

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. 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. Prior notice is not always necessary but a GAR should be completed for International flights.

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) – Fax 01708 862521 (overseas; +44 1708 862521) or 0870 240 3738; 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 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 below.

| County | Fax | Tel | County | Fax | Tel | County | fax | Tel | County | Fax | Tel | |
|---|------------------|------------------|--|------------------|------------------|----------------------|------------------|--|------------------|------------------|------------------|--|
| Avon & Somerset | 01275 473516 | 01275 473515 | Bedfordshire | 01582 723352 | 01582 725081 | Cambridgeshire | 01223 823295 | 01223 823219 | Cheshire | 01244 612195 | 01244 612270 | |
| Cleveland | 01642 326035 | 01642 301330 | Cumbria | 01768 868867 | 01768 215058 | Devon/ Cornwall | 01752 234603 | 01752 234637 | Derbyshire * | 01332 613242 | 01246 522014 | |
| Dorset | 01202 222053 | 01202 593999 | Durham | 01325 335298 | 01325 332061 | Dyfed/Powys | 01348 871968 | 01348 872399 | Essex * | 01245 452697 | 01376 556284 | |
| Gloucester * | 01452 725095 | 01242 521360 | 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 * | 01707 354755 | 01707 354683 | Humberside | 01482 578672 | 01482 578660 | Isle of Man | 01624 825681 | 01624 631332 | |
| Kent | 01303 289269 | 01303 287320 | Lancashire | 01253 407174 | 01253 604166 | Leicestershire | 01332 812581 | 01332 811044 | Lincolnshire | 01205 312297 | 01522 558054 | |
| Merseyside | 0151 486 5151 | 0151 777 8520 | Middlesex | 01959 540481 | 01959 540333 | Norfolk * | 01603 788603 | 01603 787392 | Northamptonshire | 01604 703511 | 01604 703403 | |
| 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 517447 | South Yorkshire | 01302 385544 | 01302 385522 | |
| 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 | | | | | | | | | | | | |

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**

Airport Designations - **HMRC (C)** – **Immigration (I)** – **TACT 2000 - Police (P)** – **Certificate of Agreement (A)**

C I P A

| | C | I | P | A |
|--|---|---|---|---|
| Aberdeen | X | X | X | |
| Andrewsfield | | | | X |
| Battersea Aerodrome | | | | X |
| Beccles Airfield | | | | X |
| Belfast Aldergrove | X | X | X | |
| Belfast City -George Best | | | X | X |
| Bembridge Airport | | | | X |
| Beverley (Linley Hill) Airfield | | | | X |
| Biggin Hill | X | | X | |
| Birmingham | X | X | X | |
| Blackbushe Airport | | | | X |
| Blackpool Airport | X | | X | X |
| Bodmin Airfield | | | | X |
| Bourn Aerodrome | | | | X |
| Bournemouth | X | X | X | |
| Bristol Filton | X | | | |
| Bristol Lulsgate | X | X | X | |
| Caernarfon | | | | X |
| Cambridge | X | | X | |
| Cardiff | X | X | X | |
| Cardigan – West Wales Airport | | | | X |
| Carlisle Airport | | | X | X |
| Chalgrove Airfield | | | | X |
| Chichester/Goodwood Aerodrome | | | | X |
| City of Derry (Eglinton) Airport / Londonderry | | | X | X |
| Clacton Aerodrome | | | | X |
| Compton Abbas Airfield | | | | X |
| Coventry | X | | X | |
| Cranfield Airport | | | | X |
| Crowfield Airfield | | | | X |
| Cumbernauld Airport | | | | X |
| Denham Aerodrome | | | | X |

C I P A

| | C | I | P | A |
|--------------------------------|---|---|---|---|
| Dundee Airport | | | | X |
| Dunkeswell Airfield | | | | X |
| Durham Tees Valley | X | X | X | |
| Duxford Airfield | | | | X |
| Eaglescott Airfield | | | | X |
| Earls Colne Airfield | | | | X |
| Edinburgh Airport | X | X | X | |
| Elmsett Airfield | | | | X |
| Elstree Aerodrome | | | | X |
| Exeter Airport | X | | X | |
| Fairoaks Airport | | | | X |
| Farnborough | X | | | |
| Fenland Airfield | | | | X |
| Fowlmere Aerodrome | | | | X |
| Full Sutton Airfield | | | | X |
| Gamston Airfield | | | | X |
| Glasgow | X | X | X | |
| Gloucester (Staverton) Airport | | | X | X |
| Haverfordwest | | | | X |
| Hawarden Airport | | | | X |
| Headcorn Aerodrome / Lashenden | | | | X |
| Humberside | X | | X | |
| Inverness Airport | | | | X |
| Kemble Airport | | | | X |
| Kirkwall Airport | | | | X |
| Lands End Aerodrome | | | | X |
| Lasham Airfield | | | | X |
| Leeds Bradford | X | X | X | |
| Leicester-Stoughton | | | | X |
| Liverpool | X | X | X | X |
| London City | X | | X | |
| London Gatwick | X | X | X | |

C I P A

| | C | I | P | A |
|----------------------------------|---|---|---|---|
| London Heathrow | X | X | X | |
| London Luton | X | X | X | |
| London Stansted | X | X | X | |
| Lydd | X | | X | |
| Manchester | X | X | X | |
| Manchester City/Barton | | | | X |
| Manston | X | | X | |
| Netherthorpe Airfield | | | | X |
| Newcastle | X | X | X | |
| Newquay | X | | | |
| North Weald Airfield | | | | X |
| Norwich | X | X | X | |
| Nottingham Tollerton Airport | | | | X |
| Nottingham East Midlands | X | X | X | |
| Old Buckenham Airfield | | | | X |
| Old Sarum Airfield | | | | X |
| Oxford Airport (Kidlington) | | | | X |
| Panshanger Aerodrome | | | | X |
| Pembrey | | | | X |
| Perranporth Airfield | | | | X |
| Perth Airport | | | | X |
| Peterborough/Connington Airfield | | | | X |
| Peterborough/Sibson Aerodrome | | | | X |
| Plymouth | X | | X | |
| Popham Airfield | | | | X |
| Prestwick | X | X | X | |
| RAF Brize Norton | | | | X |
| RAF Chivenor | | | | X |
| Redhill Aerodrome | | | | X |
| Robin Hood Doncaster Airport | | | | X |
| Rochester Airport | | | | X |
| Sandown Airport | | | | X |

C I P A

| | C | I | P | A |
|-------------------------------|---|---|---|---|
| Sandtoft Aerodrome | | | | X |
| Scatsta Heliport | | | | X |
| Seething Airfield | | | | X |
| Sherburn In Elmet Airfield | | | | X |
| Shipdham Airfield | | | | X |
| Shobdon Airfield | | | | X |
| Shoreham | X | | | X |
| Sleap Aerodrome | | | | X |
| Southampton | X | X | X | |
| Southend | X | X | X | |
| St Mary's Airport | | | | X |
| Stapleford Aerodrome | | | | X |
| Sturgate Aerodrome | | | | X |
| Sumburgh | X | | | |
| Swansea Airport | | | | X |
| Sywell Aerodrome | | | | X |
| Tatenhill Airfield | | | | X |
| Thrupton Airport | | | | X |
| Turweston Aerodrome | | | | X |
| Upfield Farm, Whitson Newport | | | | X |
| Walney Aerodrome | | | | X |
| Warton Aerodrome | | | | X |
| Wellesbourne | | | | X |
| Welshpool | | | | X |
| West Wales Airport | | | | X |
| White Waltham Airfield | | | | X |
| Wick Airport | | | | X |
| Wolverhampton Airport | | | | X |
| Woodford Aerodrome | | | | X |
| Wycombe Air Park | | | | X |
| Yeovil Aerodrome | | | | X |

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**