

Travelling as an Unaccompanied Minor on FlyPelican

Travelling can be an exciting and daunting experience for a child, particularly when travelling alone or without their parent, guardian or a responsible adult. We aim to provide a safe, reliable and comfortable travel experience for children.

Before booking a child(ren) on FlyPelican flights, the parent or guardian needs to carefully read the Unaccompanied Minor Policy below.

Unaccompanied Minor Policy

An unaccompanied minor is a child (5 –11 years old) who is travelling without the supervision of a parent or guardian who is 15 years or older on a Pelican Airlines flight. Children under the age of five, are not accepted for travel as an unaccompanied minor on Pelican Airlines flights and must travel with a responsible adult.

Pelican Airlines require a minimum of 48 hours' notification to assess any requests for unaccompanied minor services. Reservations for children travelling without their parent, guardian or a responsible adult cannot be booked online. Please contact FlyPelican on (02) 49 65 0111 between office hours (9AM to 5PM) Monday to Friday. The relevant part of this Unaccompanied Minor Form will need to be completed in full by the parent or guardian.

The form is to be then returned to Pelican Airlines, via email, at least 24 hours before the first flight. The original signed form and any requested supporting documentation must be then submitted by the parent or guardian when checking-in to the first flight.

Pelican Airlines reserve the rights to reject providing carriage to any child who has not been approved by Pelican Airlines for travel as an unaccompanied minor, or when the required form or documentation is incomplete or is (or appears to be) inaccurate in any way.

Pelican Airlines reserves the rights to restrict offering unaccompanied minor services to specific flights and specific days of the week.

a) Children: From 5 years to 8 years (inclusive) who is travelling alone

A child between the ages of 5 years and 8 years of age (inclusive) who is not accompanied by a person 15 years of age or more, may be approved by Pelican Airlines for travel as an unaccompanied minor and will be accompanied by and under the supervision of a dedicated Pelican Airlines supervisor.

Part A) of this *Unaccompanied Minor Form* will need to be completed by the parent or guardian.

b) Children: From 9 years to 11 years (inclusive) who is travelling alone

A child between the ages of 9 years and 11 years of age (inclusive) who is not accompanied by a person 15 years of age or more, may be approved by Pelican Airlines for travel as an unaccompanied minor without a dedicated Pelican Airlines supervisor if the parent or guardian consent to the child travelling under minimum supervision of the Flight Crew.

It should be noted that the Flight Crew would be unable to provide any supervision or come to the aid or assistance of the child during the flight time. The Flight Crew's minimum supervision would only be provided during the time the Flight Crew are not seated in the aircraft or in the event of an emergency or first aid requirement.

Part B) of this *Unaccompanied Minor Form* will need to be completed by the parent or guardian.

Fees: A Supervision Fee may apply when unaccompanied minor services are provided by Pelican Airlines:

(i) *Children travelling alone under the supervision of a dedicated Pelican Airlines supervisor*

A supervision fee of \$150.00 (GST inclusive) will apply per unaccompanied minor per sector to cover the costs of the additional services required to administer and facilitate the child's travel, including the direct cost of Pelican Airlines employing a dedicated supervisor to supervise the child.

(ii) *Children under the supervision of the Pelican Airlines Flight Crew*

A supervision fee of \$50.00 (GST inclusive) will apply per unaccompanied minor per sector to cover the costs of the additional services required to administer and facilitate the child's travel.

Please see the instructions on the following page and complete the requisite form. Thank you.

INSTRUCTIONS

- 1** Please read the Unaccompanied Minor Policy.
- 2** Please contact Pelican Airlines with the travel details to formally request the unaccompanied minor service and to book the flights.
- 3** Please complete in full the relevant Part of the *Unaccompanied Minor Form*.
- 4** Please return the completed form to bookings@flypelican.com.au.
- 5** Please bring the original completed form to Pelican Airlines when checking the children in for their flight, ensuring any required documentation is also on hand for sighting by the Pelican Airlines staff.

Part A – Declaration of Parent / Guardian

- 1 I request that the child(ren) named in this form be carried as an Unaccompanied Minor by Pelican Airlines Pty Ltd (referred to as “the carrier”).
- 2 I confirm that:
 - (i) the person dropping off the child(ren) will remain at the airport until the flight has become airborne; and
 - (ii) the person meeting the child(ren) at the destination, overnight stop or transfer point will be at the airport by the scheduled flight arrival time.
- 3 If the child(ren) is/are not met at the stopover point or destination:
 - (i) I authorise the carrier to take whatever reasonable steps it considers necessary and to notify me or the person specified in 5 (iii) below of the steps taken, which may mean returning the child(ren) to the airport of departure; and
 - (ii) I agree to reimburse the carrier for costs it may reasonably incur in taking such action.
- 4 I understand that the child(ren)'s travel is subject to the applicable carrier's conditions of carriage (available on carrier's website) and applicable laws.
- 5 I confirm that:
 - (i) the Unaccompanied Minor will travel with a copy of the E-Ticket Itinerary; and
 - (ii) all the information given on this form is correct; and
 - (iii) _____ can be contacted at any time on _____ without delay while the child(ren) named below is/are in Pelican Airlines care.
- 6 I have read and understood all the above numbered points.

Full Name _____	Signature _____	Parent / Guardian (please circle) _____
Address _____	Phone _____	Date _____

ONE FORM PER ORIGIN / DESTINATION JOURNEY

DETAILS OF UNACCOMPANIED MINOR(S)

1.Full Name _____	Booking Reference _____
Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____	Special Instructions _____

2.Full Name _____	Booking Reference _____
Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____	Special Instructions _____

PERSON DELIVERING TO AIRPORT

Full Name _____

Address _____

Phone: Primary _____

Secondary _____

Signature upon presentation _____

PERSON MEETING ON ARRIVAL

Full Name _____

Address _____

Phone: Primary _____

Secondary _____

Signature on collection _____ **ID CHECK**

COMPLETED FORM TO BE RETURNED TO FLYPELICAN OPERATIONS

INTERNAL USE ONLY

Flight #	Date	Seat
From	To	Staff Member

Part B – Declaration of Parent / Guardian

- 1 I request that the child(ren) named in this form be carried as an Unaccompanied Minor by Pelican Airlines Pty Ltd (referred to as “the carrier”).
- 2 I confirm that:
 - (i) the person dropping off the child(ren) will remain at the airport until the flight has departed; and
 - (ii) the person meeting the child(ren) at the destination, overnight stop or transfer point will be at the airport by the scheduled flight arrival time.
- 3 If the child(ren) is/are not met at the stopover point or destination:
 - (i) I authorise the carrier to take whatever reasonable steps it considers necessary and to notify me or the person specified in 5 (iii) below of the steps taken, which may mean returning the child(ren) to the airport of departure; and
 - (ii) I agree to reimburse the carrier for costs it may reasonably incur in taking such action.
- 4 I understand that the child(ren)’s travel is subject to the applicable carrier’s conditions of carriage (available on carrier’s website) and applicable laws.
- 5 I understand that:
 - (i) the child(ren) will not be supervised during the flight time or when the Flight Crew are situated in the cockpit of the aircraft; and
 - (ii) the child(ren) will only be under the minimum supervision of the Flight Crew at any other time or in the event of an emergency or first aid requirement; and
 - (iii) the Flight Crew, Ground Staff or Pelican Airlines will not be held legally responsible for the child(ren) in any way during any part of the travel.
- 6 I confirm that:
 - (i) the Unaccompanied Minor(s) will travel with a copy of the E-Ticket Itinerary; and
 - (ii) all the information given on this form is correct; and
 - (iii) _____ can be contacted at any time on _____ without delay while the child(ren) is/are in Pelican Airlines care.
- 7 I have read and understood all the above numbered points.

Full Name _____	Signature _____	Parent / Guardian (please circle) _____
Address _____	Phone _____	Date _____

ONE FORM PER CHILD PER ORIGIN / DESTINATION JOURNEY

DETAILS OF UNACCOMPANIED MINOR(S)

1.Full Name _____ Male <input type="checkbox"/> Female <input type="checkbox"/> Age _____	Booking Reference _____ Special Instructions _____
PERSON DELIVERING TO AIRPORT Full Name _____ Address _____ Phone: Primary _____ Secondary _____ Signature upon presentation _____	PERSON MEETING ON ARRIVAL Full Name _____ Address _____ Phone: Primary _____ Secondary _____ Signature on collection _____

ID CHECK

COMPLETED FORM TO BE RETURNED TO FLYPELICAN OPERATIONS

INTERNAL USE ONLY

Flight #	Date	Seat
From	To	Staff Member