
GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1. GENERAL

Civilair Ireland is available to answer any queries in connection with the above by telephone during office hours 9.15 am -5pm Monday to Friday.

Phone: +353 1 604 1549

Phone: +353 1 604 1048

Enquiries by post should be addressed to;

Post: Department of Transport, Tourism and Sport
Aviation Services Division,
Leeson Lane,
Dublin D02TR60
Ireland

Email: civilair@dtas.ie

URL: <http://www.dttas.gov.ie>

Aircraft landing in the territory of Ireland must first land at an International aerodrome or at a licensed aerodrome where customs and immigration facilities are available. Aircraft departing must finally depart from an International Aerodrome or from an aerodrome where customs and immigration facilities are available.

1.1. Documentary Requirements for all Aircraft at International Aerodromes

Airline operators must submit the under mentioned aircraft documents for clearance of their aircraft on entry to and departure from Ireland. Documents must follow the ICAO standard format as set out in relevant appendices to Annex 9 and are acceptable when furnished in Irish, English, French, Russian, Arabic or Spanish. If the language used is not Irish or English, a translation must be supplied.

- Aircraft from the EU - If carrying cargo which originated outside the EU or is not in free circulation (T1 Status) must report to Customs and present two copies of this manifest.
- All aircraft from outside the EU must report to Customs and if carrying cargo present two copies of the manifest.

1.2. Documentary Requirements for clearance of aircraft at airports/ aerodromes other than International Airports

The position regarding airports/ aerodromes other than International Customs Airports should be checked with local Customs Offices.

2. FLIGHT AUTHORISATIONS

1. Under Irish law, the following types of air services are authorised subject to the Minister for Transport, Tourism and Sport being satisfied that the operator is competent as respects experience, financial resources, equipment, organisation, staffing, maintenance, and operating procedures, to secure the safe operating of the aircraft used in the operating of the service Article 4(2) of S.I. 326 of 1993. Documentation may be requested from operators for these flights where necessary; and it may be necessary to issue an authorisation -
 - i. air services consisting of non-stop flights over the territory of Ireland by aircraft of a Contracting State to the Convention on International Civil Aviation done at Chicago on the 7th day of December, 1944, in transit and not engaged on an international scheduled service, and landings for non-traffic purposes by such aircraft at aerodromes in Ireland;
 - ii. air services consisting of non-stop flights over the territory of Ireland by aircraft of a Contracting State to the International Air Services Transit Agreement done at Chicago on the 7th day of December, 1944, engaged on an international scheduled service, and landings for non-traffic purposes by such aircraft at aerodromes in Ireland;
 - iii. air services consisting of flights to which the Multilateral Agreement on Commercial Rights of Non-scheduled Air Services in Europe, done at Paris on the 13th day of April, 1956, applies;

- iv. air services operated by an undertaking in accordance with the provisions of Council Regulation (EEC) No. 2408/92 of 23 July 1992;
 - v. air services operated by an undertaking designated and agreed upon under the provisions of any bilateral agreement made between Ireland and any other State and subject to the provisions of these agreements;
 - vi. air services operated to, from or over the territory of Ireland in pursuance of an authorisation to proceed issued by the organisation (or the commission or agency comprised therein) established by the International Convention relating to Cooperation for the Safety of Air Navigation, signed at Brussels on the 13th day of December, 1960;
 - vii. air services operated for humanitarian or emergency purposes;
 - viii. air services operated for any purpose other than trade or business (including the trade or business of the person operating the service),
and
 - ix. air services consisting of non-scheduled flights to, from or within the territory of Ireland by aircraft not exceeding 13,620kg maximum authorised weight and not operated for the carriage of passengers, cargo or mail for reward.
2. Any flights which do not fall into one of the categories outlined in [GEN 1.2.2.1](#), above, must receive the specific permission of Civilair Ireland. Application for permission should be made by email to
Email: civilair@dtas.ie
Applications should be submitted two working days prior to the date of the flight.

3. INSURANCE REQUIREMENTS GENERAL

1. Civilair Ireland wishes to advise all air carriers and aircraft operators, whether operating from an EU country or not, who intend to operate within, in to, or out of Ireland, or through Irish airspace, that they must comply with the terms of Regulation (EC) No 785/2004 of the European Parliament and of the Council of 21st April 2004 on insurance requirements for air carriers and aircraft operators, in so far as that Regulation applies to them, and Council Regulation (EEC) No 2407/92 of 23rd July 1992 in so far as it applies to insurance requirements for mail.
2. Carriers or aircraft operators to whom Regulations 785/2004 or 1008/2008 if appropriate applies, must provide verifiable evidence of compliance with the Regulation, should such evidence be requested by the Irish authorities. Should any air carrier or operator be unable to produce such evidence, if appropriate, then Civilair will not be in a position to grant authorisation, should an authorisation be required.

4. THIRD COUNTRY OPERATORS (TCO) ENTRY REQUIREMENTS

1. Third Country Operators (TCO) engaging in Scheduled or Non Scheduled Commercial Air Transport Operations:
Third Country Operators (TCO) engaging in Scheduled or Non Scheduled Commercial Air Transport operations into, within or out of a Territory subject to the provisions of the Treaty of the European Union, must hold a safety authorisation issued by the European Aviation Safety Agency (EASA) in accordance with Regulation (EU) 452/2014. This includes Operators which are wet leased-in by or code-sharing with, an EU Operator when commercial flights to any Territory subject to the provisions of the Treaty of the European Union are performed. A TCO Authorisation is not required for operators only overflying the above mentioned EU Territories without a planned landing. Applications for a TCO Authorisation, including all the necessary documentation, should be submitted to the agency at least 30 days before the intended starting date of operation. Member states continue to be responsible for issuing operating permits. The Safety Authorisation issued by EASA is one prerequisite in the process of obtaining an operating permit, or equivalent document, from the respective EU member state under existing Air Service Agreements between EU member states and third countries.
2. Third Country Operators (TCO) engaging in Non Scheduled Flights and one off Notifications:
A Third Country Operator may perform Air Ambulance Flights or a Non Scheduled flight or a Series of Non Scheduled flight or a series of non Scheduled flights to overcome an unforeseen, immediate and urgent operational need without first obtaining an authorisation, provided that the operator:
 - 2.1 Notifies EASA in a form and manner established by EASA Prior to the intended date of the first flight.

- 2.2 Is not being subject to an operating ban pursuant to regulation (EC) NO 2111/2005 and
- 2.3 Submits to EASA an Application for TCO Authorisation within 10 working days after the date of Notification.

The Flights specified in the Notification may be performed for a maximum period of six consecutive weeks after the date of Notification or until EASA has communicated the formal decision on the application for a TCO authorisation, whichever occurs first.

One off Notifications may be filed only once every 24 months by an operator.

for more information please visit the EASA Website

<http://EASA.EUROPA.EU/TCO>

5. SPECIALISED OPERATIONS (AERIAL WORK) FLIGHTS IN THE SHANNON FIR/UIR

5.1 General

Aerial Work flights in the European Union are known as Specialised Operations and include flights for the purpose of activities such as agriculture, construction, photography, surveying, observation and patrol, aerial advertisements and maintenance check flights. In general, these flights are governed by SUBPART-SPO of European Union (EU) Commission Regulation No 965/2012 (as amended) on air operations and are commonly referred to as PART-SPO Flights.

These (EU) regulations require that SPO operators make a “(PART-SPO) **Declaration**” in the (EU) Member State where the operation has its principal place of business. A valid copy of this declaration must be carried on board the aircraft and declared operations may be conducted in other (EU) Member States without further formality.

It should be noted that these harmonised (EU) rules do not apply to Aerial Work operators based outside the European Union or so called “third country operators”. A third country operator will generally require a prior permission from the aviation authority of a European State before commencing aerial work operations in that State. In Ireland, third country operators should contact the Flight Operations Department of the Irish Aviation Authority (IAA) at fod@iaa.ie to enquire about the requirements for a national aerial work permission.

5.2 Air Operations in the Shannon FIR/UIR

The purpose of this section is to explain the airspace notification procedures to which ALL operators shall adhere prior to commencing any type of Specialised or Aerial Work operations in the Shannon FIR/UIR. These procedures are irrespective of where an SPO Declaration is made in the (EU) or the type of Aerial Work Permission issued by the IAA.

Prior to planned operations, an email should be sent to the appropriate ATC unit(s) at least 24 hours before the intended departure time of the Specialised Operations or Aerial Work flight. The email should contain the following:

1. A copy of the operator's (EU) PART-SPO Declaration or National Aerial Work Permission, and the High-Risk Authorisation (HRA) or Minimum Heights permission (if either are applicable).
2. The description of the specialised operation flight, detailing:
 - a. ADEP & ADES (if applicable);
 - b. Proposed date and times of flights;
 - c. Aircraft type and registration;
 - d. Number of persons on board; and,
 - e. A description of the route and the purpose of the operation.
3. A H24 contact phone number at which the aircraft operator can be contacted.
4. Unless otherwise agreed with the ANSP, chart(s) of the planned operational route(s). Each chart should bear a serial number or appropriate reference number.

5. A description of what (if any) standard flight patterns are to be used, specifying the flight rules & altitudes/ flight levels at which the aircraft will be flown for each type of application.
6. Any supplementary information if relevant, such as:
 - a. Any flight near to obstructions or in hilly terrain;
 - b. Any flight operating close to or underneath cables or wind turbines;
 - c. Flights in the vicinity of motorways and main roads (flight profiles should be designed to minimise the risk of distracting drivers);
 - d. Any limitations on the performance profile or operational restrictions which may apply to the flight during the specialised operation flight; and
 - e. Any specialised operation flight operating in the vicinity of an airport.

Please note the following general points for all flights:

- The responsibility to file an appropriate flight plan in the normal manner still lies with the aircraft operator. The inclusion of the flight plan information in the email does not constitute the filing of a flight plan.
- ATC approval may be subject to conditions/delay depending on the air traffic situation.
- The aircraft operator and pilot in command is responsible for complying with the applicable (EU) Standardised Rules of the Air (SERA).
- Failure to adhere to the requirements above may lead to a delay in ATC approval to carry out the Specialised Operation or Aerial Work Flight.
- AIP Ireland contains information on airspace and Air Traffic Control Units. It is the responsibility of the aircraft operator to contact all ATC agencies that may be impacted by the operation.
- Photography flights operating in or in the vicinity of designated military areas as outlined in AIP Ireland section ENR 5-1 and ENR 5-2 are subject to approval by the Irish Air Corps.
- Any approvals issued by the Irish Air Corps only refer to the operation of the flight with respect to airspace designated for use by the Defence Forces and does not constitute a permission for photography or survey of military installations or any activity which is prohibited or for which specific approval is required.

5.3 Air Traffic Control Centre(s) contact details

Table 1: ATC centre contact details

Shannon ACC	Email: stationmanagerssnn@airnav.ie	+ 353 (0) 61 366148
Dublin ACC	Email: stationmanagersdub@airnav.ie	+ 353 (0) 1 8067334 + 353 (0) 1 8445962
Cork & Shannon Towers	Email: CorkShannonManagers@airnav.ie	+ 353 (0) 21 4316389
Shannon ACC	Email: Nil	+ 353 (0) 61 471868
Irish Air Corps	Email: Airspaceandobstacles@defenceforces.ie	+ 353 (0) 14037681
Donegal	Email: atc@donegalairport.ie	+ 353 (0) 74 9548284
Sligo	Email: atc@sligoairport.com	+353 (0) 71 9168461
Ireland West	Email: michaelconnolly@irelandwestairport.com	+353 (0) 86 8194490 +353 (0) 94 9367055
Kerry	Email: ATS@kerryairport.ie	+353 (0) 66 9764794
Waterford	Email: surveyflights@waterfordairport.net	+353 (0) 51 846613