



CHARTER PERMIT APPLICATION GUIDE

for

U. S. Originating
Transborder United States Charters

(TUSC)

Application filed pursuant to the
Air Transportation Regulations (ATR)



October 2003

I) **U.S. ORIGINATING TRANSBORDER UNITED STATES CHARTERS (TUSC)**

1) **LEGISLATIVE REFERENCES:**

Part IV, Sections 76 to 78(1) of the *Air Transportation Regulations (ATR)*

Part IV, Division V, Sections 103 to 103.5 of the ATR

2) CARRIER MUST HOLD:

Non-Scheduled International licence: valid for charter operations between Canada and the United States

Insurance certificate: adequate insurance coverage pursuant to section 7 of the ATR

Operating certificate: must reflect aircraft type to be used for the operation (this document is issued by Transport Canada)

3) CARRIER REQUIREMENT:

A charter that originates in the United States and that is destined to Canada shall be operated in accordance with the rules and regulations of the United States. The carrier must have received permission from the aeronautical authorities of the United States for the charter.

4) PRIOR NOTIFICATION:

Prior Notification is required for aircraft having a maximum certificated take-off weight (MCTOW) greater than 35,000 lbs.

An air carrier operating a charter that originates in the United States shall notify the Agency in writing **not less than 48 hours** before the date and time of the arrival in Canada of the charter or, in the case of a series of charters, the date of the first of those charters, with the following information:

- a) the name or the charter category of the charter under the rules and regulations of the United States;
- b) the name, address, telephone and facsimile numbers of each charterer;
- c) every airport of enplanement or point of departure and every airport of deplanement or point of destination of the charter; including each airport proposed to be used by the air carrier;
- d) the dates and times of arrival and departure of each charter; and
- e) the aircraft type and, where applicable, the passenger seating capacity and the nature, quantity and total weight of goods to be carried for each charterer on each charter.

5) OPERATIONAL RESTRICTIONS:

No U.S. air carrier shall operate a TUSC flight or series of TUSC flights for a courier service using aircraft having a MCTOW greater than 35,000 lbs serving more than one point in Canada on a single flight.

6) SAMPLE NOTIFICATION

For your convenience, please find attached a sample of a notification form.

II GENERAL

Charter division contact numbers:

- The facsimile number for the charter division of the Canadian Transportation Agency is 819-953-5572.
- For further information on this guide, you can contact the Team Leaders, Chantal Beuparlant at 819-953-9788, Stephanie Boutet at 819-997-6227, Marcia Magnes at 819-997-6756 or Marc Richer at 819-953-9791.
- The charter division also has an after hours service which can be used for emergency situations occurring at night or during weekends and Holidays. The telephone number is 613-769-6274.

The licensee must contact:

- Transport Canada, for compliance with security requirements (General Inquiries 613-990-2309);
- The local airport authority for permission to operate at specific times or for the use of any airport facility;
- Canada Border Services Agency regarding the availability of clearance services and hours of operation of the port of entry (General Inquiries in English 204-983-3500 or 506-636-5064).

SHOULD THERE BE ANY DISCREPANCY BETWEEN WHAT IS CONTAINED IN THIS DOCUMENT AND WHAT IS CONTAINED IN THE CANADA TRANSPORTATION ACT AND THE AIR TRANSPORTATION REGULATIONS, THE CANADA TRANSPORTATION ACT AND THE AIR TRANSPORTATION REGULATIONS SHALL PREVAIL.

(SPACE ALLOCATED FOR YOUR COMPANY LOGO)

FROM: _____
PRINT YOUR NAME

PHONE NUMBER

NAME OF THE COMPANY (CARRIER)

FAX NUMBER

TO:
AIR LICENSING AND CHARTERS DIVISION
CANADIAN TRANSPORTATION AGENCY
OTTAWA, ONTARIO KIA ON9

FAX NUMBER: 819-953-5572

TEAM LEADER: Chantal Beuparlant 819-953-9788

Stephanie Boutet 819-997-6227

Marcia Magnes 819-997-6756

Marc Richer 819-953-9791

AFTER HOURS, WEEK-END & HOLIDAYS TELEPHONE NUMBER 613-769-6274

U.S. ORIGINATING CHARTER FLIGHT INFORMATION

DATE OF FLIGHT: _____ CHARTER TYPE: _____

CHARTERER NAME, ADDRESS AND FAX NUMBER: _____

U.S. ORIGIN(S): _____ ETD: _____

CANADIAN DESTINATION (S): _____ ETD: _____ (LOCAL)

AIRCRAFT TYPE: _____ PASSENGER SEATING CAPACITY: _____

OR TYPE OF GOODS, QUANTITY AND TOTAL WEIGHT CARRIED: _____