**APPROVAL REQUEST FORM**

The approval request, duly completed and signed, should be addressed to the SPW - Airport Regulation Directorate, Boulevard du Nord 8, 5000 NAMUR, BELGIUM, by registered post or by e-mail to : agrement.aeroports@spw.wallonie.be.

1. **INDIVIDUAL**
 Name :
 First Name(s) :
 Nationality :
 Gender :
 Domicile :
 Téléphone :
 Fax :
 E-mail :
2. **CORPORATE BODY**

 Company Name :
  Form :
  Nationality :
 Registration number :
  VAT Number :
  Head Office :
  Social Security or other registration :
  Represented by (name, first name) :
  Positionof representative :
  Telephone :
  Fax :
  E-mail :

hereby requests to be approved by the Minister for the Walloon Region, who is charge of the airports, to exercise the activities :

* **Groundhandling services** :
* for all services covered by Annex I of the Walloon Government Order of 24 March 2000
* for the following services covered by Annex I of the Walloon Government Order of 24 March 2000

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* **Self-handling services** :
* for all services covered by Annex I of the Walloon Government Order of 24 March 2000
* for the following services covered by Annex I of the Walloon Government Order of 24 March 2000

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* **on Brussels South Charleroi Airport**
* **on Liege Airport**
1. He (she) encloses the annexes required (**in .pdf format**) by virtue of Article 4 of the Ministerial Order of 29 May 2008 for execution for Brussels South Charleroi Airport and/or by virtue of Article 3 of the Ministerial Order of 9 June 2011 for execution for Liege Airport of the Walloon Government Order of 24 March 2000 regulating access to the ground handling market at airports governed by the Walloon Region.

Certified genuine and conforming,

Issued at

on

(Signature)

Last Name:

First Name:

Position:

(with authority to bind the company)

**ANNEXES TO THE APPROVAL REQUEST FORM**

ANNEX 1 – FINANCIAL SITUATION OF THE APPLICANT

The applicant encloses :

1. For an individual, an undertaking on his (her) honour that his (her) financial situation is healthy, accompanied by tax assessments for the last three years.
2. For a corporate body :
* The annual accounts for the last three financial years, if necessary certified by the auditor.
* If the company has not yet been set up :
* its business plan and
* a letter of guarantee of final shareholders of the correct execution of the applicant's undertakings.

ANNEX 2 – APPLICANT'S INSURANCE COVER

The applicant encloses :

* An insurance policy covering all activities for which approval is sought.
* Where no insurance has yet been taken out, a letter from an insurance company guaranteeing that it is negotiating the signature of an insurance policy covering all the activities for which approval is sought.

ANNEX 3 – MISCELLANEOUS GUARANTEES

The applicant encloses :

* Any document demonstrating the experience of the applicant and/or the personnel he (she) (it) intends to allocate to his (her) (its) groundhandling activities at Brussels South Charleroi Airport or/and Liege Airport for all categories of services covered by the annex to the Walloon Government Order of 24 March 2000 regulating access to the groundhandling market at airports governed by the Walloon Region or for some of these activities and allowing the SPW – Airport Regulation Department to consider that the applicant will provide sufficient guarantees of the safety and security of facilities, aircraft, equipment and people.
* A declaration on his (her) (its) honour attesting that the applicant undertakes to provide on-going training for his (her) (its) personnel, especially in terms of safety and security.
* A declaration on his (her) (its) honour whereby the applicant complies with and will comply with the environmental regulations.

ANNEX 4

The applicant encloses :

* A certificate from the National Social Security Office (or equivalent if the applicant holds foreign nationality) whereby the applicant has paid social contributions due by virtue of the regulations ; this certificate must not have been issued more than six months before submitting the application.
* A declaration on his (her) (its) honour, certifying that the applicant has paid the social contributions due by virtue of the regulations.

The approval is valid for ten years, renewable under the same procedure.

Annex to the Walloon Government Order of 24 March 2000 regulating access to the ground handling market at airports governed by the Walloon Region

**List of groundhandling assistance services**

1. **Administrative assistance on the ground and supervision**, including :
	1. Representation and liaison with the local authorities or any other person, the monies disbursed on behalf of the user and the supply of premises to its representatives ;
	2. The control of the loading, messages and telecommunications ;
	3. The processing, storage, handling and administration of loading units ;
	4. Any other supervision service before or after the flight or any other administrative service requested by the user.
2. **"Passenger" assistance** which includes all forms of assistance to departing and arriving passengers, those in transit or changing flights, especially checking tickets, travel documents, baggage registration and transporting it to the sorting systems.
3. **"Baggage" assistance** which includes processing baggage in the sorting room, preparing it for departure, loading it on systems intended to convey it from the aircraft to the sorting room and vice versa and the transport of baggage from the sorting room to the distribution hall.
4. **"Freight and post" assistance** which includes :
	1. For imported and exported freight and in transit, physical handling of the freight, processing the related documents, customs' formalities and any other joint measure agreed between the parties or required by the circumstances ;
	2. For arriving and departing post, physical handling of the post, processing the related documents and any other joint measure agreed between the parties or required by the circumstances.
5. **"Runway operations" assistance** which includes :
	1. Aircraft marshalling on arrival and departure ;
	2. Assistance in aircraft parking and supply of appropriate resources (marshalling) ;
	3. Communications between the aircraft and the airside service provider ;
	4. Aircraft loading and unloading, including the supply and implementation of necessary resources, the transport of the crew and passengers between the aircraft and the airport terminal and the transport of baggage between the aircraft and the airport terminal ;
	5. Assistance in starting the aircraft and supply of appropriate resources ;
	6. Moving the aircraft at departure or arrival, the supply and implementation of necessary resources ;
	7. The transport, loading and unloading of the aircraft with supplies and drinks.
6. **"Aircraft cleaning and service" assistance**, which includes :
	1. Cleaning the aircraft inside and out, lavatory service, water service ;
	2. Cabin air-conditioning and heating, removing snow and ice from the aircraft, de-icing the aircraft ;
	3. Fitting out the cabin using cabin equipment, storing this equipment.
7. **"Fuel and oil" assistance** which includes :
	1. Organising and executing refuelling and defueling, including fuel storage, quality control and quantity of deliveries ;
	2. Topping up the oil and other liquid ingredients.
8. **On-line maintenance assistance**, which includes :
	1. Regular pre-flight operations ;
	2. Special operations required by the user ;
	3. Supply and management of equipment required for servicing and spare parts ;
	4. Request for or reservation of an aircraft stand and/or a hangar to carry out the servicing.
9. **"Air operation and administration of crews" assistance**, which includes :
	1. Preparing the flight in the departure airport or in any other place ;
	2. In-flight assistance, including where necessary changing the itinerary during the flight ;
	3. Post-flight services ;
	4. Crew administration.
10. **"Ground transport" assistance** which includes :
	1. Organising and executing transport of passengers, crew, baggage, freight and post between different terminals in the same airport, excluding any transport between the aircraft and any other point within the perimeter of the same airport ;
	2. All special transport requirements requested by the user.
11. **"Catering" assistance**, including:
	1. Liaison with the suppliers and administrative management ;
	2. Storage of food, drinks and accessories required to prepare them ;
	3. Cleaning accessories ;
	4. Preparing and delivery equipment and foodstuffs.