**When blank, this form is classed as OFFICIAL.**

**When completed, this form is classed as OFFICIAL SENSITIVE.**

# **Charter Air Services Application Form**

### Introduction

This Charter Air Services Application Form is required for all proposed charter services to and from airports which receive RPT air services. Applications for charter services are only accepted from a Charter Operator.

In completing this application form, the applicant should read the Charter Policy available on the Department of Transport’s website at [Air services in Western Australia (transport.wa.gov.au)](https://www.transport.wa.gov.au/aviation/air-services-in-western-australia.asp).

### How to Apply for a Charter Air Service

To apply for a charter service on RPT routes, Charter Operators must complete Page 2 and Page 3 of this application form and submit it to the Department of Transport (DoT) via [aviation@transport.wa.gov.au](mailto:aviation@transport.wa.gov.au)

**Please note the following:**

* Please apply as early as possible noting that assessment of charter applications **may take** **4-6 weeks before an outcome for the application is determined.**
* The applicant shall **not commence operation of the proposed charter services before the application has been assessed and approval received by DoT in writing** (usually by way of an amended WA Aircraft Licence).
* Approval of charter services is **only granted until 30 June each year,** or earlier, as the case may be. Renewal of charter services may be extended upon submitting a new application prior to 30 June as part of the annual aircraft licensing process.
* **Special charter conditions** may be placed on the WA Aircraft Licence of charter operators in line with the Charter Policy.
* As part of the application assessment, the Charter Operator is to provide confirmation to DoT by email that:
* The Charter Operator has informed its charter client of any applicable Special Charter Condition/s.
* The charter client understands the special condition/s and agrees to purchase the prescribed number of RPT seats for as long as the special condition remains on the licence.
* Subject to the charter application being approved, DoT will issue an amended WA Aircraft Licence reflecting the charter approval and relevant charter conditions.

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# **Charter Air Services Application Form – Page 2**

**Note:** A separate *Charter Air Services Application Form* must be completed for each client’s charter services operated by the Charter Operator.

|  |  |
| --- | --- |
| Charter Operator Details | |
| **Name of Charter Operator:** |  |
| **Client:** |  |
| **Charter Route:** |  |
| **Application Date:** | Click here to enter a date. |
|  |  |

|  |  |
| --- | --- |
| Proposed Charter Details | |
| **Start Date:** | Click here to enter a date. |
| **Finish Date:** | Click here to enter a date. |
| **Aircraft Type:** |  |
| **Aircraft Seating Capacity:**  (consistent with WA Aircraft Licence) |  |
| **Number of Return Services per week:** |  |
| **Reason why RPT cannot be utilised:**  ***(please describe reasons in detail)*** |  |
|  |  |

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# **Charter Air Services Application Form – Page 3**

### Proposed Timetable for Charter Services

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of the Week** | **Flight Number** | **Departure Time** | **From** | **To** | **Arrival Time** | **Aircraft \*** | **Number of Seats \*\*** |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
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| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  |  |  |

*\* If multiple aircraft types are utilised, include the aircraft type for each service. If this column is not completed the seat capacity of the largest aircraft type listed on Page 2 will be used in calculating any applicable Special Charter Condition.*

*\*\* Number of seats should match the aircraft type as listed on the Charter Operators WA Aircraft Licence.*