

## Tariff Regulations at Torp Sandefjord Airport

**Valid from 1 January 2023**

**Translation only**

**The Norwegian text shall prevail.**

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### § 1 General Provisions

1. Aircrafts using Torp Sandefjord Airport are to pay charges according to the present rules of these tariff regulations.
2. The tariffs consist of a take-off charge, a terminal charge, a local Air Traffic Control (ATC) charge, a security charge (airport charges), PRM charge and a consumer complaint handling body fee.
3. All charges mentioned are in Norwegian kroner (NOK).
4. All charges are exclusive of value added tax (VAT). Operators shall pay VAT based on airport charges for domestic flights.
5. The owner of the aircraft is obliged to pay these airport charges. If the aircraft has been turned over to a licensed operator or an operator with an Air Operator certificate for use at his own expense, the operator is liable for the payment of these airport charges. Equally, any user will be responsible for these airport charges when an aircraft not used for commercial purposes has been turned over for the use of his own expense. When payment is required prior to the aircraft's take-off from Torp Sandefjord Airport, the aircraft's pilot in command is responsible for effecting payment.
6. Sandefjord Lufthavn AS may grant exemptions from the tariff regulations. Exemptions shall be subject to application to and approval by the airport company/the parties enter into a written agreement well ahead of the operation.
7. Sandefjord Lufthavn AS may make decisions regarding payment for other services at the airport, including any costs for using the airport outside notified opening hours.
8. There are no charges for flights
  - a) performed by aircraft with military registration marks
  - b) performed by gliders
  - c) performed by micro planes

9. The obligation to report the number of passengers to TRFOOXH rests with the aircraft owner. If the aircraft is leased to a licensed operator, the operator or operator's handling agent is responsible for reporting. All IATA messages sent to TRFOOXH must be in accordance with the latest version of the IATA Airport Handling Manual (AHM) and the IATA Standard Schedule Information Manual (SSIM). Reporting shall include correct data for the number of passengers and kilograms of freight and mail for all arrivals and departures. Data must be reported by flight number and date.

Reporting must be done electronically for both landing and departure, and no later than 06:00 the following day.

## § 2 Take-off Charge

1. Each take-off shall be charged according to the tariffs below, which are based on the maximum authorized take-off weight of the aircraft (MTOW) according to national aircraft register or other equivalent official document.

A. Aircrafts **up to 5700 kg MTOW** are to pay:

MTOW	Charge in NOK
0 - 1 000	220,00
1 001-1 500	260,00
1 501-2 000	300,00
2 001-2 500	340,00
2 501-3 000	390,00
3 001-4 000	420,00
4 001-5 000	470,00
5 001-5 700	500,00

B. Aircrafts **exceeding 5700 kg MTOW** are to pay per 1 000 kg or part thereof:

MTOW	Charge in NOK
0 – 75 000	75,00
75 001 –	37,50

2. For “touch&go” flights, the take-off charge accrues only once per series of flights. A “touch&go” series is defined as a series interrupted by landing and take-off in close succession, with no stopover or taking on or discharging of passengers or cargo at the airport. A series is maximum 10 “touch&go” flights. Any deviation from this flight pattern will act as a termination of the series of “touch&go” flights, and the next movement is deemed a new flight or series. In this context, a series of “touch&go” flights starts and terminates at Torp Sandefjord Airport. If the last take-off in the series is a departure to another airport, this movement is deemed as a single flight and is liable of charge.
3. Take-off charges will be waived for aircrafts, which due to technical problems or weather conditions return to Torp Sandefjord Airport, without any intermediate landing at any other airport.
4. For test flights a reduction of 50% in take-off charges is given. Test flights are flights necessary for technical maintenance. The duration of a test flight may

not exceed 30 minutes and the aircraft has to return to Torp Sandefjord Airport without stopover at another airport. Reduction is only given to flights reported to the airport Administration at Torp Sandefjord Airport to [post@torp.no](mailto:post@torp.no) within the first day of the following month.

### § 3 Annual Charge – Annual Certificate

1. For aircrafts **up to 2 500 kg MTOW**, an annual charge may be paid on written application to the airport Administration by e-mail to [post@torp.no](mailto:post@torp.no). Issuing of annual certificate is only directed towards non-commercial operations, i.e. the operator shall not have income related to the operation. The annual certificate shall not be issued to VAT-registered companies – only to individuals. The annual charges are as follows:

MTOW	Annual Certificate (NOK)
0-500	5 000,00
501-1 000	7 300,00
1 001-1 100	10 500,00
1 101-1 200	12 000,00
1 201-1 300	14 000,00
1 301-1 400	15 700,00
1 401-1 500	17 300,00
1 501-1 600	29 300,00
1 601-1 700	31 200,00
1 701-1 800	33 100,00
1 801-1 900	35 100,00
1 901-2 000	36 700,00
2 001-2 500	45 400,00

2. Annual certificate is valid within a calendar year and for one specific aircraft only and cannot be transferred from one aircraft to another. Annual certificate is not valid until Sandefjord Lufthavn AS has received payment.
3. Annual certificate may be issued to commercial owners/operators operating aircrafts only used for school flights with an MTOW up to 2 500 kg.
4. No refunds in paid charges will be made for shortened periods of use or a reduced season.
5. The annual certificate is terminated if the aircraft changes ownership. The new owner will be invoiced according to existing tariff regulations as far as no new annual charge is paid.
6. Sandefjord Lufthavn AS has the right to decide that the annual certificate may not be used during peak hours.

### § 4A Terminal Charge

1. For aircraft with **MTOW exceeding 5 700 kg**, terminal charge shall be paid in addition to the take-off charge mentioned in § 2, per departing passenger, non-paying passengers inclusive, at the following rates:

Destinations	Charge in NOK
Domestic/International	51,20

2. No terminal charge pursuant to § 4A.1 will be demanded for the operator's staff on official journeys at the operator's own aircraft, children under 2 years, transit passengers and transfer passengers.
3. Terminal charges will be waived for aircraft, which due to technical problems or weather conditions return to Torp Sandefjord Airport, without any intermediate landing at any other airport.
4. The terminal charge pursuant to § 4A.1 is payable regardless of the actual number of passenger seats on the flight concerned.
5. For calculations of the terminal charge the operator must, prior to the aircraft's take-off, declare the basis for this calculation. If such is not available, the terminal charge will be calculated and issued in accordance with the normal number of seats for the type and version of aircraft involved. For future declaration the same rule will apply correspondingly regarding Sandefjord Lufthavn AS' right to invoice according to the number of seats.
6. No reimbursement of the issued charge, based on the number of seats, will be made if the number of passengers is not declared within the date of cash payment or the invoicing date. This will be enforced, even if the right passenger figures will be presented on a later stage.
7. For spot-check controls of the basis for the terminal charge the operator shall, at departure time for each aircraft and for controls later on give Sandefjord Lufthavn AS access to the basis for the figures. This also includes the load sheet for each aircraft.

#### § 4B Transfer Charge

1. **Transfer passengers** from one flight number to another, shall be charged **NOK 0,00** per departing passenger.
2. §§ 4A.2-7 also apply to transfer charge in accordance with § 4B.1.

#### § 5 Local Air Traffic Control Charge

1. On 13 December 2000, the Parliament imposed on Sandefjord Lufthavn AS to finance the local Air Traffic Control (ATC) from 1 January 2001.
2. For aircraft with **MTOW exceeding 5 700 kg**, local ATC charge shall be paid in addition to charges mentioned in § 2 and § 4, per departing passenger, non-paying passengers inclusive, at the following rates:

Destinations	Charge in NOK
Domestic/International	25,00

3. §§ 4A.2-7 also apply to local ATC charge in accordance with § 5.2.

## § 6 Security Charge

1. For aircrafts with **MTOW exceeding 5 700 kg**, security charge shall be paid in addition to charges mentioned in §§ 2, 4 and 5, per departing passenger, non-paying passengers inclusive, at the following rates:

Destinations	Charge in NOK
Domestic/International	31,00

2. §§ 4A.2-7 also apply to security charge in accordance with § 6.1, except for transfer passengers, cf. § 6.3.
3. Transfer passengers shall pay security charge according to the same criteria as other departing passengers.

## § 7 Consumer Complaint Handling Body Fee

1. For aircrafts with **MTOW exceeding 5 700 kg**, a consumer complaint handling body fee shall be paid in addition to charges mentioned in §§ 2, 4 and 5, per departing passenger, non-paying passengers inclusive, at the following rates:

Destinations	Charge in NOK
Domestic/International	0,45

2. §§ 4A.2-7 also apply to the consumer complaint handling body fee in accordance with § 6.1, except for transfer passengers, cf. § 6.3.
3. Transfer passengers shall pay the consumer complaint handling body fee according to the same criteria as other departing passengers.

## § 8 Assistance service to people with reduced mobility (PRM)

According to Regulation (EC) no. 1107/2006, Sandefjord Lufthavn AS is responsible for the offering of services to persons with reduced mobility or special needs. Sandefjord Lufthavn AS has an agreement with Widerøe Ground Handling AS regarding the delivery of this service at Torp Sandefjord Airport. Invoicing of this service will go through Sandefjord Lufthavn AS and the cost will be given upon request.

## § 9 General Aviation – Parking Fee

1. Parking fees for GA-aircraft at Torp Sandefjord Airport's parking spaces are:

Time	Charge in NOK
0 - 2 hours	0,-
2 - 4 hours	460,-
4 - 24 hours	900,-

If parking extends 24 hours an additional parking fee equal to NOK 900,- is added per commenced day. The cost of parking for i.e. 25 hours is NOK 1 800,- and for 49 hours NOK 2 700,-.

2. Torp Sandefjord Airport has a limited number of parking spaces available for GA aircrafts.
3. Prior to parking according to §§ 9.1, Sandefjord Lufthavn AS must be contacted by e-mail [flyplassdrift@torp.no](mailto:flyplassdrift@torp.no) or telephone +47 33 42 70 32/+47 909 63 467.

## § 10 Application and payment for extended hours

### Application for extended hours

If there is a need for landing or departing outside of the airport's official opening hours, an application must be sent to [flyplassdrift@torp.no](mailto:flyplassdrift@torp.no) or call +47 33 42 70 32/+47 909 63 467 at least one hour before the airport's official closing time. Sandefjord Airport AS will process your application as quickly as possible.

### Payment for extended hours

Price per hour outside the airport's official opening hours requiring Category 4 airport or lower is NOK 6 500,-. Price per hour outside the airport's official opening hours requiring Category 5 airport or higher is NOK 8 000, -.

This is in addition to regular airport charges according to these regulations.

## § 11 Ground handling at Torp Sandefjord airport

There is mandatory ground handling for aircrafts with MTOW above 2 000 kg.

1. Widerøes Flyveselskap AS as a handler of scheduled and charter flights may be contacted by e-mail [handling.trf@wideroe.no](mailto:handling.trf@wideroe.no) or telephone +47 989 01 434. Website: [www.wgh.no](http://www.wgh.no)
2. Access Oslo AS may be contacted by e-mail [ops@accessoslo.no](mailto:ops@accessoslo.no) or phone +47 912 22 999. Website: [www.accessoslo.no](http://www.accessoslo.no)

## § 12 Payment

1. Operators flying regularly to/from Torp Sandefjord Airport shall arrange with Sandefjord Lufthavn AS for periodic settlement of payment.
2. Annual charge shall be paid with acceptable credit card to Sandefjord Lufthavn AS' Administration or to its bank account no. 6272.05.47029.
3. A credit arrangement is conditional upon the operator gives information about and settles accounts for all aircraft which make use of the operator's designator code. The owner or operator of an aircraft is obliged to prior to and after each flight to provide Sandefjord Lufthavn AS such information necessary to carry out calculation of airport charge.
4. Every possible discrepancy between an operator and the operator's handling agent regarding insufficient reporting and/or keeping to the said time limit for reports is a question between these two parties and therefore of irrelevance to Sandefjord Lufthavn AS.

5. As far as periodical settling of accounts (credit) regards, cf. § 8.1, Sandefjord Lufthavn AS may require a bank guarantee or some other form of security to ensure due payment. Bank guarantee may also be required in connection with occasional traffic.
6. For overdue payment of airport charges pursuant to these tariff regulations, interest equal to 12% p.a. is payable.
7. Please send an e-mail to [post@torp.no](mailto:post@torp.no) with correct e-mail for invoice handling if you prefer your invoices sent to you by e-mail.

### § 13 Other Provisions

These tariff regulations shall take effect on January 1<sup>st</sup> 2023 and are valid for Torp Sandefjord Airport.

Sandefjord Lufthavn AS



Stig Lindahl  
CFO