

CHARGES  
GUIDE

# Aviation



CHARGES  
GUIDE

# Extra-Aviation



# CHARGES GUIDE

# Miscellaneous Aviation



Effective from January 1, 2026.



CHARGES GUIDE 2026

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## CHARGES GUIDE

# Miscellaneous Aviation

**Lisbon** Airport

Porto Airport

Faro Airport

Beja Civil Terminal

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Madeira Airports

## CHARGES GUIDE 2026

## Lisbon Airport

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## OPERATING AREAS

## APRON EQUIPMENT

Freight Elevator (per hour)	104.40 €
Loader, electric (electric lift) - (per hour)	40.00 €
Loader, diesel, Genie Z80/60 (per hour)	106.00 €
Loader, Bio-powered, diesel and electric, Genie Z45 (per hour)	72.10 €

## FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hora)	25.10 €
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## CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)	250.00 €
Individualised Fire Fighting Prevention (per service)	182.00 €
Waste discharge/abandonment inside airport perimeter	208.50 €

## TRANSPORT VEHICLES

Transport of passengers in light/mixed vehicles between aircraft/terminal or vice versa (per 1/2 hour)	54.40 €
Transport of passengers in heavy vehicles (per hour)	206.50 €
Transport of cargo in heavy vehicles (per hour)	113.10 €

## LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

## Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment	75.50 €
Self-propelled diesel or gasoline vehicles/equipment	151.00 €
Airside Vehicle Driving Licence - Issue/Renewal/2nd copy	38.90 €
Vehicle Inspection - Light	61.00 €
Vehicle Inspection - Light Towable	50.00 €
Vehicle Inspection - Heavy	75.40 €
Vehicle Inspection - Heavy Towable	61.00 €



## CHARGES GUIDE 2026

## Lisbon Airport

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Vehicle Inspection - Simple trailer and other accessories	20.00 €
Vehicle Inspection - Reinspections	30.00 €
Vehicle Inspection - Surcharge for travelling outside scheduled dates	1489.90 €

## TELECOMMUNICATIONS

NOTE The application of the telecoms services listed is subject to availability at each airport.

## SUPPORT SERVICES

Installation

Monthly

## (CUPPS/CUSS/BRS/HBD/SBD)

	Installation	Monthly
CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

## EQUIPMENT AND SUPPORT SERVICES

## EQUIPMENT

X-Ray (per month/per equipment)	1116.30 €
Explosive trace detector (per flight)	290.80 €

## CHARGES GUIDE 2026

## Lisbon Airport

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## TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	41.00 €
Certified Driver Training (per person)	41.00 €
Security Training (per person)	41.00 €
Fire Safety Prevention Training (minimum 6 people)	39.90 €
Practical airside driving test	28.50 €
Practical airside driving test: repetition/rescheduling	17.10 €
Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	110.00 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	55.10 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	55.10 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person - repetition / rescheduling	33.10 €

## PHOTOGRAPHY AND FILMING

<b>Public Areas</b>	
Photography and Filming (per hour)	600.00 €
<b>Terminal and Aerodrome Restricted Areas (Airside)</b>	
Photography and Filming (per hour)	820.00 €

## OTHER SERVICES

Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €
Staff Services-. Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.



## CHARGES GUIDE 2026

### Lisbon Airport

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#### ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services <sup>1</sup>	5.50 €
One-off Access Cards - Other Entities <sup>1</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	34.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>1</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Miscellaneous Aviation

Lisbon Airport

**Porto** Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports



## CHARGES GUIDE 2026

## Porto Airport

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**OPERATING AREAS****FOLLOW ME | AMBULANCE | OTHER EQUIPMENT**

Follow-me (per 1/2 hour)

25.10 €

**CLEANING | WASHING | FIRE FIGHTING PREVENTION**

Cleaning and Spill Management (per 15 minutes or part thereof)

250.00 €

Individualised Fire Fighting Prevention (per service)

182.00 €

Waste discharge/abandonment inside airport perimeter

208.50 €

**TRANSPORT VEHICLES**

Transport of passengers in light/mixed vehicles between aircraft/terminal or vice versa (per 1/2 hour)

54.40 €

Transport of passengers in heavy vehicles (per hour)

206.50 €

**LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS****Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off**

Electric self-propelled vehicles/equipment

24.90 €

Self-propelled diesel or gasoline vehicles/equipment

49.70 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.90 €

Vehicle Inspection - Light

61.00 €

Vehicle Inspection - Light Towable

50.00 €

Vehicle Inspection - Heavy

75.40 €

Vehicle Inspection - Heavy Towable

61.00 €

Vehicle Inspection - Simple trailer and other accessories

20.00 €

Vehicle Inspection - Reinspections

30.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

1489.90 €



## CHARGES GUIDE 2026

## Porto Airport

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**TELECOMMUNICATIONS**

**NOTE** The application of the telecoms services listed is subject to availability at each airport.

**SUPPORT SERVICES**

Installation

Monthly

**(CUPPS/CUSS/BRS/HBD/SBD)**

	Installation	Monthly
CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

**EQUIPMENT AND SUPPORT SERVICES****EQUIPMENT**

CCTV monthly rental per screen <sup>1</sup>		47.00 €
CCTV access install <sup>1</sup>		140.80 €
X-Ray (per month / per equipment)		1116.30 €
Explosive trace detector (per flight)		290.80 €

**TRAINING (VAT EXEMPT)**

Basic Safety Training (per person)		41.00 €
Certified Driver Training (per person)		41.00 €
Security Training (per person)		41.00 €

<sup>1</sup> Subject to the framework of the video surveillance policy in force.

## CHARGES GUIDE 2026

### Porto Airport

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Fire Safety Prevention Training (minimum 6 people)	39.90 €
Practical airside driving test	28.50 €
Practical airside driving test: repetition/reschedulling	17.10 €
Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	110.00 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	55.10 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	55.10 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person – repetition / rescheduling	33.10 €
<b>PHOTOGRAPHY AND FILMING</b>	
<b>Public Areas</b>	
Photography and Filming (per hour)	600.00 €
<b>Terminal and Aerodrome Restricted Areas (Airside)</b>	
Photography and Filming (per hour)	820.00 €
<b>OTHER SERVICES</b>	
Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €
Staff Services-. Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.
<b>ACCESS CARDS</b>	
One-off Access Cards - Airlines and Services licensed for Handling Services <sup>2</sup>	5.50 €
One-off Access Cards - Other Entities <sup>2</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	34.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>2</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Miscellaneous Aviation

Lisbon Airport

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**Faro** Airport

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## CHARGES GUIDE 2026

## Faro Airport

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**OPERATING AREAS****APRON EQUIPMENT**

Pneumatic bags (per hour)

401.30 €

Lighting Tower (per hour)

146.30 €

Heavy Lorry (per hour)

110.30 €

**FOLLOW ME | AMBULANCE | OTHER EQUIPMENT**

Follow-me (per 1/2 hour)

25.10 €

**CLEANING | WASHING | FIRE FIGHTING PREVENTION**

Cleaning and Spill Management (per 15 minutes or part thereof)

250.00 €

Individualised Fire Fighting Prevention (per service)

182.00 €

Waste discharge/abandonment inside airport perimeter

208.50 €

**LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS****Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off**

Electric self-propelled vehicles/equipment

24.90 €

Self-propelled diesel or gasoline vehicles/equipment

49.70 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.90 €

Vehicle Inspection - Light

61.00 €

Vehicle Inspection - Light Towable

50.00 €

Vehicle Inspection - Heavy

75.40 €

Vehicle Inspection - Heavy Towable

61.00 €

Vehicle Inspection - Simple trailer and other accessories

20.00 €

Vehicle Inspection - Reinspections

30.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

1489.90 €

## CHARGES GUIDE 2026

Faro Airport

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### TELECOMMUNICATIONS

**NOTE** The application of the telecoms services listed is subject to availability at each airport.

### SUPPORT SERVICES

Installation

Monthly

#### (CUPPS/CUSS/BRS/HBD/SBD)

	Installation	Monthly
CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

### EQUIPMENT AND SUPPORT SERVICES

#### EQUIPMENT

X-Ray (per month / per equipment)	1116.30 €
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#### TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	41.00 €
Certified Driver Training (per person)	41.00 €
Security Training (per person)	41.00 €
Fire Safety Prevention Training (minimum 6 people)	39.90 €
Practical airside driving test	28.50 €
Practical airside driving test: repetition/rescheduling	17.10 €

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### Faro Airport

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Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	110.00 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	55.10 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	55.10 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person - repetition / rescheduling	33.10 €
<b>PHOTOGRAPHY AND FILMING</b>	
<b>Public Areas</b>	
Photography and Filming (per hour)	600.00 €
<b>Terminal and Aerodrome Restricted Areas (Airside)</b>	
Photography and Filming (per hour)	820.00 €
<b>OTHER SERVICES</b>	
Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €
Staff Services-. Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.
<b>ACCESS CARDS</b>	
One-off Access Cards - Airlines and Services licensed for Handling Services <sup>1</sup>	5.50 €
One-off Access Cards - Other Entities <sup>1</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	34.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>1</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Miscellaneous Aviation

Lisbon Airport

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## CHARGES GUIDE 2026

## Beja Civil Terminal

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## OPERATING AREAS

## FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)

25.10 €

## CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)

250.00 €

Individualised Fire Fighting Prevention (per service)

182.00 €

Waste discharge/abandonment inside airport perimeter

208.50 €

## LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

## Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment

24.90 €

Self-propelled diesel or gasoline vehicles/equipment

49.70 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.90 €

Vehicle Inspection - Light

61.00 €

Vehicle Inspection - Light Towable

50.00 €

Vehicle Inspection - Heavy

75.40 €

Vehicle Inspection - Heavy Towable

61.00 €

Vehicle Inspection - Simple trailer and other accessories

20.00 €

Vehicle Inspection - Reinspections

30.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

800.00 €

## CHARGES GUIDE 2026

### Beja Civil Terminal

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#### TELECOMMUNICATIONS

NOTA The application of the telecoms services listed is subject to availability at each airport.

#### SUPPORT SERVICES

Installation

Monthly

##### (CUPPS/CUSS/BRS/HBD/SBD)

CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

#### EQUIPMENT AND SUPPORT SERVICES

##### EQUIPMENT

X-Ray (per month/per equipment)		1 116.30 €
Equipment rental (per 1/2 hour)		30.00 €

##### TRAINING (VAT EXEMPT)

Basic Safety Training (per person)		41.00 €
Certified Driver Training (per person)		41.00 €
Security Training (per person)		41.00 €
Fire Safety Prevention Training (minimum 6 people)		39.90 €
Practical airside driving test		28.50 €

## CHARGES GUIDE 2026

## Beja Civil Terminal

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Practical airside driving test: repetition/reschedulling	17.10 €
Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €

## PHOTOGRAPHY AND FILMING

## Public Areas

Photography and Filming (per hour)	600.00 €
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## Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)	820.00 €
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## OTHER SERVICES

Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €

## ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services <sup>1</sup>	5.50 €
One-off Access Cards - Other Entities <sup>1</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	34.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>1</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Miscellaneous Aviation

Lisbon Airport  
Porto Airport  
Faro Airport  
Beja Civil Terminal  
**Azores** Airports  
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## CHARGES GUIDE 2026

### Azores Airports

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#### OPERATING AREAS

#### APRON EQUIPMENT

Loader (per hour)

40.00 €

#### FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)

25.10 €

Cooling equipment (per 1/2 hour)

123.60 €

Rescue vehicle (per 1 hour)

71.20 €

Stacker (per 1 hour)

38.90 €

#### CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)

250.00 €

Individualised Fire Fighting Prevention (per 15 minutes or part thereof)

55.10 €

Waste discharge/abandonment inside airport perimeter

208.50 €

#### TRANSPORT

Transport of passengers in heavy vehicles (per hour)

206.50 €

Transport of cargo in heavy vehicles (per hour)

113.10 €

#### LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

##### Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment

24.90 €

Self-propelled diesel or gasoline vehicles/equipment

49.70 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.90 €

Vehicle Inspection - Light

61.00 €

Vehicle Inspection - Light Towable

50.00 €

Vehicle Inspection - Heavy

75.40 €

Vehicle Inspection - Heavy Towable

61.00 €

Vehicle Inspection - Simple trailer and other accessories

20.00 €

Vehicle Inspection - Reinspections

30.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

1489.90 €

## CHARGES GUIDE 2026

### Azores Airports

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#### TELECOMMUNICATIONS

NOTA The application of the telecoms services listed is subject to availability at each airport.

#### SUPPORT SERVICES

Installation

Monthly

#### (CUPPS/CUSS/BRS/HBD/SBD)

	Installation	Monthly
CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

#### EQUIPMENT AND SUPPORT SERVICES

#### EQUIPMENT

Explosive trace detector (per flight)	290.80 €
Cargo X-Ray (per hour, SMA, HOR, FLW)	100.00 €
Cargo X-Ray (per volume, SMA, HOR, FLW)	2.30 €
Cargo terminal weighbridges (per month) (PDL)	369.70 €
Fridge rental (per month, PDL)	717.00 €
Fridge rental (per month, (HOR)	116.40 €
Lost-and-found balance (per month)	75.00 €
Workshop equipment (per 1/2 hour)	11.10 €
Emergency generator 90 kVA (per month)	549.40 €

## CHARGES GUIDE 2026

### Azores Airports

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#### TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	41.00 €
Certified Driver Training (per person)	41.00 €
Security Training (per person)	41.00 €
Fire Safety Prevention Training (minimum 6 people)	39.90 €
Practical airside driving test	28.50 €
Practical airside driving test: repetition/rescheduling	17.10 €
Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €

#### PHOTOGRAPHY AND FILMING

##### Public Areas

Photography and Filming (per hour)	600.00 €
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##### Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)	820.00 €
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#### OTHER SERVICES

Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €
Staff Services- Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.

#### ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services <sup>1</sup>	8.90 €
One-off Access Cards - Other Entities <sup>1</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	40.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>1</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Miscellaneous Aviation

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**Madeira Airports**



## CHARGES GUIDE 2026

Madeira Airports	1 / 3	Funchal	Porto Santo
<b>OPERATING AREAS</b>			
<b>APRON EQUIPMENT</b>			
Freight Elevator (per hour)		104.40 €	- €
Pneumatic lifts (per day or part thereof)		16 085.60 €	19 645.00 €
Lighting Tower (per hour)		146.30 €	146.30
<b>FOLLOW ME   AMBULANCE   OTHER EQUIPMENT</b>			Every Airport
Follow-me (per 1/2 hour)			25.10 €
<b>CLEANING   WASHING   FIRE FIGHTING PREVENTION</b>			
Cleaning and Spill Management (per 15 minutes or part thereof)			250.00 €
Individualised Fire Fighting Prevention (per service)			182.00 €
Waste discharge/abandonment inside airport perimeter			208.50 €
<b>LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES   INSPECTIONS</b>			
<b>Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off</b>			
Electric self-propelled vehicles/equipment			24.90 €
Self-propelled diesel or gasoline vehicles/equipment			49.70 €
Airside Vehicle Driving Licence - Issue/Renewal/2nd copy			38.90 €
Vehicle Inspection - Light			61.00 €
Vehicle Inspection - Light Towable			50.00 €
Vehicle Inspection - Heavy			75.40 €
Vehicle Inspection - Heavy Towable			61.00 €
Vehicle Inspection - Simple trailer and other accessories			20.00 €
Vehicle Inspection - Reinspections			30.00 €
Vehicle Inspection - Surcharge for travelling outside scheduled dates			1 489.90 €



## CHARGES GUIDE 2026

## Madeira Airports

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Every Airport

## TELECOMMUNICATIONS

NOTE The application of the telecoms services listed is subject to availability at each airport.

## SUPPORT SERVICES

Installation

Monthly

## (CUPPS/CUSS/BRS/HBD/SBD)

	Installation	Monthly
CUPPS Workstation	6740 €	108.30 €
CUSS - Baggage Tag/unit	- €	0.033 €
CUSS - Boarding Pass/unit	- €	0.011 €
SSK/Self Adhesive Bag Tag/unit	- €	0.096 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.033 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	53.40 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	39.20 €
MSR: Magnetic Swipe Reader Keyboard	- €	22.20 €

## EQUIPMENT AND SUPPORT SERVICES

Funchal

Porto Santo

## EQUIPMENT

	Funchal	Porto Santo
Workshop equipment (per 1/2 hour)	11.30 €	11.30 €
Fridge rental (per month)	717.00 €	- €
Cargo X-Ray (per hour)	54.50 €	54.50 €
Explosive trace detector (per flight)	290.80 €	290.80 €

## TRAINING (VAT EXEMPT)

Every Airport

Basic Safety Training (per person)	41.00 €
Certified Driver Training (per person)	41.00 €
Security Training (per person)	41.00 €

## CHARGES GUIDE 2026

## Madeira Airports

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Fire Safety Prevention Training (minimum 6 people)	39.90 €
Practical airside driving test	28.50 €
Practical airside driving test: repetition/reschedulling	17.10 €
Safety Training - Test Repeat	12.10 €
Security Training - Test Repeat	12.10 €
Issue of second copies of security certificates: Safety or Security	12.00 €
<b>PHOTOGRAPHY AND FILMING</b>	
<b>Public Areas</b>	
Photography and Filming (per hour)	600.00 €
<b>Terminal and Aerodrome Restricted Areas (Airside)</b>	
Photography and Filming (per hour)	820.00 €
<b>OTHER SERVICES</b>	
Staff Services (per hour)	71.10 €
Staff Services - Specialised Monitoring (per hour)	106.60 €
Staff Services-. Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.
<b>ACCESS CARDS</b>	
One-off Access Cards - Airlines and Services licensed for Handling Services <sup>1</sup>	5.50 €
One-off Access Cards - Other Entities <sup>1</sup>	12.00 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal	34.60 €
Permanent Access Cards (1 or 3 years) - 2nd copy	46.40 €

<sup>1</sup> Includes application and respective process at ANA.

## CHARGES GUIDE

# Billing and Charges Payment



## Rules of invoice processing, dispatch and payment

Charges Category	Billing schedule <sup>1</sup>	Payment Terms
Traffic Security PRM	<p>3 invoices are issued per month for the following periods:</p> <p>1<sup>st</sup> invoice period 1<sup>st</sup> to 10<sup>th</sup> calendar days;</p> <p>2<sup>nd</sup> invoice period 11<sup>th</sup> to 20<sup>th</sup> calendar days;</p> <p>3<sup>rd</sup> invoice period 21<sup>st</sup> to last day of each month.</p>	<ul style="list-style-type: none"> <li>• Cash basis (prompt payment) regime;</li> <li>• Pre-payment regime;</li> <li>• Granting of credit: payment within 15 days from date of the issuance of invoices;</li> <li>• Through payment representative (handler).</li> </ul>
Handling	One monthly invoice is issued, dated the last day of each month.	
Others	One monthly invoice is issued, dated the last day of each month.	

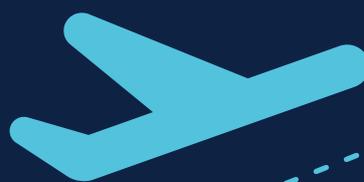
### Details of payment terms

- Invoices and payments are made in euros.
- In the cash basis regime, the payment of all services must be made immediately after the invoice issuance, including terminal control duties from NAV, E.P.E. . The payment shall be made by the company or by the handler at airport services, prior to take-off.
- In the pre-payment regime, the payment of services estimated by ANA based on the flight schedule shall be made prior to any operation.
- To apply for the credit payment regime, the client shall submit a written request to ANA, which will be subject to a case-by-case evaluation. In the case that this regime is accepted, ANA reserves the right to make its decision to grant credit subject to the provision of a guarantee. The payment of invoices must be made within the established period, and the amount owed cannot, in any situation, exceed the amount of the guarantee presented. In case of non-compliance with the due date agreed for the invoice's payment, daily late interest shall be payable by the debtor until the effective date of payment.
- The credit conditions assigned may be modified or cancelled by ANA with a five working days' notice.
- In the event of non-compliance situations ANA may determine, without prior notice, the cancellation of the assigned credit and the consequent change to the cash / prepayment regime. The suspension of the provision of services will also be possible. In the event of non-compliance with the terms established for the current account, the cancellation of credit and alteration to the prompt/ prepayment scheme, or suspension of services provision may be determined.
- Charges exclude VAT (Value Added Tax) except when indicated.

<sup>1</sup> Not applicable to the cash basis payment regime, since in this scheme all services and accesses provided are invoiced immediately by aerodrome services (SOA).

# CHARGES GUIDE

# Contacts





## Billing Services

### Coordination

**Marta Ramos** — msramos@ana.pt

Sede - Rua D, Edifício 120, 2º Piso, Aeroporto de Lisboa 1700-008 Lisboa - Portugal

Tel.: (+351) 21 841 35 00 - ext. 24281

**Lisbon Airport | Beja Civil Terminal** — faturacao.ahd@ana.pt

**Faro Airport** — faturacao.afr@ana.pt

**Porto Airport** — nucleoclientes@ana.pt

**Azores Airport** — faturadaa@ana.pt

Ponta Delgada Airport | Horta Airport | Santa Maria Airport

Flores Airport

**Madeira Airport** — faturacao.dam@ana.pt

Madeira Airport | Porto Santo Airport

## Official Entities

### Portuguese Civil Aviation Authority

#### Economic Regulation

Rua B, Edifício 4 - Aeroporto Humberto Delgado, 1749-034 Lisboa

Tel.: (+351) 21 842 35 00 / (+351) 21 284 22 26

dre.dee@anac.pt

### Força Aérea Portuguesa (FAP)

Tel.: (+351) 214 723 500

saf\_faturacao@emfa.pt

## Air Traffic Navigation

### NAV Portugal, E.P.E.

Rua D - Edifício 121, Aeroporto de Lisboa, 1700-008 Lisboa

#### General

Tel.: (+351) 21 855 31 00

geral@nav.pt

#### Slot Coordination

Tel.: (+351) 21 855 38 06/07

slotcoordination@nav.pt

<https://slots.nav.pt/en>

[www.ana.pt](http://www.ana.pt)



**ANZ**  
**AEROPORTOS**  
**DE PORTUGAL**

POWERED BY **VINCI** AIRPORTS

# CHARGES GUIDE

# Miscellaneous Extra-Aviation



Effective from January 1, 2026.



## CHARGES GUIDE 2026

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## CHARGES GUIDE

# Miscellaneous Extra-Aviation

**Lisbon** Airport

Porto Airport

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## CHARGES GUIDE 2026

## Lisbon Airport

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**CONSUMPTIONS****Water Supply (per m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C.

**Hot Water Supply Charge (per m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C

Heating Cost

5.07 €

**Electricity Supply Charge****Power Charge (per kVA)**

Acquisition Cost

P.C.

**Consumption Charge (per kWh)**

Structural Cost

0.0450 €

Acquisition Cost

P. C

Network access

P.C

**Gas Supply Charge**

+10% P.C.

Fuel Supply<sup>1</sup>

Market Price

Communications

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.

<sup>1</sup> Quantity discounts may be applied depending on number of litres supplied

## CHARGES GUIDE 2026

## Lisbon Airport

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## EQUIPMENT AND SUPPORT SERVICES

## EQUIPMENT

Mobile Desk - Welcome Desk (p/ day) (8 hours)	632.60 €
Mobile Desk - Welcome Desk (p/ hour or part thereof)	90.37 €
Mobile Desk of one's own - Welcome Desk (p/ day) (8 hours) <sup>2</sup>	451.80 €
Mobile Desk of one's own - Welcome Desk (p/ hour or part thereof) <sup>2</sup>	64.54 €
Dedicated   exclusive utilization of charging point for electric vehicles (PCVE, 3,7kW), per month. per place <sup>3</sup>	41.01 €
Dedicated   exclusive utilization of charging point for electric vehicles (PCVE, 7,4kW), per month. per place <sup>3</sup>	51.55 €

## ROOMS | DIGNITARIES ROOMS

## Rooms (Terminal)

Open Spaces - In Passenger Terminal (m2/Hour)	5.83 €
Rooms - per two hours or part thereof	195.00 €
Rooms - per day (8 hours)	236.87 €
Conference room with 20 seats - Per hour or part thereof	175.82 €

## Rooms Other Buildings

Rooms - per two hours or part thereof	38.11 €
Rooms - per day	266.80 €

## Dignitaries Rooms

Dignitary (up to 4 passengers)	885.64 €
Additional per accompanying person	52.16 €

<sup>2</sup> Subject to compliance with the video surveillance policy in force.

<sup>3</sup> When available and to which energy consumption costs are added.



## CHARGES GUIDE 2026

## Lisbon Airport

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## CIP SERVICES

Service CIP Schengen	156.40 €
Service CIP Non Schengen	215.80 €
Service CIP Large Groups (for groups between 40 and 80 people, departures or arrivals, charter flights, per passenger) - Schengen	75.50 €
Service CIP Large Groups (for groups between 40 and 65 people, arrivals or departures, charter flights, per passenger) - Non Schengen	75.50 €
Service CIP Large Groups (for groups between 40 and 80 people, departures + arrivals, charter flights, per passenger) - Schengen	105.60 €
Service CIP Large Groups (for groups between 40 and 65 people, arrivals + departures, charter flights, per passenger) - Non Schengen	105.60 €
Service CIPSTAR - Up to 2 Passengers	901.20 €
Service CIPSTAR - Accompanying persons	312.60 €
Lounge Service (VAT included)	38.00 €
Lounge Service Children from 3 to 12 years old (VAT included)	19.00 €
Lounge - Shower (VAT included)	17.00 €
Lounge Service - Shower + Cash Entry (VAT included)	43.50 €
Lounge Service - Shower + Cash Entry Children (VAT included)	22.30 €

## OTHER SERVICES

<b>Daytime Baggage Service (From 07h to 19h59)</b>	
Baggage Service p/pax (1 to 3 bags)	34.20 €
Baggage transport Service (for 5 bags or part)	17.10 €
Baggage transport Service (for 5 bags with measures greater than 30x57x79 cm)	39.70 €
<b>Night-time Baggage Service (From 20h to 6h59)</b>	
Baggage Service p/pax (1 to 3 bags)	54.70 €
Baggage transport Service (for 5 bags or part)	27.40 €
Baggage transport Service (for 5 bags with measures greater than 30x57x79 cm)	61.60 €
Shower (VAT included)	18.20 €



## CHARGES GUIDE 2026

### Lisbon Airport

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#### BAGGAGE STORAGE (VAT INCLUDED)

Lockers (maximum usage limit, per locker of 72 hours)

##### Small

To close (up to 3 hours)

3.00 €

Adittional to open (up to 24 hours)

7.00 €

Adittional to open (up to 48 hours)

12.00 €

Adittional to open (up to 72 hours)

36.00 €

##### Medium

To close (up to 3 hours)

5.00 €

Adittional to open (up to 24 hours)

9.00 €

Adittional to open (up to 48 hours)

16.00 €

Adittional to open (up to 72 hours)

38.00 €

##### Large

To close (up to 3 hours)

8.00 €

Adittional to open (up to 24 hours)

14.00 €

Adittional to open (up to 48 hours)

26.00 €

Adittional to open (up to 72 hours)

48.00 €

##### Extra Large

To close (up to 3 hours)

12.00 €

Adittional to open (up to 24 hours)

20.00 €

Adittional to open (up to 48 hours)

34.00 €

Adittional to open (up to 72 hours)

56.00 €



## CHARGES GUIDE 2026

### Lisbon Airport

5 / 5

#### Surf

To close (up to 3 hours)	12.00 €
Adittional to open (up to 24 hours)	20.00 €
Adittional to open (up to 48 hours)	34.00 €
Adittional to open (up to 72 hours)	56.00 €
Receipt Loss	37.00 €
Additional for overextending maximum period of usage allowed (per day. per locker)	21.00 €
<b>FAST TRACK (VAT included)</b>	
Exclusive access to security control, on a dedicated channel - online	11.00 €
Exclusive access to security control, on a dedicated channel - kiosks	12.00 €
<b>OTHER SERVICES</b>	
Other services not included in this commercial charges portfolio	Upon budget request

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

Lisbon Airport

**Porto** Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports



## CHARGES GUIDE 2026

## Porto Airport

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**CONSUMPTIONS****Water Supply (per m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C.

**Hot Water Supply Charge (per m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C

Heating Cost

5.07 €

**Electricity Supply Charge****Power Charge (per kVA)**

Acquisition Cost

P.C.

**Consumption Charge (per kWh)**

Structural Cost

0.0450 €

Acquisition Cost

P. C

Network access

P.C

**Gas Supply Charge**

+10% P.C.

Fuel Supply<sup>1</sup>

Market Price

Communications

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.

<sup>1</sup> Quantity discounts may be applied depending on number of litres supplied



## CHARGES GUIDE 2026

## Porto Airport

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## EQUIPMENT AND SUPPORT SERVICES

## EQUIPMENT

Mobile Desk - Welcome Desk (p/ day) (8 hours)	632.60 €
Mobile Desk - Welcome Desk (p/ hour or part thereof)	90.37 €
Mobile Desk of one's own - Welcome Desk (p/ day) (8 hours) <sup>2</sup>	451.80 €
Mobile Desk of one's own - Welcome Desk (p/ hour or part thereof) <sup>2</sup>	64.54 €
Dedicated   exclusive utilization of charging point for electric vehicles (PCVE, 3,7kW), per month. per place	40.94 €
Dedicated   exclusive utilization of charging point for electric vehicles (PCVE, 7,4kW), per month. per place <sup>3</sup>	51.46 €
Dedicated   exclusive utilization of charging point for electric vehicles (PCVE, 22kW), per month. per place <sup>3</sup>	60.00 €

## ROOMS | DIGNITARIES ROOMS

## Rooms Terminal

Open Spaces - In Passenger Terminal (m2/Hour)	5.83 €
Rooms - per two hours or part thereof	195.00 €
Conference rooms - Per hour or part thereof	237.29 €

## Rooms Other Buildings

Rooms - Per hour or part thereof	38.11 €
Rooms - Per day (8 hours)	266.80 €
VIP Rooms - Per hour or part thereof	176.13 €

## Dignitaries Rooms

Dignitary (up to 4 passengers)	885.64 €
Additional per accompanying person	52.16 €

<sup>2</sup> Subject to compliance with the video surveillance policy in force.

<sup>3</sup> When available and to which energy consumption costs are added.

## CHARGES GUIDE 2026

### Porto Airport

3 / 3

#### CIP SERVICES

Service CIP Schengen	156.40 €
Service CIP Non Schengen	215.80 €
Service CIP - Large Groupss (minimum 40 people, per path, per passenger)	76.90 €
Service CIP - Parking in Dedicated Area	50.00 €
Service CIPSTAR - Up to 2 Passengers	901.20 €
Service CIPSTAR - Accompanying persons	312.60 €
Lounge Service (VAT included)	38.00 €
Lounge Service Children from 3 to 12 years old (VAT included)	19.00 €

#### ACCESS CARDS

Cards for Automatic Vehicle Refuelling – Replacement / New Requests <sup>4</sup>	11.30 €
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#### BAGGAGE STORAGE (VAT included)

Lockers (maximum usage per locker of 7 days)

##### Tipo Locker (limite máximo de utilização por cacifo de 7 dias)

Type 1 - (351X457X855mm) - (p/ period of 4 hours)	3.50 €
Type 2 - (351X945X855mm) - (p/ period of 4 hours)	4.50 €
Type 3 - (525X945X855mm/212X1925X555mm) - (p/ period of 4 hours)	5.50 €
Receipt Loss	42.00 €
Additional for overextending maximum period of usage allowed (per day, per locker)	20.50 €

#### FAST TRACK (VAT included)

Exclusive access to security control, on a dedicated channel - online	11.00 €
Exclusive access to security control, on a dedicated channel - kiosks	12.00 €

#### OTHER SERVICES

Other services not included in this commercial charges portfolio	Upon budget request
------------------------------------------------------------------	---------------------

**CIP Service** Dedicated accompaniment plus use of dedicated rooms/lounges plus transportation or dedicated accompaniment until the aircraft. **Lounge Service** Use of the lounge.

<sup>4</sup> Includes the application and the respective process with ANA.

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

Lisbon Airport

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## CHARGES GUIDE 2026

### Faro Airport 1 / 3

#### CONSUMPTIONS

##### Water Supply (per m<sup>3</sup>)

Structural Cost

1.08 €

Acquisition Cost

P.C.

##### Electricity Supply Charge

##### Power Charge (per kVA)

Acquisition Cost

P.C.

##### Consumption Charge (per kWh)

Structural Cost

0.0450 €

Acquisition Cost

P.C.

Network access

P.C.

##### Gas Supply Charges

+10% P.C.

Fuel Supply<sup>1</sup>

Market Price

Communications

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.

#### EQUIPMENT AND SUPPORT SERVICES

##### EQUIPMENT

Mobile Desk - Welcome Desk (per day) 8 hours

546.69 €

Mobile Desk - Welcome Desk (per hour or part thereof)

54.72 €

Own Reception Desk - Welcome Desk (per day) 8 hours

390.30 €

Own Reception Desk - Welcome Desk (per hour)

39.07 €

Group Luggage Car - per unit/hour or part thereof

15.65 €

<sup>1</sup> Quantity discounts may be applied depending on number of litres supplied



## CHARGES GUIDE 2026

## Faro Airport

2 / 3

## ROOMS | DIGNITARIES ROOMS

## Rooms Terminal

Open Spaces - In Passenger Terminal (m2/Hour)(2)	5.83 €
Conference Room - per hour or part thereof	175.82 €
Room without equipment - per hour or part thereof	17.39 €
Room with equipment <sup>2</sup> - per hour or part thereof	24.5 €

## Rooms Other Buildings

VIP Rooms -per hour or part thereof	175.82 €
Rooms - Per day (8 horas)	85.20 €
Rooms - Per half day (4 horas)	59.64 €

## Dignitaries Rooms

Dignitary (up to 4 passengers)	520.45 €
Additional per accompanying person	31.24 €

**NOTE** For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.

## CIP SERVICES

CIP Services - Schengen and Non-Schengen	156.39 €
Lounge Service (VAT included)	30.00 €
Lounge Service Children from 3 to 12 years old (VAT included)	15.00 €

<sup>2</sup> Support equipment, namely computers, overhead projector + projection screen.

**CIP Service** Dedicated accompaniment plus use of dedicated rooms/lounges plus transportation or dedicated accompaniment until the aircraft. **Lounge Service** Use of the lounge.



## CHARGES GUIDE 2026

## Faro Airport

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## OTHER SERVICES

## Daytime Baggage Service (From 07h to 19h59)

Baggage Service p/pax (1 to 3 bags)

34.20 €

Baggage Service (per additional volume)

11.40 €

## Night-time Baggage Service (From 20h to 23h30)

Baggage Service p/pax (1 to 3 bags)

54.70 €

Baggage Service (per additional volume)

18.10 €

## ACCESS CARDS

Cards for Automatic Vehicle Refuelling – Replacement / New Requests <sup>3</sup>

11.56 €

## BAGGAGE STORAGE (VAT included)

## Lockers (maximum usage per locker of 15 days)

Type 1 - (351X457X855mm) - (p/ period of 4 hours)

3.50 €

Type 2 - (351X945X855mm) - (p/ period of 4 hours)

4.50 €

Type 3 - (525X945X855mm/212X1925X555mm) - (p/ period of 4 hours)

5.50 €

Receipt Loss

42.00 €

Additional for overextending maximum period of usage allowed (per day, per locker and per usage)

20.50 €

## FAST TRACK (VAT included)

Exclusive access to security control, on a dedicated channel - online

11.00 €

Exclusive access to security control, on a dedicated channel - kiosks

12.00 €

## OTHER SERVICES

Other services not included in this commercial charges portfolio

Upon budget request

<sup>3</sup> Includes the application and the respective process with ANA.

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

Lisbon Airport

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## CHARGES GUIDE 2026

## Beja Civil Terminal

1 / 2

**CONSUMPTIONS****Water Supply (per m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C.

**Electricity Supply Charge****Power Charge (per kVA)**

Acquisition Cost

P.C.

**Consumption Charge (per kWh)**

Structural Cost

0.0450 €

Acquisition Cost

P.C

Network access

P.C

Communications

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.

**EQUIPMENT AND SUPPORT SERVICES****GUIDED TOURS**

Airport guided tour (minimum 12 people)

Upon budget request

**SALAS | SALAS ALTAS ENTIDADES<sup>1</sup>****Espaços Temporários (Aerogare)**

Rooms per day (8 hours)

85.20 €

Rooms half day (4 hours)

59.64 €

Spaces for restaurant (per hour)

28.23 €

Open Spaces - In Passenger Terminal (m<sup>2</sup>/hour)

5.83 €

Restricted areas – (Terminal, Airside/Others (m<sup>2</sup>/hour)

6.24 €

<sup>1</sup> For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.



## CHARGES GUIDE 2026

### Beja Civil Terminal

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#### Rooms Other Buildings

Rooms per day (8 hours)	70.00 €
Rooms half day (4 hours)	49.00 €
Conference room - Per hour or part thereof	121.70 €

#### OTHER SERVICES

Other services not included in this commercial charges portfolio	Upon budget request
------------------------------------------------------------------	---------------------

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

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## CHARGES GUIDE 2026

## Azores Airports

1 / 2

**Water Supply (per m<sup>3</sup>)****Taxa de Fornecimento de Água (p/ m<sup>3</sup>)**

Structural Cost

1.08 €

Acquisition Cost

P.C.

**Solid Waste Ponta Delgada**

Fixed rate (per sqm) \* occupied area /total area

0.19 €

Variable rate (per ton)

Unsorted waste

+15% P.C.

Organic Waste

+5% P.C.

**Electricity Supply Charge**

Power Charge (per kVA)

Acquisition Cost

P.C.

Consumption Charge (per kWh)

Structural Cost

0.0450 €

Acquisition Cost

P.C

Network access

P.C

**Gas Supply Charge (PDL)**

+10% P.C.

Fuel Supply (PDL, HOR)<sup>1</sup>

Market Price

Communications

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.

<sup>1</sup> Quantity discounts may be applied depending on number of litres supplied.



## CHARGES GUIDE 2026

## Azores Airports

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## EQUIPMENT AND SUPPORT SERVICES

## ROOMS | DIGNITARIES ROOMS

Rooms Terminal <sup>2</sup>

Open Spaces - In Passenger Terminal (m2/Hour)

5.82 €

Room per day (8 hours) or part thereof

Small room (up to 15 persons)

87.14 €

Big Room (up to 30 persons)

124.47 €

## Dignitaries Rooms

Dignitary (up to 4 passengers)

520.45 €

Additional per accompanying person

31.24 €

## CIP SERVICES

CIP Services - Schengen and Non-Schengen

81.00 €

Lounge Service (VAT included)

30.00 €

Lounge Service Children from 3 to 12 years old (VAT included)

15.00 €

## ACCESS CARDS

Cards for Automatic Vehicle Refuelling – Replacement / New Requests <sup>4</sup>

11.56 €

## BAGGAGE STORAGE (VAT included)

Per volume and per day

5.00 €

Receipt Loss

21.00 €

## FAST LANE (VAT included)

Exclusive access to security control, with no dedicated security gate

9.00 €

## OTHER SERVICES

Other services not included in this commercial charges portfolio

Upon budget request

<sup>2</sup> For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.

**CIP Service** Dedicated accompaniment plus use of dedicated rooms/lounges plus transportation or dedicated accompaniment until the aircraft. **Lounge Service** Use of the lounge.

<sup>4</sup> Includes the application and the respective process with ANA.

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

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## CHARGES GUIDE 2026

## Madeira Airports

1 / 2

Every Airport

## CONSUMPTIONS

Water Supply (per m<sup>3</sup>)

Structural Cost

1.08 €

Acquisition Cost

P.C.

## Solid Waste Funchal

Fixed rate (per sqm) \* occupied area /total area

0.13 €

## Variable rate (per ton)

Unsorted waste

+15% P.C.

Organic Waste

+5% P.C.

Plastic and metal packaging

+10% P.C.

Cardboard packaging

+10% P.C.

Glass packaging

+10% P.C.

## Electricity Supply Charge

## Power Charge (per kVA)

Acquisition Cost

P.C.

## Consumption Charge (per kWh)

Structural Cost

0.0450 €

Acquisition Cost

P.C.

Network access

P.C.

## Communications/Cable TV

+10% P.C.

**NOTE** In relation to electricity and water cost, the change of the rate value is na arithmetic and instrumental operation, not requiring the adoption of na autonomous and administrative procedure to update it. / The water and electricity supply charges were the subject of a separate administrative procedure and will be updated once that procedure is concluded.



## CHARGES GUIDE 2026

Madeira Airports		2 / 2	Every Airport
<b>EQUIPMENT AND SUPPORT SERVICES</b>			
<b>EQUIPMENT</b>			
Mobile Desk - Welcome Desk ANA (per hour or part thereof)			54.72 €
Own Reception Desk- Welcome Desk - per hour or part thereof			39.00 €
<b>ROOMS   DIGNITARIES ROOMS</b>			
<b>Espaços Temporários</b>			
Room per day (8 hours)			121.70 €
Room half day (4 horas)			85.20 €
<b>Dignitaries Rooms</b>			
Dignitary (up to 4 passengers)			520.45 €
Additional per accompanying person			31.24 €
<b>CIP SERVICES</b>			
CIP Services - Schengen and Non-Schengen			81.00 €
Service CIP Large Groups (up to 30 passengers, per passenger)			120.00 €
Service CIPSTAR - Up to 2 Passengers			520.00 €
Service CIPSTAR - Accompanying persons			180.00 €
Lounge Service (VAT included)			30.00 €
Lounge Service - children from 3 to 12 years old (VAT included)			15.00 €
<b>BAGGAGE STORAGE (VAT INCLUDED)</b>		<b>Funchal</b>	<b>Porto Santo</b>
Per volume and per day		4.50 €	7.00 €
Receipt Loss		26.00 €	26.00 €
<b>FAST LANE (VAT included)</b>			
Exclusive access to security control, with no dedicated security gate - online			9.00 €
Exclusive access to security control, with no dedicated security gate - kiosks			10.00 €
<b>OTHER SERVICES</b>			
Other services not included in this commercial charges portfolio			Upon budget request

## CHARGES GUIDE

# Miscellaneous Extra-Aviation

**ANA Telecommunications**  
Every Airport



## CHARGES GUIDE 2026

Every Airport

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**TELECOMMUNICATIONS**

NOTE The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport.

**DATA SERVICES**

Installation

Monthly fee

**Internet Access - ANA ISP**

Basic Internet (1 Equipment)	88.62 €	44.92 €
Internet Access 20/20Mbps	192.97 €	130.59 €
Internet Access 50/50Mbps	192.97 €	181.64 €
Internet Access 100/100Mbps	192.97 €	227.07 €

**Internet Access - External ISP**

VLAN Connection to External ISP 10/10 Mbps	131.71 €	88.32 €
VLAN Connection to External IS 100/100 Mbps	131.71 €	124.66 €
VLAN Connection to External IS1 Gbps	131.71 €	197.56 €
VLAN Connection to External ISP QnQ (VLAN Tagged)	131.71 €	223.60 €
VLAN Connection - Between Airport Rentalks (stores and offices)	131.71 €	223.60 €

**Local Area Network (LAN)**

Data Access point (cable)	65.85 €	27.16 €
Data Access point (Wi-Fi)	65.85 €	27.16 €
Wi-Fi Office Access (Dedicated SSID)	104.04 €	119.66 €
Passive Data Access	68.20 €	31.45 €

**VOICE SERVICES**

Installation

Monthly fee

**Voice Access**

PABX Voice Access (Internal Access)	64.43 €	11.13 €
PABX Voice Access (External Access)	64.43 €	22.36 €
DDI (Direct Dial In) Access from public network through a number	- €	3.47 €

## CHARGES GUIDE 2026

Every Airport

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Vocie Equipment	Installation	Monthly fee
Telephone Type 1 (Analog)	- €	1.33 €
Telephone Type 2 (Analog with display)	- €	5.41 €
Telephone Type 3 (Analog with display)	- €	14.60 €
Telephone Type 4 (Mobile - Internal only)	- €	29.30 €
<b>TELEVISION SERVICES</b>		
	Installation	Monthly fee
<b>TV</b>		
TV Base	99.96 €	35.12 €
Sport TV (additional to the TV Base)	- €	30.73 €
TV Eleven Sports (additional to the TV Base)	- €	18.48 €
<b>INFRASTRUCTURES SERVICES</b>		
	Installation	Monthly fee
<b>Circuit - Copper (per pair)</b>		
Point to point copper connection ( inside terminal building)	62.49 €	17.05 €
Point to point copper connection ( between buildings)	123.64 €	22.16 €
<b>Circuit - Fiber Optic (per pair)</b>		
Pointo to Point fiber connection (inside terminal building) (per 100m)	168.06 €	62.79 €
Pointo to Point fiber connection (between buildings) (per 100m)	374.60 €	62.79 €
<b>Underground ICT Infrastructures</b>		
		Monthly fee
ANA Infrastructures (per cable and 100m) <sup>1</sup>		23.79 €
Own Infrastructures (per cable and 100m) <sup>1</sup>		28.49 €
<b>TRUNKING SERVICES</b>		
	Installation	Monthly fee
<b>Serviços de Trunking</b>		
Trunking Equipment	908.08 €	31.86 €
Trunking Service – Network Access	- €	34.10 €

<sup>1</sup> The service providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make a periodic technical inspections of maintenance na security for the installed infrastructure. These surveys will be escorted by accredited technicians ANA: See " Support Services and ICT Technical Support



## CHARGES GUIDE 2026

Every Airport

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HOUSING SERVICES	Installation	Monthly fee
<b>Data center ANA</b>		
Housing - Data Center ANA - (42 U) - Full Rack	- €	908.08 €
Housing - Data Center ANA - (1 U) - Rack Partilhado	- €	56.77 €
OPERATIONAL APLICATIONS	Installation	Monthly fee
<b>Operational Information</b>		
Operational Information (Schedules and Infrastructures)	- €	70.76 €
Operational Information - Web service (broker)	- €	785.66 €
<b>Flight Information</b>		
Flight Information (FIDS) 40" Monitor	227.07 €	136.20 €
Flight Information (FIDS) 55" Monitor5"	227.07 €	170.30 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
<b>Work Permit licensing</b>		
Work permits on ANA underground infrastructure licensing		413.81 €
<b>ICT Technician Support Service (Airport campus located Infrastructures)</b>		
<i>(In interventions on external infrastructures located within the airport perimeter)</i>		
Regular Schedule (Working days from 08:00 to 18:00) (per hour)		35.12 €
Outside Regular Schedule (per hour)		85.15 €
Radio spectrum monitoring service at the terminal		340.50 €
OTHER ICT SERVICES		
Other services not included in this commercial charges portfolio		Upon budget request



## CHARGES GUIDE 2026

Every **Airport**

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**OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA****Use of ANA Underground infrastructures**

Type 1 Cable &lt;= 15 mm diameter - (100m fractions per cable)

12.25 €

Type 2 Cable &gt; 15 mm diameter (100m fractions per cable)

24.61 €

**Own Infrastructures Usage at ANA underground**

Infrastructure Type I - external diameter &lt;= 100 mm

13.27 €

Infrastructure Type II - external diameter &gt; 100 mm and &lt;= 200mm

22.16 €

Infrastructure Type III - external diameter &gt; 200 mm

29.51 €

**NOTA** Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

## CHARGES GUIDE

# Billing and Charges Payment



## Rules of invoice processing, dispatch and payment

Charges Category	Billing schedule <sup>1</sup>	Payment Terms
Traffic Security PRM	<p>3 invoices are issued per month for the following periods:</p> <p>1<sup>st</sup> invoice period 1<sup>st</sup> to 10<sup>th</sup> calendar days;</p> <p>2<sup>nd</sup> invoice period 11<sup>th</sup> to 20<sup>th</sup> calendar days;</p> <p>3<sup>rd</sup> invoice period 21<sup>st</sup> to last day of each month.</p>	<ul style="list-style-type: none"> <li>• Cash basis (prompt payment) regime;</li> <li>• Pre-payment regime;</li> <li>• Granting of credit: payment within 15 days from date of the issuance of invoices;</li> <li>• Through payment representative (handler).</li> </ul>
Handling	One monthly invoice is issued, dated the last day of each month.	
Others	One monthly invoice is issued, dated the last day of each month.	

### Details of payment terms

- Invoices and payments are made in euros.
- In the cash basis regime, the payment of all services must be made immediately after the invoice issuance, including terminal control duties from NAV, E.P.E. . The payment shall be made by the company or by the handler at airport services, prior to take-off.
- In the pre-payment regime, the payment of services estimated by ANA based on the flight schedule shall be made prior to any operation.
- To apply for the credit payment regime, the client shall submit a written request to ANA, which will be subject to a case-by-case evaluation. In the case that this regime is accepted, ANA reserves the right to make its decision to grant credit subject to the provision of a guarantee. The payment of invoices must be made within the established period, and the amount owed cannot, in any situation, exceed the amount of the guarantee presented. In case of non-compliance with the due date agreed for the invoice's payment, daily late interest shall be payable by the debtor until the effective date of payment.
- The credit conditions assigned may be modified or cancelled by ANA with a five working days' notice.
- In the event of non-compliance situations ANA may determine, without prior notice, the cancellation of the assigned credit and the consequent change to the cash / prepayment regime. The suspension of the provision of services will also be possible. In the event of non-compliance with the terms established for the current account, the cancellation of credit and alteration to the prompt/ prepayment scheme, or suspension of services provision may be determined.
- Charges exclude VAT (Value Added Tax) except when indicated.

<sup>1</sup> Not applicable to the cash basis payment regime, since in this scheme all services and accesses provided are invoiced immediately by aerodrome services (SOA).

# CHARGES GUIDE

# Contacts





## CHARGES GUIDE 2026

### Billing Services

#### Coordination

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**Faro Airport** — faturacao.afr@ana.pt

**Porto Airport** — nucleoclientes@ana.pt

**Azores Airport** — faturadaa@ana.pt

Ponta Delgada Airport | Horta Airport | Santa Maria Airport

Flores Airport

**Madeira Airport** — faturacao.dam@ana.pt

Madeira Airport | Porto Santo Airport

### Official Entities

#### Portuguese Civil Aviation Authority

##### Economic Regulation

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Tel.: (+351) 21 842 35 00 / (+351) 21 284 22 26

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#### Força Aérea Portuguesa (FAP)

Tel.: (+351) 214 723 500

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### Air Traffic Navigation

#### NAV Portugal, E.P.E.

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##### General

Tel.: (+351) 21 855 31 00

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