dormant day	Delay charges commence after 30 minutes and charged per 30 minutes or part thereof	GBP 380.00
Closed day	Delay charges commence after 30 minutes and charged per 30 minutes or part thereof	GBP 380.00
St Helena Holidays	Delay charges commence after 30 minutes and charged per 30 minutes or part thereof	GBP 760.00

## 11. Exemptions

The following shall be exempt from payment of charges:

- a) diplomatic, government and military aircraft and their personnel on official duty;
- b) aircraft that are involved in search and rescue or volcano monitoring;
- c) aircraft requiring an emergency landing, including bomb threats;
- d) aircraft returning within one hour after take-off;
- e) members of the aircraft crew, when required for the performance of their duties;
- f) officials of airline companies travelling on the business of the airline company;
- g) transit passengers.

## 12. Cancellation policy

For no shows or late cancellations the following cancellation administration fee will apply (not applicable for proven weather cancellations):

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Notification up to 12 hours before the flight: no charge  
Notification less than 12 hours before or failure to notify:  
From 3,000 Kg to 10,000 Kg MTOM: 25% of handling fees  
From 10,001 Kg upwards: 50% of handling fees

\*Credit Cards accepted: American Express, MasterCard, Maestro, Visa

## 13. Additional Handling Service Tariffs

Description	Unit	Tariff GBP £
Ground Power Unit	Per 20 min' or fraction	80.00
Air Start	Per service	100.00
Air Conditioning	Per 20 min' or fraction	80.00
Aircraft reposition/push back	Per service	100.00
Toilet Service	Per service (Discharge, flush and recharge)	120.00
Potable Water	Per service	60.00
Security Services (passenger and cabin baggage screening and HBS)	Per passenger	3.00
Additional manpower	Per person per hour	80.00
Aircraft Guarding	Per hour per officer (minimum of 2 Officers in excess of 4 hours) – minimum of 4 hour charge	80.00
Disbursement fees for incidentals and charges paid on behalf of an airline	Per GBP or part thereof	12%
Airport Lounge	Per passenger	15.00
Handling of stretcher cases	Per stretcher	100.00
Lost Baggage delivery	Per bag	15.00
Collection of fees i.e. excess baggage charges	Per GBP or part thereof	12%
Sales functions, i.e. ticket sales	Per GBP or part thereof	12%
Incineration of food and material from inbound flight	Per inbound flight	100.00
Handling of outbound coffins	Per coffin	200.00

## Passenger Service Charges

Description	Unit	Tariff GBP £
Passengers over 12 years	Per passenger	17.00
Passengers between 2 and 12 years	Per passenger	8.50
Passengers under 2 years	Per passenger	00.00

## 14. Airport Cargo Clearing Charges

Outbound cargo shall be subject to a handling charge by the Airport Handling Company to the shipper of GBP 00.30 per Kg.

Inbound cargo shall be subject to a handling charge by the Airport Handling Company to the consignee of GBP 00.30 per Kg.

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## 15. Catering

Catering services can be arranged providing the aircraft is staying for in excess of 48 hours (rates provided upon request).

Description	Unit	Tariff GBP £
Rotation of catering galley canister and/or carts	Per flight	100.00
Ice	Per 2 Kg bag	5.00
Bottled Water	Per 6 pack case 1 litre	15.00

### 16.1 Catering Cancellation Policy

For no shows or late cancellations the following charges apply:

Notification up to 24 hours prior to the delivery time: no charge

Notification between 24 and 12 Hours prior to the delivery time: 50% charge

Notification less than 12 hours prior to the delivery time: 100% charge

## 16. Passenger and Crew Transfer

The transfer of passengers and crew can be arranged between the airport and Jamestown via Toyota bus with a maximum of 8 passengers, Toyota Double cabs can also be utilised with a maximum of 3 passengers.

Description	Unit	Tariff
Toyota Bus	Per trip between St Helena Airport and Jamestown (max 8 passengers)	160.00
Double cab Pick-up	Per trip between St Helena Airport and Jamestown (max 3 passengers)	60.00

## 17. Printer/ Internet

Please note that Wi-fi is available free of charge in our Offices and lounge.

Printing for crew briefing is free of charge up to 20 pages. For any printing over 20 pages a standard charge of GBP 1.00 shall be applied for each page.

## 18. Dish washing

Dish washing service is available for a charge of 80.00 per service for aircraft with 10 seats or less, aircraft with more seats are charged upon request.

## 19. Laundry

Laundry service is available for a minimum aircraft stay of three working days at GBP 20.00 per Kg. Special 24/h service on request at GBP 60.00 per Kg. To be agreed by prior notification.



## 20. Aircraft Parking Charges

Parking fees 0 to 4 hours free, thereafter 20% of the applicable landing charge per 24 hours or part thereof.

## 21. Airport Out-of-hours Opening Charges

All flights arriving or departing outside of normal airport operating hours shall be required to notify St Helena Airport in writing 24 hours in advance of their operations.

For such operators an out-of-hours opening charge shall be paid for each arrival and each departure.

This charge will be due whether or not the arrival or departure for which the Airport was opened took place. A surcharge of 100% of the applicable landing charge for flights landing on a day other than a Contracted Flying Day as defined in the St Helena Airport Aeronautical Information Publication.

**Additional Fees may be charged for flight operations on Airport Closed Days that coincide with St Helena Published Holidays – Please make enquiries as these rates are subject to agreement with the St Helena Government.**