

Instructions for completion.

Aircraft Details

1. **Aircraft registration** should be as per ICAO flightplan – no hyphens or spaces
2. **Type** should be ICAO abbreviation or in full
3. **Usual Base** – Airfield/Airport where aircraft is normally or nominally based
4. **Owner/Operator** – Registered owner or operator of aircraft
5. **Crew contact no.** – Should be supplied in case of queries with your GAR
6. **Is the Aircraft less than 8000Kgs MTOW** – YES or NO
7. **If YES has UK VAT been paid** – YES or NO
8. **Is Aircraft in 'Free Circulation' within the EU** – YES or NO

Aircraft imported from outside the EU are in free circulation in the EU when all import formalities have been complied with and all duties, levies or equivalent charges have been paid and not refunded. Free circulation aircraft that have previously been exported from the EU and are re-imported to the EU maybe eligible to Returned Goods relief subject to certain conditions, see Notice 236.

For general enquiries about aircraft imports contact the National Advice Service on **0845 010 9000**

Flight Details

1. **Departure / Arrival** - From & To can be ICAO code or in full if 'ZZZZ' would be used in the flightplan
2. **Time** – should be in UTC
3. **UK County** – should be inserted for both arrival and departure where notified.
4. **Reason for visit to EU** –
 - **Based** – Aircraft is based within the EU and all import formalities have been completed
 - **Short Term Visit**
 - a) For aircraft not in free circulation and registered outside the EU, temporarily imported for private or commercial transport use - relief from customs import charges may be available under 'Temporary Admission' - see Notice 308. Whilst under Temporary Admission only repairs to maintain the aircraft in the same condition as imported may be carried out.
 - (b) For aircraft not in free circulation and temporarily imported for the purpose of repair, overhaul; refitting; renovation or refurbishment, relief may be available for under Inward Processing Relief. See Notices 221 and 221a.
 - (c) For aircraft not in free circulation, imported for maintenance / repair, end use relief may be available, see Notice 770. Declarations to end use can only be made by persons established in the Community otherwise the aircraft must be declared to free circulation with all customs import charges paid at the time of import.
 - **Maintenance** -Minor Repairs only may be carried out or a C88 must be completed with export to take place as soon as practicable after repairs and/or maintenance unless Customs have agreed otherwise. **See Notice 221a and Customs Information Paper JCCC CIP (10) 38.** Notices available to download from www.hmrc.gov.uk.
 - **Permanent import** to the UK. Please see notes on Free Circulation.

Crew / Passenger Details

- **C/P** – Denote whether person on board is Crew (C) or Passenger (P)
- **Other details**- (Names, Date and place of Birth, Nationality and passport no.) should be completed in full
- **Address** is required for all flights notified under the Schedule 7 of the Terrorism Act 2000

Notification of flights is required under :- **Sec. 35 Customs & Excise Management Act 1979, Sec 27 of Schedule 2 –Immigration Act 1971, Schedule 7 of the Terrorism Act 2000**

If you see something suspicious please contact the **Customs Hotline** online at <http://www.hmrc.gov.uk/customs-hotline> by email : customs.hotline@hmrc.gsi.gov.uk

By phone : (UK) **0800 595 000** or the **Terrorist Hotline** on **0800 789321**



There are 3 types of Airports – Designated, Certificate of Agreement (COA), and other airfields.

Designated Airports – Aircraft may arrive and depart from and to any destination. Some airports are **not** designated by all agencies – See list on page 3. Some Designated Airports may also have COAs in place at individual establishments.

COA Airfields – Flights should only operate to/from destinations specified and notified in accordance with the agreement. Agreements vary and details should be sought from the Airport Operator.

Other Airfields – International flights should only operate to/from the E.U. (**Channel Islands are not part of the E.U.**)

All flights notified for Customs & Immigration purposes should be sent to:

NCU (National Co-Ordination Unit) – 0870 240 3738 (overseas; +44 1708 862521) or ; email ncu@hmrc.gsi.gov.uk (please put GAR, registration and airfield in the subject of the email)

(Some local offices may still require separate notification in addition to the above)

Notification periods

Outbound to EU – no obligation to notify Outbound/Inbound Channel Islands – 12 Hours
Inbound from EU – 4 Hours prior to arrival Inbound / Outbound other non-EU – 24 Hours

All Common Travel Area (CTA) flights notified under the Terrorism Act 2000 should be sent to the individual police force for both the arrival and departure airfield.

12 hours notice required for Non- Designated Airports (TACT 2000) – Police details on next page.

The Common Travel Area consists of Northern Ireland, The Isle of Man, Republic of Ireland and the Channel Islands.

County	Fax	Tel	County	Fax	Tel	County	fax	Tel	County	Fax	Tel	
Avon & Somerset	01275 473516	01275 473515	Bedfordshire	01582 723352	01582 413663	Cambridgeshire	01223 823295	01223 823219	Cheshire	01244 612195	01244 612270	
Cleveland	01642 326035	01642 301330	Cumbria	01768 868867	01768 215058	Devon/ Cornwall	01392 362634	01392 452680	Derbyshire *	01332 613242	01246 522014	
Dorset		01202 593999	Durham	01325 335298	01325 332061	Dyfed/Powys	01348 874046 (M-F) 01348 874000 (weekends)	01348 871968	Essex *	01245 452697	01376 556284	
Gloucester *	01242 247896	01242 247899	Metropolitan – Greater London	01959 540481	01959 540333	Greater Manchester	0161 856 0260	0161 856 0270	Gwent	01633 867773	01633 642210	
Hampshire/ IOW *	02392 899087	02392 899092	Hertfordshire *	01582 723352	01582 413663	Humberside	01482 697646	01482 578660	Isle of Man	01624 825681		
Kent	01303 289269	01303 297320	Lancashire	01253 407174	01253 604166	Leicestershire	01332 812581	01332 811044	Lincolnshire	01205 312297	01522 558054	
Merseyside	0151 777 2377	0151 777 8520	Middlesex	01959 540481	01959 540333	Norfolk *	01603 788603	01603 787392	Northamptonshire	01604 703511	003003009 99 ext 8001035	
Northern Ireland	02890 901242	02890 650222	Northumbria - Tyne & Wear	0191 214 0270	0191 2869 356	North Wales	01407 763565	01407 724444	North Yorkshire	01609 789183	01609 789188	
Nottinghamshire	0115 844 5049	0115 967 0500	South Wales- Cardiff	01446 710360	01446 710286	South Wales- Swansea	01792 473186	01792 472424	Staffordshire *	01785 226056	01785 234865	
Suffolk	01394 673969	01473 383383	Surrey	01483 634585	01483 639936	Sussex	01293 592815	01273 592803	South Yorkshire	01302 385523	01302 385523	
Thames Valley*	01865 555900	01865 555909	Warwickshire	02476 639231	01926 415145	West Mercia	01386 591841	01905 723000	West Midlands	0121 712 6099	0121 780 2112	
West Yorkshire	0113 250 0275	0113 239 1189	Wiltshire *	01722 435201	01722 435312							
Central Scotland	01786 472206	01786 456349	Dumfries & Galloway	01776 704066	01387 242300	Fife	01383 414827	01592 251189	Grampian	01224 770412	01224 725766	
Lothian & Borders	0131 335 3500	0131 335 3501	Northern Scotland	01463 720668	01463 720284	Strathclyde	0141 532 6075	0141 532 6087	Tayside *	01382 596509	01382 596286	
Thames Valley - Berkshire, Buckinghamshire & Oxfordshire			Warwickshire – Coventry Fax 02476 639451 Wellesbourne Fax 01789 470465					West Mercia covers Shropshire & Worcestershire				
* email facility available – contact individual force for details												

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