

GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1.2.1 General

1.2.1.1 All flights into, from or over the territory of Greece and landings in the Greek territory shall be carried out in accordance with the Greek regulations in force regarding Civil Aviation.

1.2.1.2 Aircraft landing in or departing from the territory of Greece must first land at or finally depart from one of the international AD listed in **AD 1.3**.

1.2.1.3 Aircraft overflying the territory of Greece, when ordered to land at a specific aerodrome by a police aircraft, should obey the order.

1.2.1.4 Aircraft shall have a current certificate of Airworthiness of the state of Registry and shall be operated only within the limits prescribed therein. Aircraft shall only be operated by crew members possessing current licenses endorsed with class or type of aircraft flown and within the limits prescribed therein.

1.2.1.5 Civil aeroplanes in Greece are permitted to land and take off only at aerodromes mentioned in the AD Part of this publication, in accordance with the conditions set in AD 1.1.1 subsection and the procedures prescribed hereunder. Helicopters are additionally allowed to land (and take-off from) non-specified provisional fields, as specified in ENR 1.1.11.1.2. Special rules apply for UAVs.

1.2.1.6 Aircraft in case of genuine emergency in flight may land at, besides the aerodromes, any suitable aerodrome without prior permission (see also **AD 1.1.1.2**).

1.2.1.7 International aerodromes must be used for the first landing in Greece on incoming flights and for the last take-off on outgoing flights.

1.2.2 Airport Slot Coordination

1.2.2.1 Coordinated Airports

1.2.2.1.1 In accordance with the provisions of Article 3 of amended Regulation (EEC) No 95/93, the following Greek airports have been classified as coordinated airports based on the relationship between the declared capacity and the existing operational demand at each airport.

Schedule facilitated airports (summer season only):
LGTS, LGSK, LGLM

Coordinated airports (summer season only):
LGIR, LGRP, LGBL, LGZA, LGST, LGSR, LGKO, LGKC, LGKL, LGPA, LGKP, LGKR, LGSA,
LGKF, LGRX, LGHI, LGMK

1.2.2.2 Procedure

1.2.2.2.1 The allocation of an airport slot is an essential prerequisite for all IFR flights (all commercial flights plus general aviation, business, air taxi flights) arriving at and departing from Greek airports declared as Coordinated, according to Airport Regulation No 4 (GG 355/B/2015) which implement the provisions of amended Regulation (EEC) No 95/93.

1.2.2.2.2 Requests for the allocation of available landing and/or take-off slots shall be filled in Slot Clearance Request (SCR) standard IATA format (Standard Schedules Information Manual, Chapter 6) and shall be applied to the Coordinator (see also **GEN 1.1.A.9**):

Hellenic Slot Coordination Authority
TEL: +30 210 22 03 500/1
FAX: +30 229 90 49 141
e-mail: slot@hsca.gr
Office hours: MON-FRI 0800-1600 LT

1.2.2.2.2.1 Requests to the Coordinator should be made by e-mail.

1.2.2.2.2.2 Replies to the requests received by the Coordinator will be issued via the same channel used by the interested party, within three working days from the date of the request.

1.2.2.2.2.3 More information related to **Airport Slots**, including "Rules and Guidelines for the Slot Allocation of GENERAL/ BUSINESS AVIATION (GABA)" is available in the national slot coordination site: <http://www.hsca.gr>

1.2.2.3 Exceptions To The Procedure

1.2.2.3.1 The following flight categories are exempt from the procedure described above for requesting slots at Greek airports:

- All VFR flights
- Flights which are diverted to an alternative aerodrome for technical or meteorological reasons.
- Flights undertaken for humanitarian reasons
- Flights on search and rescue missions.
- Sanitary flights
- State flights
- Military flights

1.2.2.4 Sanctions for non compliance with slot allocation rules (slot misuse)

1.2.2.4.1 Misbehaviours identified as violation of the authorized slots or which go against the relevant regulations can lead to the application of different corrective measures or sanctions. These penalizing measures or sanctions, in cases of violation of the slot regulations can be of two types: slot coordination measures, or administrative measures

1.2.2.4.2 Slot coordination measures

1.2.2.4.2.1 These are the corrective measures or sanctions adopted by the Slot Coordinator as part of its duties. More information is available in the national slot coordination site: <http://www.hasca.gr>

1.2.2.4.3 Administrative measures

1.2.2.4.3.1 These are economic sanctions or operational measures imposed by the relevant authority (HCAA) for the breach of the established regulation (Airport Regulation No 4) on slot allocation. The economic amounts per misuse are set out in the Ministerial Decision HCAA/D3/B/ 30633/9932/25-11-2015 «Establishment of penalties level, relevant sanctions, and the procedure of their imposition upon violation of Airport Regulations Nr. 1, 2 and 4» (GG/B/2631/7-12-2015), for the Greek coordinated airports, complies with the provisions of Article 14.5 of EEC Regulation No 95/93 as amended.

TYPE OF VIOLATION	FINES FOR AIR CARRIERS *	FINES FOR GENERAL AVIATION
FLIGHT WITHOUT SLOT	10.000 up to 50.000 Euros	2.000 up to 30.000 Euros
The amount of fine imposed upon violation is increased by 10,000 Euros, accordingly, for each new violation. The increase is imposed upon violations, which took place in the same scheduling period.		
SLOT VIOLATION (by more than 20 min)	5.000 up to 50.000 Euros	1.000 up to 30.000 Euros
The amount of fine imposed upon violation is increased by 5,000 Euros, accordingly, for each new violation. The increase is imposed upon violations, which take place in the same scheduling period.		
AIRCRAFT TYPE (larger)	5.000 up to 50.000 Euros	1.000 up to 30.000 Euros
The amount of fine imposed upon violation is increased by 5,000 Euros, accordingly, for each new violation. The increase is imposed upon violations, which take place in the same scheduling period.		
LONG GROUND TIME (without airport authority approval)	5.000 up to 50.000 Euros	1.000 up to 30.000 Euros
The amount of fine imposed upon violation is increased by 5,000 Euros, accordingly, for each new violation. The increase is imposed upon violations, which took place in the same scheduling period.		
* Air carriers (shall mean an air transport undertaking holding a valid operating licence or equivalent according the provisions of (EEC) No 95/93).		

1.2.2.4.3.2 Additionally to the above, in case of multiple violations, which take place in the same scheduling period, the cancellation or suspension of the flight plan may be imposed.

1.2.2.4.3.3 Where the deviation is justified by certain codes as they described in the IATA's Airport Handling Manual no penalty will be imposed. The following codes are exempted: 18, 41, 42, 43, 44, 45, 46, 47, 51, 52, 71, 72, 73, 74, 75, 76, 77, 81, 82, 83, 84, 85, 86, 87, 88, 89, 97, 98

1.2.3 Scheduled flights**1.2.3.1 General****1.2.3.1.1 C Air Carriers**

1.2.3.1.1.1 European Community Air Carriers when operating intra Community Air Services (Scheduled and Non-Scheduled) are subject to EC Regulation 1008/2008.

1.2.3.1.2 Non-EC Air Carriers (Scheduled Flights)

1.2.3.1.2.1 Non-EC Air Carriers operating Scheduled Flights in Greece must comply with the following:

- a) The Air Carrier must be designated pursuant to a bilateral or multilateral agreement between Hellenic Authorities and the State where the Carrier is registered.
- b) Non-designated Air Carriers can also apply and receive a temporary permit.
- c) The Air Carrier shall apply for approval (granted by HCAA) through its legal representative in Greece.

1.2.3.2 Documentary requirements for clearance of aircraft

1.2.3.2.1 It is necessary that the undermentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Greece. One copy of the General Declaration should be signed by either the Authorized Agent or the Pilot-in-Command. All documents listed below must follow the ICAO standard format as set forth in the relevant Appendices to Annex 9 and are acceptable when furnished in the Greek or in one of the ICAO languages and completed in legible handwriting.

1.2.3.2.2 Arrival

1.2.3.2.2.1 When an aircraft lands at an international aerodrome in Greece either the Authorized Agent or a crew member must deliver the following documents:

- a) Four copies of the General Declaration as follows:
 - One copy for the Airport Authorities.
 - One copy for the Customs Officials.
 - One copy for the Immigration Officials.
 - One copy for the Health Officials (Only for aircraft coming from an area infected with one of the four quarantinable diseases).
- b) No Passenger Manifest is required for scheduled flights:
 - Such a manifest should be submitted only to the Health Officials (On request and within 24 hours).
 - A Passenger Manifest is always required for non-scheduled flights.
- c) Two copies of Cargo Manifest as follows:
 - One copy for the Customs Officials.
 - One copy for the Health Officials (On request).

1.2.3.2.3 Departure

1.2.3.2.3.1 Notice of intended departure must be given to the Customs Officials and Airport Authorities before any passengers, goods or stores are taken on board an aircraft departing for a place or area outside Greece. If the General Declaration has been delivered accordingly, no additional notice is required before loading commences.

1.2.3.2.3.2 Before departure of the aircraft the following documents must be delivered:

- a) Three copies of the General Declaration as follows:
 - One copy for the Airport Authorities.
 - One copy for the Customs Officials.
 - One copy for the Immigration Officials.
- b) One copy of the Passengers Manifest for the Airport Authorities (Only for non-scheduled flights).
- c) One copy of the Cargo Manifest for the Customs Officials.

1.2.3.2.4 Technical Landings-Overflights

1.2.3.2.4.1 For technical landings and overflights operated by ICAO Member State Air Carrier, no special permission from HCAA is required with the following exemptions:

- a) For flights carrying VIP passengers when intending to land in Greek Airports or overfly Greek territory, Air Carriers shall proceed through diplomatic channels.
- b) For flights overflying Greek territory with DGR on board, Air Carriers must proceed through diplomatic channels.

VIP passenger stands for person or persons on board of a flight that is being carried out by, or on behalf of, a State. For further details please advice local Airport Authority/Airport Operator/Ministry of Foreign Affairs

1.2.3.2.4.2 **Cargo or Passenger Flights carrying weapons** shall apply for approval granted by the HCAA after obtaining additional import or export permit issued according to National Legislation

1.2.4 Non-scheduled flights

1.2.4.1 Procedures

1.2.4.1.1 If an operator of an ICAO Member State intends to perform into Greece a non-scheduled flight other than inclusive tour charter flight (i.e. special event, own use, cargo, extra regular flight, etc), he shall apply for permission to HCAA/Air Transport and International Agreements' Division (see address in **GEN 1.1**). Furthermore, the operator must contact the HCAA/ Airports' Security Division in order to inform them about Security matters.

1.2.4.1.2 The application must include the following information in the order shown hereunder:

- a) Full name and address of the operator.
- b) Nationality, registration marks and type of aircraft.
- c) Date and estimated time of arrival at and departure from the aerodrome(s), in use.
- d) Itinerary of the aircraft.
- e) Air Operator Certificate (Issued under the provisions of ICAO Annex 6, Part I).
- f) Category of the flight:
 - Purpose of the flight.
 - Number of passengers, nature and amount of freight to be taken on, or put down.
 - Size of the group. g) Copy of the charter contract.

1.2.4.2 Documentary requirements for clearance of aircraft

1.2.4.2.1 Documentary requirements for clearance of aircraft, same as for scheduled flights (see **GEN 1.2.3.2**).

1.2.4.2.2 Public health measures applied to aircraft, same as for scheduled flights (see para. **GEN 1.2.6**).

1.2.5 Private flights

1.2.5.1 General

1.2.5.1.1 Procedures given hereunder are applicable to private aircraft, which are registered in the Member States of ICAO. For private aircraft of non-ICAO Member States the procedure given in **GEN 1.2.4** (non-scheduled flights), should be applied.

Note: *Private aircraft are considered those, which are not used in any way for commercial purposes.*

1.2.5.1.2 Hellenic Civil Aviation Authority reserves the right to restrict private flights of aircraft registered in countries which do not accord full reciprocity to Greek aircraft.

1.2.5.1.3 Whenever a special permission is required for the use of an aerodrome, the relative application should be submitted to the Hellenic Civil Aviation Authority as soon as possible and in any event at least twenty working days in advance of the date of the proposed flight when the application is sent by e-mail and four working days when a telegram is sent.

1.2.5.1.3.1 Also required:

- 1 Purpose of flight
- 2 Number and type of aircraft.
- 3 Date and time of flight.
- 4 Registration and nationality of aircraft.
- 5 Aerodrome of departure and destination.
- 6 List of names, crew and passengers.

Note: *Telegrams should be accompanied by a prepaid reply.*

1.2.5.1.4 It is obligatory to private aircraft to accept marshalling at all Greek aerodromes as well as crew and passenger transportation wherever such service is available.

1.2.5.2 Procedures

1.2.5.2.1 For flights from/to international or national aerodromes (see **AD 1.4.2**) via Regional ATS routes (airways or advisory routes), the submission of the ICAO flight plan is only required.

1.2.5.2.2 For flights from/to international or national aerodromes, via National ATS routes, or for flights from/to the above aerodromes out of airways (Regional or National), the submission of the ICAO flight plan and the HCAA Form 731 (list of persons on board) is required.

1.2.5.2.3 For flights from an aerodrome (International or national) to category A and B Military aerodromes (see **AD 1.4.1**), a special permission is required.

1.2.5.2.4 For flights from an aerodrome (international or national) to category B civil aerodromes or water aerodromes (Private or municipal), the submission of the ICAO flight plan and the HCAA Form 731 (list of persons on board) is required. Prior permission, in writing, from the operator of the aerodrome is also required.

1.2.5.2.5 For flights of helicopters from/to category A and B aerodromes or heliports (see **AD 1.4.1**), regulations regarding flights of private aircraft are applicable.

1.2.5.2.6 For flights of helicopters to one or more points located outside aerodromes or heliports, the submission of the ICAO flight plan and the HCAA Form 731 (list of persons on board) is required. The HCAA Form 731 shall be submitted to generalaviationflights@hcaa.gr. In addition to the above, the landing and take-off shall be carried out on pilot's responsibility and this shall be indicated on item 18 of the flight plan.

1.2.6 Public health measures applied to aircraft

1.2.6.1 Disinfecting, as a public health measure, is carried out by discharging into the aircraft an insecticide by means of an aerosol spray, or an automatic system.

1.2.6.2 Aircraft disinfection is carried out according to the provisions of the International Health Regulations.

1.2.6.3 The requirements for entry and departure of aircraft engaged in international flights and the applicable Standard Procedure for clearance of these aircraft at all international aerodromes are given for information and guidance of operators conducting international flights.

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1.2.6.5 National regulations and practices concerning facilitation of international air transport applicable at all international aerodromes in Greece conform, as far as possible, with the provisions set forth in the international standards and recommended practices of Annex 9 to the Convention on International Civil Aviation.

1.2.7 Chartered Organized Group Tour Flights to Greece by non-Community Airlines

1.2.7.1 Regulation concerning the operation

1.2.7.1.1 The prior authorization of our Authority is required for the performance of chartered organized group tour flights.

1.2.7.1.1.1 To obtain authorization, the airline shall submit a relevant request, through its legally appointed representative in Greece, which shall include date and number of flight, aircraft type and registration data, airport of origin and final destination and charterer(s), at least ten (10) days before the flight or the commencement of the series of flights.

1.2.7.1.1.2 The request shall be submitted to the CAA/D1/A after arranging for the landing-take off slots in the relevant airport with the competent authority (Hellenic SLOT Coordination Authority -see **GEN 1.1.9**).

1.2.7.1.1.3 The request shall be accompanied by:

- a) a letter of support by the Civil aviation authority of the airline's country of origin, which shall certify that the airline is entitled to perform international unscheduled chartered flights, and
- b) the following certificates:
 - Letter of appointment of the airline,
 - Air Operator Certificate (AOC) of the airline, with operating specifications,
 - Airworthiness Certificate of the aircraft, which shall evidence that it has ACAS II and EGPWS equipment,
 - Noise Certificate of the aircraft,
 - Insurance Certificate of the aircraft pursuant to EC Regulation 785/2004,
 - Safety program, approved by the Civil Aviation Authority of the airline's country of origin.

1.2.7.1.2 All passengers participating in the said flight shall hold a valid and non transferable round-trip ticket, which shall state the flight numbers and the arrival and departure dates. The name of the airline and the charterer shall also be written on the ticket.

1.2.7.1.2.1 In the event that the trip is not carried out by air in its entirety, passengers shall hold combined transport tickets.

1.2.7.1.3 All passengers shall hold a voucher, covering their accommodation for the duration of their stay in Greece. In the event that any passenger do not hold such a voucher or hold a counterfeit voucher on arrival, airport authorities shall not allow them to return by a chartered organized group tour flight.

- The term "accommodation" shall include: -Hotels, motels and furnished apartments-Organized tourist camps, with or without lodges-Tourist furnished villas or residences-Rent rooms in complexes of up to 10 rooms-Cruisers, provided that passengers hold relevant contracts or evidence of rental

1.2.7.1.4 The minimum length of stay in Greece shall be three (3) days, i.e. two consecutive overnight stays.

1.2.7.1.5 Every charterer shall have a contract for at least ten (10) seats in each flight:

- a) The charterers and the number of seats chartered by each, shall be exactly the same in both legs of the flight
- b) The airline shall be aware and in the position to notify at any time the representatives of its charterers either to the airports concerned or to HCAA/D1/A

1.2.7.1.6 Each flight may use no more than three Greek airports. No local transport of passengers between such airports (cabotage) shall be allowed.

1.2.7.1.7 Airlines shall submit lists with the names of passengers to the competent authorities of the airport on arrival and at least two hours before departure of each flight.

1.2.7.1.8 For their return from Greece to their point of origin:

- a) Passengers shall use the return leg of the same series of flights corresponding to their arrival flight.
- b) By way of derogation, passengers may return by another flight of the same or other airline, provided however that the arrival flight and the departure flight are fully or partially chartered by the same charterer.

1.2.7.1.8.1 This shall also apply to passengers departing from an airport other than that to which they arrived. In this case, a separate list with the names of these passengers shall be submitted to the departure airport, certified and sealed by the authorities of the arrival airport.

1.2.7.1.9 The free of charge carriage of passengers shall not be allowed.

1.2.7.1.9.1 By way of derogation and to facilitate tourism, the following persons may travel free of charge with the approval of the local air authorities (departure airport) and provided that are empty seats:

- Airline personnel -Charterers' personnel -Air authorities' personnel (CAA of Greece and foreign countries) -Airlines' legal representatives -Spouses and children of the above persons -Owners and managers of recognized accommodation, as described in Chapter 3, their spouses and children, provided that they all hold evidence of their identity, which shall be submitted to the airport promptly before departure.

1.2.7.1.10 To grant its approval, the airport must receive:

- The passenger's free of charge air ticket, and
- Official evidence of their capacity

1.2.7.1.11 Moreover, crews and their families (only spouses and children) who bring for delivery to Greece tourism-professional vessels and small crafts pursuant to Law 438/76 may also travel free of charge from Greece to their country of origin.

1.2.7.1.11.1 To obtain such authorization, a certificate by the competent authority of the port of arrival as to such capacity of passengers shall be submitted to the departure airport, which shall state their names and their date of arrival to Greece.

1.2.7.1.12 The performance of unscheduled chartered organized group tour flights entitles the round trip carriage of passengers only from the country where the airline is based to Greece.

1.2.7.1.12.1 In the event that the trip is not carried out by air in its entirety, passengers shall hold combined transport tickets.

1.2.7.1.13 Airlines shall notify to the HCAA any change of technical and commercial information, as well as any flight cancellation.

1.2.7.1.14 Requests of approval in derogation of the above, with the purpose of meeting special requirements, shall be examined on a case-by-case basis.

1.2.7.1.15 Any act or omission by any person, contrary to this Regulation, shall constitute a violation and the provisions of Law 1815/88 on the sanction of the Code of Air Law and Airport Provisions No.1 (Government Gazette 30/B/19 Jan 1996) and 2 (Government Gazette 1532/B/15 Nov 2001) shall apply.

1.2.7.1.16 This Regulation shall enter into force on publication in the Government Gazette and shall replace Regulation No. D1/A/17816/1087/4 May 1993.

1.2.8 Miscellaneous information

1.2.8.1 Carrying of cameras on board aircraft

1.2.8.1.1 Photo or movie cameras can be used for regular or movie pictures on board aircraft by passengers travelling to/from Greece on any airline (scheduled or non-scheduled flights) under the following conditions:

- a) The use of video or photographic cameras is prohibited at MIL aerodrome or when flying within MIL CTRs and/or MIL ATZs.
- b) Photos or movie pictures should not be taken during take-offs and landings at the following aerodromes: LGTS-THESSALONIKI/ MAKEDONIA, LGIR-IRAKLION/ NIKOS KAZANTZAKIS, LGKV-KAVALA/ MEGAS ALEXANDROS, LGLR-LARISSA, LGLM -LIMNOS/ IFAISTOS, LGPZ -PREVEZA/ AKTION, LGSR -SANTORINI, LGSY -SKIROS, LGKL -KALAMATA, LGAD-ANDRAVIDA, LGRX-ARAXOS, LGBL-ALMIROS/ NEA ANCHIALOS and LGSA-CHANIA/ IOANNIS DASKALOGIANNIS.
- c) Only simple cameras should be used without any diameter tele-lens attachment.
- d) Only commemorative pictures should be taken and not for commercial or any other purpose.

Note: For commercial pictures prior special permission of the Civil Aviation Authority is required.