



**TOULON HYÈRES  
AÉROPORT**

# BUSINESS AVIATION FEES AND CHARGES



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# **INVOICING AND PAYMENT CONDITIONS**



The present general terms and conditions apply to services provided by SEATH according to article L.6325-1 and following of the Transports Code.

## **INVOICING**

Invoices are issued according to information provided by the client (I.D., billing address, VAT number, registration, etc.). The client is required to inform SEATH of any modifications. If the changes are given after the invoice edition, SEATH can require 52 € of extra billing cost to the client.

Invoices are issued in Euros (€).

## **TARIFFS**

Tariffs are expressed in Euros (€) and excluded VAT. Tariffs are revisable and their modification is subject to publication.

## **PAYMENT CONDITIONS**

Payment is considered as complete when the funds have been received in the SEATH accounts. Invoices shall be paid in Euros (€).

**In order to facilitate the payment processing, the user should provide the reference number stated on the invoice (client and invoice numbers) corresponding to each payment.**

### **a) Immediate payment**

Invoices are payable to SEATH by cash or credit card (VISA, Mastercard, AMEX) prior to take-off, by the aircraft operator or the owner.

In the event of non-payment, the invoice will be sent to the user at the end of the current month with a surcharge of 10 € corresponding to invoicing charges.

### **b) Payment on a credit basis**

Users and airlines, which present the necessary guarantees, may be allowed by SEATH, under express written authorisation, to pay invoices on a credit basis, within 30 days after the issue date.

Users permitted to pay on a credit basis may settle by.

### **c) Bank transfer**

Payment order: SEATH

Bank: CAISSE D'EPARGNE COTE D'AZUR

IBAN: FR76 1831 5100 0008 0067 7355 531

BIC: CEPAFRPP831

For funds transfers from abroad, bank charges are at the expense of the issuing party.

#### **d) Cheque**

Made payable to: SEATH

### **PROCEDURE IN THE EVENT OF LATE PAYMENT OR NON-PAYMENT**

#### **Late payment**

Any invoice issued by SEATH which remains unpaid at the due date shall generate an automatic reminder letter.

In case of late payment, any guarantees provided may be used to settle the outstanding debt. The user will be formally notified by recorded delivery letter if such action is being taken by the SEATH.

#### **Penalties for late payment**

All sums due which are not paid on the due date shall bear interest from day to day at the rate of one and a half times the French legal interest rate currently in force, from the date when such sums were due until the date of payment (both dates inclusive).

#### **Disputes and recovery fees**

In the event of a second reminder letter unanswered after 15 days, the file will be transferred to the SEATH's litigation department, which will enter into any necessary legal procedures in order to recover the outstanding debts.

A fixed recovery fee of 42€ will be charged for late invoice (Decree n° 2012-1115, 2<sup>nd</sup> October 2012) Should the recovery amount be higher, an additional indemnity may be charged.

#### **Detention of aircraft**

According to article L-6133-2 of Transports Code, SEATH has the authority to detain the aircraft should the invoice not been settled before departure.

#### **Claims and queries**

Any queries related to invoices should be raised within 10 days of the invoice date. They are admissible during a period of one year from the issuing date of the invoice. They must be sent in written form to the accounting department at the following address:

SEATH – Boulevard de la Marine – 83400 HYERES

or by email at: [fbo@toulon-hyeres.aeroport.fr](mailto:fbo@toulon-hyeres.aeroport.fr); [perrine.pourret@toulon-hyeres.aeroport.fr](mailto:perrine.pourret@toulon-hyeres.aeroport.fr);

All complaints must specify:

- number of the concerned invoice
- date and number of the concerned flight
- the claimed service

Claims will not give rise to suspension of payment. Invoices will be paid in full pending the resolution of any such claim.

## **ORIGINAL VERSION, APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

The current document is subject to French law. Any disputes arising out of or relating to this document shall be subject to the exclusive jurisdiction of French Courts.

In the event of controversial interpretation of any of the above articles in English language, the original French version will be considered as the only official text.

## **APPLICATION OF VAT**

All tariffs mentioned in the present document exclude VAT. VAT will be invoiced at the current, applicable rate.

Exemptions from VAT are applicable according to:

1. Article 262, II-4 of the French General Tax Code (Code Général des Impôts)

*« II. Are VAT excluded:*

*4. all operations concerning delivery, transformation, repair, maintenance, chartering and renting of aircrafts used by a company, which can certify that flights to and from foreign destinations, outside Metropolitan France, represent at least 80% of its activity.*

2. The points e), f) and g) of the article 148 of the European Directive 2006/112 CE of 28/11/2006

*Member States shall exempt the following transactions:*

*(e) the supply of goods for the fuelling and provisioning of aircraft used by airlines operating for reward chiefly on international routes;*

*(f) the supply, modification, repair, maintenance, chartering and hiring of the aircraft referred to in point (e), and the supply, hiring, repair and maintenance of equipment incorporated or used therein;*

*(g) the supply of services, other than those referred to in point (f), to meet the direct needs of the aircraft referred to in point (e) or of their cargoes.*

All other services not mentioned above are subject to the current VAT rate.

The different services concerned by the exemption are clearly identified by articles 73D and E of Annex III of the French General Tax Code.

# **OPENING TIME**



**SUMMER SCHEDULE until the 31th of October 2020 (Local Time):**

	Schengen flights*	Non-Schengen flights
Monday	7.00-20.00	8.00-20.00
Tuesday	7.00-20.00	8.00-20.00
Wednesday	7.00-20.00	8.00-20.00
Thursday	7.00-20.00	8.00-20.00
Friday	7.00-20.00	8.00-20.00
Saturday	8.00-20.00	8.00-20.00
Sunday	8.00-20.00	8.00-19.00

*\*Opening hours extensions are possible under conditions. Please address your specific request to <https://cy.myhandlingsoftware.com>*

**WINTER SCHEDULE From the 1<sup>st</sup> of November 2020 to the 31<sup>h</sup> of March 2021 (Local Time):**

	Schengen flights*	Non-Schengen flights*
Monday to Sunday	9.00-19.00	9.00-19.00

*\*Opening hours extensions are possible under conditions. Please address your specific request to <https://cy.myhandlingsoftware.com>*

**Custom Regulation : For international flights, a 24 hour-notice and the full GENDEC (general declaration) of passengers and crew are mandatory.**

# **CANCELLATION POLICY**

**Excluding Helicopters**

<p><b>FOR A FLIGHT REQUIRING AN EXTENSION OF OPENING HOURS (ANNUAL CONDITIONS))</b></p>	<p><b>If the flight cancellation is done with less than 48 jours'notice</b> (unless if the cancellation is due to weather conditions or ATC slots):</p> <p>➔ 100% of the Handling rate + a surcharge for the extension of opening hours (rate page 20)</p>
<p><b>ON JULY AND AUGUST FROM MONDAY TO SUNDAY</b></p>	<p><b>If the flight cancellation is done with less than 24 hour-notice</b> (except weather conditions or ATC cancellations):</p> <p>➔ 100% of the Handling rate will be charged</p>
<p><b>ON WEEK-END AND PUBLIC HOLIDAYS (FRENCH CALENDAR)</b></p> <p><b>FROM THE 1ST OF APRIL TO THE 30TH OF JUNE AND FROM THE 1ST OF SEPTEMBER TO 31st OF OCTOBER</b></p>	<p><b>If the flight cancellation is done with less than 24 hour-notice</b> (unless if the cancellation is due to weather conditions or ATC slots)m,,j</p> <p>➔ 100% of the Handling rate will be charged</p>

# **AIRPORT FEES**

Applicable from the 1<sup>st</sup> April 2020

## PREAMBLE

The information and airport charges listed below form part of the current published document « Airport Charges 2020 », following the meeting of the Economic Consultative Commission on 6<sup>th</sup> of December 2019.

The below mentioned airport charges are specific to business aviation activity.

The full, original document is available via the airport website or on request via e-mail: [perrine.pourret@toulon-hyeres.aeroport.fr](mailto:perrine.pourret@toulon-hyeres.aeroport.fr)

Should any part of these tariff regulations (including any one or more of the articles of this document) be voided or unenforceable for any reason, at any time under any applicable law, the same should be deemed omitted from these tariff regulations and the validity and/or enforceability of the remaining provisions of these tariff regulations will not in any way be affected or impaired as a result of that omission. In such events the SEATH will not be held responsible.

These tariff regulations can be at any time revised by the SEATH to take into account any arising changes in applicable laws, rules or regulations.

The fees and charges mentioned in this document may be revised in accordance with the French Civil Aviation Code.

## DEFINITIONS

**Departing Passenger** - Any passenger of at least two years of age departing on a flight from Toulon Hyères Airport

**European Traffic (EU)** - Any passenger departing on a flight to a final destination within the European Union (DOM-TOM included)

**Non-European Traffic (Non-EU)** - Any passenger departing on a flight under French traffic rights to a final destination outside the European Union

**Schengen Traffic** - Any passenger departing on a flight to a final destination within the Schengen area

**MTOW** - Maximum Take Off Weight of the aircraft. MTOW must be expressed in metric ton and rounded up to the next unit. Documents giving proof of the MTOW must be provided to the carrier by the aircraft owner.

## BUSINESS AVIATION AIRPORT FEES

The business aviation airport rate includes:

- landing charge
- parking charge
- passenger service charge
- lighting charge

## AIRCRAFT RATE

Cat	MTOW	Parking time	
		from 0 to 3 hours	from 3 to 24 hours*
A	less than 8 tons	78 €	130 €
B	from 8 to less than 11 tons	93 €	153 €
C	from 11 to less than 15 tons	113 €	186 €
D	from 15 to less than 18 tons	136 €	225 €
E	from 18 to less than 25 tons	176 €	290 €
F	from 25 to less than 36 tons	223 €	368 €
G	from 36 to less than 50 tons	458 €	756 €
H	from 50 tons and more	827 €	1 362 €

**\*additional day:** over 24 hours parking, the whole rate from 3 to 24 hours applies per day

### Modulations:

**From the 1<sup>st</sup> May until the 31<sup>st</sup> October:** a 25% surcharge will apply to all aircraft rates

**From the 1<sup>st</sup> November until the 30<sup>th</sup> April:** over 7 consecutive days of parking, a 50% discount will be applied on additional days. SEATH could establish some specific conditions for frequent parking or long-time parking. For parking time exceeding 30 days, the airline could negotiate with the Commercial Department for a dedicated rate.

## HELICOPTER RATE

Cat	MTOW	Parking time	
		from 0 to 3 hours	from 3 to 24 hours*
H1	Helicopters < 3 tons	27 €	37 €
H2	Helicopters > or = 3 tons	40 €	53 €

**\*additional day:** over 24 hours parking, the whole rate from 3 to 24 hours applies per day

### Modulations:

**From the 1<sup>st</sup> May until the 31<sup>st</sup> October:** a 25% surcharge will apply to non-based helicopter rates

# **HANDLING RATES**

Applicable from 1<sup>st</sup> April 2020



## PREAMBLE

Handling is mandatory for all aircrafts – private or commercial.

Handling is mandatory for all helicopters with passengers.

Ground handling services are provided in accordance with the terms and provisions of the Ground Handling Agreement (SGHA) 2013.

The terms and provisions of the Main Agreement of the IATA SGHA 2013 will determine the relations between the user and SEATH.

## DEFINITION OF OPERATIONS

**Ferry/Ferry** – no passengers on arrival and on departure.

**Ferry/Full or Full/Ferry** – passengers on arrival or on departure.

**Full/Full** – passengers on arrival and on departure.

**Prior permission request necessary** – please address your requests through MyHandling software:  
<https://cy.myhandlingsoftware.com>

## SURCHARGES AND SPECIAL CONDITIONS

### **For aircrafts only:**

A **50%** surcharge will apply to handling for all flights operated:

- on Sundays
- on National Holidays (French calendar)

### **For aircrafts & helicopters during the FRENCH GRAND PRIX:**

A **100%** surcharge will apply to handling for all flights operated from the 26<sup>th</sup> to the 28<sup>th</sup> of June 2020

*The surcharges are not cumulative. Only the highest mark-up will be applied.*

**The medical evacuation** will be charged on the ferry/ferry handling rate basis.

**For the diverted flight request**, PPR are mandatory and submitted to cancelation fees.

## AIRCRAFT AND HELICOPTER HANDLING RATES

Cat	MTOW	Full / Full	Full / Ferry Ferry / Full	Ferry / Ferry
<b>H1</b>	Helicopters < 3 tons	107 €	86 €	54 €
<b>H2</b>	Helicopters > or = 3 tons	134 €	107 €	67 €
<b>A</b>	less than 8 tons	354 €	283 €	176 €
<b>B</b>	from 8 to less than 11 tons	399 €	319 €	199 €
<b>C</b>	from 11 to less than 15 tons	576 €	461 €	289 €
<b>D</b>	from 15 to less than 18 tons	671 €	537 €	336 €
<b>E</b>	from 18 to less than 25 tons	718 €	574 €	359 €
<b>F</b>	from 25 to less than 36 tons	782 €	626 €	391 €
<b>G</b>	from 36 to less than 50 tons	1 211 €	969 €	606 €
<b>H</b>	from 50 tons and more	2 099 €	1 672 €	1 044 €

## SERVICES INCLUDED IN THE HANDLING RATE

Services	Ferry/Full Full/Full	Ferry/Ferry
Marshalling	X	X
Wheel-chock positioning and removal	X	X
Passengers boarding and/or disembarking	X	
Baggage handling	X	
Administrative support (immigration, customs...)	X	
Liaison with ATC	X	X
Crew assistance / shuttle from the aircraft to the FBO	X	X

## ADDITIONAL OPTIONS

### Ramp services

Service	Tariff	Description
Toilet service	127 €	per operation
Potable water	127 €	per operation
GPU	58 €	start-up
GPU	127 €	per usage (up to 60 min.)
ASU	191 €	per operation

### Push is mandatory for all flights in July and August

Cat	MTOW	Push tariff in July and August
<b>A</b>	less than 8 tons	35 €
<b>B</b>	from 8 to less than 11 tons	45 €
<b>C</b>	from 11 to less than 15 tons	60 €
<b>D</b>	from 15 to less than 18 tons	90 €
<b>E</b>	from 18 to less than 25 tons	115 €
<b>F</b>	from 25 to less than 36 tons	130 €
<b>G</b>	from 36 to less than 50 tons	155 €
<b>H</b>	from 50 tons and more	185 €

### Services

Catering	
Catering order / follow-up	15% administration fees
Storage	12 € per day et per bag
Catering delivery aboard	15% administration fees (on tax-free amount)
Coffee / hot water	16 €
Ice cubes (bag of 5 litre)	5 €
Press / flowers / laundry	on request with 15% admin. fees

Cleaning	
Dish washing service	77 €
½ dish washing service	41€
Aircraft interior cleaning	Price on request
Reservations / transport	
Hotel reservation and associated admin	25 € / per operation
Limousine reservation and associated admin	15% administration fees
Taxi reservation	15% administration fees
Car rental reservation and associated admin	25 € / per operation
Price to access the terminal outside opening hours : 165€ / per hour	
Other requests: 15% of admin. Fees	