



General Aviation Report (GAR) guidance – August 2019

Changes to the March 2015 version of this guidance:

- Change in Police logo
- New emergency contact details
- New contact details for the National Advice Service
- Updated Annex C (CoA list of airports)
- Police authority contact details (ANNEX D)

Submitting a General Aviation Report to Police under the Terrorism Act 2000 and to Border Force under the Customs & Excise Management Act 1979.

Introduction

These instructions produced by Border Force, are designed and published for General Aviation pilots, operators and owners of aircraft. They help you to complete and submit a General Aviation Report (GAR) and inform you about the types of airport you can use to make your journey.

The instructions explain:

1. [What a General Aviation Report \(GAR\) is](#)
2. [Powers used to require a report](#)
3. [Where aircraft can land and take off](#)
4. [When, how and where to send the GAR](#)
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1. What a General Aviation Report (GAR) is

General Aviation pilots, operators and owners of aircraft making Common Travel Area¹ and international journeys in some circumstances are required to report their expected journey to UK authorities. The GAR is used by Border Force and the Police to facilitate the smooth passage of legitimate persons and goods across the border and prevent crime and terrorism.

2. Powers used to require a report

An operator or pilot of a general aviation aircraft is required to report in relation to international or Channel Islands journeys to or from the UK, **unless** they are travelling outbound directly from the UK

¹ The Common Travel Area is comprised of Great Britain, Northern Ireland, Republic of Ireland, the Isle of Man and the Channel Islands

to a destination in the European Union as specified under Sections 35 and 64 of the Customs & Excise Management Act 1979. Even if pilots and operators are not required to provide notification of a flight it is helpful if they do provide this notification.

Under Paragraph 12 of Schedule 7 to the Terrorism Act 2000, the captain of a flight operating between a Great Britain port and Northern Ireland, the Republic of Ireland, the Channel Islands or the Isle of Man² using a port not designated under that Act, must notify the police at least 12 hours in advance of their journey. Where a flight is operating for reward the captain may not arrive or depart from a non designated port without having approval to do so from an examining officer doing so constitutes a criminal offence. Notifications must be sent to a constable of the force where the port is located, at least 12 hours in advance³. If using an online application to notify the police to provide advanced notification, you should still notify the constable of the force directly by email.

3. Where aircraft can land and take off

Places where aircraft may land/take off fall into 3 categories and are dependent on where you are leaving from/going to as well as the purpose of your journey: -

- Airports designated as customs & excise and/or designated immigration ports of entry by the Border Force and/or Police.
- Non designated customs and excise airports, operating under a Certificate of Agreement; and
- Other places which are neither designated nor have a Certificate of Agreement e.g. small airfields, landing strips and some helipads

[Annex C](#) lists the designated airports and locations which have a Certificate of Agreement

3.1 Designated airports

Airports can broadly have 3 types of designation: Customs & Excise, Immigration and Police.

Flights using an airport designated as a customs & excise airport may fly to/from **any** destination. All ports designated as Immigration Ports of Entry are also designated as customs & excise airports

Where an aircraft is carrying any paying passengers (including air taxi and similar arrangements) between any of Great Britain, Northern Ireland and the Common Travel Area the aircraft must use a police designated airport unless given specific authority by the relevant police force.

3.2 Certificate of Agreement (CoA) airports

For customs purposes certain airports not designated by customs & excise operate under a Certificate of Agreement (CoA) managed by Border Force. The agreement sets out what flights the operator is allowed to handle and, where applicable, any permitted customs operations that may take place e.g. the permanent importation of an aircraft.

When intending to arrive in/depart from Great Britain or Northern Ireland for the first time at a CoA airport, you should check with the airport operator that they are approved to handle your flight, given that the CoA may restrict where flights can arrive from and depart to, and the purpose of your flight e.g. transporting passengers or the permanent importation of the aircraft.

² or flights between a Northern Irish port and Great Britain, the Republic of Ireland, the Channel Islands or the Isle of Man
³ GARs submitted via Home Office compliant websites and completed January 2015 Excel versions of the GAR submitted to the Police by email meet the requirement for the notification to be sent to a constable of the force where the port is located.

3.3 Other places (neither designated nor holding a Certificate of Agreement)

When using an 'other place', you can only fly within Great Britain and Northern Ireland or to/from destinations within the European Union (EU).

Please note for customs purposes the Channel Islands are treated as being outside the EU. Therefore if you are flying directly to/from the Channel Islands you can only use a Certificate of Agreement airport which is approved for such flights or a designated customs and excise airport.

If an airfield is not listed in [Annex C](#) it is regarded as an 'Other place'.

4. When, where and how to submit a GAR

You may be requested to submit a GAR depending on your route and the airport you are using.

The tables below set out the circumstances in which you are requested to submit a GAR and where and how to send it.

- [Departures \(aircraft flying from the UK\) \(Annex A\)](#); and
- [Arrivals \(aircraft flying to the UK\) \(Annex B\)](#)

You are requested to submit GARs in advance to the locations and within the timescales set out in the tables. If you cannot meet the timescales due to exceptional circumstances e.g. an emergency or bad weather you should do the following:-

- Border Force reportable flights: You are requested to submit the GAR as soon possible (which might be on arrival) and use a designated customs & excise airport.
- Terrorism Act 2000 reportable flights: You must use a Police designated airport.

5. How to submit a GAR

You can submit a GAR by completing and emailing the January 2015 version of the GAR electronically in Excel format to the National Co-ordination Unit (NCU) on ncu@hmrc.gsi.gov.uk

The January 2015 version of the GAR form is available on [GOV.UK](#).

Please title your email: 'GAR, *airfield registration, name of airfield, postcode of airfield (if known)*'. Where possible the GAR should be saved and submitted in a .xlxs format (Windows 2007 onwards).

Illegible handwritten GARs will be rejected.

Submission via a Home Office compliant websites also provide another method to submit GAR information. Please note that these are not government services and you may therefore incur a service charge. Details of these websites are available on [GOV.UK](#).

Terrorism Act 2000 Reporting Requirements

To meet the reporting requirements set out in the Terrorism Act 2000, in addition to sending the GAR to the NCU or submitting via an online portal, you must also submit the completed January 2015 GAR in an Excel format to the Police Force responsible for the departure/arrival port by email using the

contact details shown in [Annex D](#). If further information is required then please contact the relevant county/area on the phone numbers provided in [Annex D](#).

Alternatively

In emergency situations only pilots, operators and owners may telephone +44 (0)845 723 1110 for advice about amending or submitting a GAR for Border Force reporting purposes. Emergency situations include medical emergencies, an air ambulance with a critically ill passenger, and other emergencies requiring changes to GARs already submitted.

Channel Island and Isle Man flights to and from countries other than the UK

The GAR form and approved websites are only to be used for flights arriving in or departing from the UK as specified in annexes [A](#) and [B](#).

Channel Island and Isle Man flights to and from countries other than the UK must not make a report using the GAR form or via an approved website (e.g. France to the Channel Islands). Such flights must provide notification and declarations in accordance with the requirements of the authorities of those territories as described at the links below.

- [Jersey](#)
- [Guernsey & Alderney](#)
- [Isle of Man](#)

6. How to complete a GAR

Any alteration to the GAR's headers or data descriptors will invalidate the GAR form. Additional rows may be added to the GAR form.

Description	Comment
Arrival/Departure To/From UK?	Select either Arrival or Departure
ICAO OR IATA CODE of Arrival Port	<p>If the flight is arriving in the UK - The UK location at which the aircraft intends to arrive.</p> <p>If the flight is departing the UK – The international, Channel Island or Isle of Man location at which the aircraft intends to arrive.</p> <p>If the flight is departing the UK mainland for Northern Ireland – The Northern Ireland location at which the aircraft intends to arrive.</p> <p>Ports must be input as 3 character IATA codes or 4 Character ICAO codes. Where codes for the location are not available type 'ZZZZ', the name of the location and its postcode.</p>
Date of Arrival	in DD:MM:YYYY format only
Time of Arrival	in hh:mm:ss UTC only
Owner Operator Not Pilot	The name of the registered owner of the aircraft
Crew Contact Tel No	The telephone number that can be used to contact the crew

ICAO OR IATA CODE of Departure Port	<p>If the flight is arriving in the UK – The international, Channel Island or Isle of Man location from which the aircraft intends to depart.</p> <p>If the flight is departing the UK - The UK location from which the aircraft intends to depart.</p> <p>If the flight is departing Northern Ireland for the UK mainland – The Northern Ireland location at which the aircraft intends to depart.</p> <p>Ports must be input as 3 character IATA codes or 4 Character ICAO codes. Where codes for the location are not available type 'ZZZZ', the name of the location and its postcode.</p>
Date of Departure	in DD:MM:YYYY format only
Time of Departure	in hh:mm:ss UTC only
Registration	The aircraft registration as recorded on the certificate of registration and as imprinted on the fuselage. No hyphens or spaces
Type (ICAO Standard)	The name of the manufacturer and model of the aircraft
Usual Base (ICAO or IATA Code or Name)	The location or the aircraft's normal or nominal base. Ports must be input as 3 character IATA codes or 4 Character ICAO codes. Where codes for the location are not available type 'ZZZZ', the name of the location and its postcode
Is the aircraft in Free Circulation In EU	Select 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 03000 200 3700
Reason for Visit to the EU	Select Based; Short Term visit; Maintenance; or Permanent Import
Travel Document Type (TD_Type)	Insert Passport or Identity card. If it is another type of document leave the cell blank and insert the type of document in the "Nature of Document if other" field
Nature of Document if other	Insert type if other than Passport or Identity card
TD_Issuing Country	Type in the applicable ISO 3166-1 alpha-3 country code. The codes can be viewed in the 'ISO 3166 1' worksheet of the GA form (bottom of screen)
TD_Number	As shown in the travel document
Surname	The surname as shown in the passport or travel document

Forenames	The forename(s) as shown in the passport or travel document, more than one forename should be separated by a space
Gender	Insert Male, Female or Unknown as shown in the passport or travel document.
DOB	Date of Birth as shown in the passport or travel document in DD:MM:YYYY format
Place of Birth	As shown in the passport or travel document
Nationality	Type in the applicable ISO 3166-1 alpha-3 country code. The codes can be viewed in the 'ISO 3166 1' worksheet of the GA form (bottom of screen)
TD_Expiry Date	As shown in the passport or travel document in DD:MM:YYYY format
Home Address or Address visiting in the UK	The address of the crew or passenger of the aircraft. Including the postcode

7. How GAR information is used

The information will be processed by the Home Office in accordance with the Data Protection Act 2018. The Home Office is the data controller in relation to the information provided on the GAR form and submitted via approved websites. The information provided will be used to perform Home Office functions including border security checks and will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, financial institutions, commanders of aircraft, air carriers, port handling agents, airport and airfield operators and other bodies, to enable the Home Office or those bodies to perform their functions. Any disclosures will be in accordance with the Data Protection Act 2018.

8. Customs requirements when travelling to the UK

You, your crew and passengers need to ensure you comply with customs requirements when travelling to the UK from European Union and non-European countries. Certain goods are prohibited and restricted in the UK. There are heavy penalties including imprisonment for bringing prohibited or restricted goods and those above permissible levels in to the UK.

Further information about customs requirements and prohibited and restricted goods can be found on [GOV.UK](https://www.gov.uk).

9. Immigration and documentation requirements to enter the UK

You, your crew and your passengers need to ensure you meet the immigration requirements set out in legislation in order to lawfully enter the UK; otherwise you may be refused entry.

You also need to ensure when arriving in the UK from abroad that you, your crew and passengers have the correct documents required to enter the UK. These include a passport or other document that satisfactorily establishes your identity and nationality, and if required a visa of the kind required under the immigration rules.

If you, your crew or your passengers arrive in the UK from abroad and on request cannot provide the required documents you could be subject to extended delays on arrival whilst your identities and details are verified. Additionally if anybody onboard requires Leave to Enter the UK the agent or

owner of the aircraft could also be charged £2000 for each inadequately documented person carried on the aircraft. Border Force uses the term 'carrier's liability' to describe this potential charge.

Further information about the immigration rules, visa requirements and carriers liability can be found on [GOV.UK](https://www.gov.uk).

10. What to do if you see something suspicious

If you see anything suspicious you can;

- contact your local police **or**
- phone 101 and quote 'Project Pegasus' **or**
- contact Crime Stoppers on 0800 555 111

In an emergency always call 999.

GAR reporting – departures from the uk

DESTINATION	REPORTING OUTCOME NCU Email: ncu@hmrc.gsi.gov.uk
Non-European Union	<p>Submit a GAR to Border Force</p> <p>You are requested to submit the GAR at least 24 hours prior to departure to:</p> <ul style="list-style-type: none"> - Border Force via the National Co-ordination Unit (NCU) or a Home Office compliant website.
European Union (except Republic of Ireland)	<p>GAR unnecessary</p>
Republic of Ireland	<p>Submit a GAR to the Police (if you are using an airport not designated by the Police)</p> <p>If the departure airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR at least 12 hours prior to departure:</p> <ul style="list-style-type: none"> - To the Police via a Home Office compliant website; or - to the NCU and directly to the Police force responsible for the area in which your departure airport is situated (see Annex D)¹; <p>If the airport has a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR</p>
Northern Ireland ² or the Isle of Man	<p>Submit a GAR to the Police (if you are using an airport not designated by the Police)</p> <p>If the departure airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR at least 12 hours prior to departure:</p> <ul style="list-style-type: none"> - To the Police via a Home Office compliant website; or - to the NCU and directly to the Police force responsible for the area in which your departure airport is situated (see Annex D)¹; <p>If the airport does have a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR</p>
Channel Islands	<p>Submit a GAR to the Police (if applicable) and Border Force</p> <p>If the airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR at least 12 hours prior to departure to:</p> <ul style="list-style-type: none"> - The Police and Border Force via an approved website or- To the NCU and directly to the Police Force responsible for the area in which your departure airport is situated. If the airport has a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR to the police but are requested to submit a GAR at least 12 hours prior to departure to: - Border Force via an approved website or the NCU <p>Please note you can only use an airport designated for customs purposes or an airport with a Certificate of Agreement allowing Channel Island flights. (See section about where aircraft can take off/land and Annex C)</p>

¹ If the aircraft is carrying paying passengers and using a non-designated police airport, you **must** receive specific authority from the responsible police force to use the airport prior to departure (contact details are available at [Annex D](#))

² If the arrival airport in Northern Ireland is not a police designated airport please **also** submit a GAR to the Police Service of Northern Ireland.

Annex B

GAR reporting – arrivals in the UK

DEPARTING	REPORTING OUTCOME NCU Email: ncu@hmrc.gsi.gov.uk
Non-European Union (EU)	<p>Submit a GAR to Border Force</p> <p>You are requested to submit a GAR at least 24 hours prior to arrival to Border Force via a Home Office compliant website or the National Coordination Unit (NCU)</p>
EU (except Republic of Ireland)	<p>Submit a GAR to Border Force</p> <p>You are requested to submit a GAR at least 4 hours prior to arrival to Border Force via a Home Office compliant website or the NCU</p>
Republic of Ireland	<p>Submit a GAR to the Police directly (if applicable) and Border Force</p> <p>If the arrival airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR to:</p> <ul style="list-style-type: none"> - The Police and Border Force via a Home Office compliant website at least 12 hours prior to arrival* or 1 - To the NCU and directly to the Police force responsible for the area in which your arrival airport is situated (see Annex D) 1; at least 12 hours prior to arrival. <p>If the airport does have a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR to the police but are requested to submit a GAR at least 4 hours prior to arrival to:</p> <ul style="list-style-type: none"> - Border Force via a Home Office compliant website or the NCU.
Northern Ireland ² or the Isle of Man	<p>Submit a GAR to the Police (if you are using an airport not designated by the Police)</p> <p>If the arrival airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR, at least 12 hours prior to arrival to:</p> <ul style="list-style-type: none"> - The Police via a Home Office compliant website ; or - to the NCU an directly to the Police force responsible for the area in which your arrival airport is situated (see Annex D)¹ <p>If the airport has a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR.</p>

Channel Islands	<p>Submit a GAR to the Police (if applicable) and Border Force</p> <p>If the arrival airport does not have a police designation (see Annex C for a list of police designated airports) you are requested to submit a GAR at least 12 hours prior to arrival to:</p> <ul style="list-style-type: none"> - The Police and Border Force via an approved website at least 12 hours prior to arrival (a single GAR will be routed to both the Police and Border Force)¹ or; - To the NCU and direct to the relevant Police Force responsible for the area in which your arrival airport is situated via contact details contained within Annex D. If the airport does have a police designation (see Annex C for a list of police designated airports) you do not have to submit a GAR to the police but are requested to submit a GAR at least 12 hours prior to arrival to: - Border Force via an approved website or the NCU Please note you can only use an airport designated for customs purposes or an airport with a Certificate of Agreement allowing Channel Island flight (See section about where aircraft can take off/land and Annex C)
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* Notification to the Police is required 12 hours in advance under the Terrorism Act 2000.

¹ If the aircraft is carrying paying passengers and using a non-designated police airport, you **must** receive specific authority from the responsible police force to use the airport prior to arrival (contact details are available at Annex D.)

² If the departure airport in Northern Ireland is not a police designated airport please **also** submit a GAR to the Police Service of Northern Ireland

Annex C

Customs & Excise designated airport: C **Certificate of Agreement airport: A** * - Airport also approved for 3rd country aircraft imports
Immigration designated: I **Police designated: P**

	C	I	P	A
Aberdeen - EGPD	X	X	X	
Andrewsfield (Saling) Airfield - EGSL				X
Audley End Airfield				X
Battersea Aerodrome - EGLW				X
Beccles Airfield - EGSM				X
Bedford Aerodrome				X
Belfast Aldergrove/International - EGAA	X	X	X	
Belfast City -George Best - EGAC			X	X
Bembridge Airport - EGHJ				X
Beverley (Linley Hill) Airfield - EGNV				X
Berrow Airfield				X

	C	I	P	A
Dunkeswell - EGTU				X
Durham Tees - EGNV	X	X	X	
Duxford Airfield - EGSU				X
Eaglescott Airfield -EGHU				X
Earls Colne - EGSR				X
Edinburgh Airport - EGPH	X	X	X	
Elmsett Airfield - EGST				X
Elstree - EGTR				X
Enniskillen (St Angelo) Airport				X
Exeter Airport - EGTE	X		X	
Fairoaks Airport - EGTF				X

	C	I	P	A
Liverpool -EGGP	X	X	X	X
London City -EGLC	X		X	
London Gatwick - EGKK	X	X	X	
London Heathrow -EGLL	X	X	X	
London Luton - EGGW	X	X	X	
London Stansted -EGSS	X	X	X	
Lydd -EGMD	X		X	
Manchester -EGCC	X	X	X	
Manchester City/Barton - EGCB				X
Manor Farm				X
Manston - EGMH	X		X	

	C	I	P	A
Rochester Airport - EGTO				X
Sandown Airport - EGHN				X
Sandtoft - EGCF				X
Scatsta Heliport - EGPM				X
Seething Airfield -EGSJ				X
Sherburn In Elmet EG CJ				X
Shipdham -EGSA				X
Shobdon Airfield - EGBS				X
Shoreham - EGKA	X			
Sleep - EGCV				X
Southampton -EGHI	X	X	X	

Cambridgeshire	01582 725081	CT&DE_Ports@Bedfordshire.pnn.Police.uk
Cheshire	01606 362121	small.ports.unit@cheshire.pnn.police.uk
Cleveland	01642 301330	special.branch@cleveland.pnn.police.uk
Cumbria	01768 215058	CTBIntel@cumbria.police.uk
Derbyshire	01332 811044	EMSOU-SB-EMA@leicestershire.pnn.police.uk
Devon & Cornwall	01752 720569	D&CCTborders@devonandcornwall.pnn.police.uk
Dorset	01202 593999	gar@dorset.pnn.police.uk
Durham	01325 332061	durhamteesvalleyairport@durham.pnn.police.uk
Dyfed Powys	01348 871968	dpp.portsinfo@dyfed-powys.pnn.police.uk
East – Scotland (Border Policing Command)	0131 335 3501	SCDBPCIntelligenceEdinburgh@scotland.pnn.police.uk
Essex	01279 666122	portunitGA@essex.pnn.police.uk
Gloucestershire	01275 473515	portsunit@avonandsomerset.pnn.police.uk
Greater London - Battersea Heliport and City Airport	0208 217 7600	SO15-batterseaHeliport@met.pnn.police.uk
Greater London - Biggin Hill	0208 217 7600	SO15-bigginhillairport@met.pnn.police.uk
Greater Manchester	0161 856 0270	PortUnit.Terminal2Airport@gmp.pnn.police.uk
Gwent	01446 450515	Cardiffairportgroup@south-wales.pnn.police.uk
Hampshire & IOW	07789 745410	aviation.maritime@hampshire.pnn.police.uk
Hertfordshire	01582 725081	CT&DE_Ports@Bedfordshire.pnn.Police.uk
Humberside	01482 220766	ports@humberside.pnn.police.uk
Isle of Man	01624 631344	GeneralAviation.Customs@gov.im
Kent	01303 297320	allports@kent.pnn.police.uk
Lancashire	01253 604166	heyshamsb@lancashire.pnn.police.uk
Leicestershire & Northamptonshire	01332 811044	EMSOU-SB-EMA@leicestershire.pnn.police.uk
Lincolnshire	01332 811044	EMSOU-SB-EMA@leicestershire.pnn.police.uk
Merseyside	0151 907 1223	Airport.SB@merseyside.pnn.police.uk
Norfolk	01603 787392	SpecialBranchFIMU@norfolk.pnn.police.uk
North – Scotland (Border Police Command)	01224 305556	SCDBPCPortsUnitAberdeen@scotland.pnn.police.uk
North - Wales	01407 724444	CSHolyheadPortJIC@nthwales.pnn.police.uk
North Yorkshire	0160 9643582	specialbranch@northyorkshire.pnn.police.uk
Northern Ireland	028 9065 0222	GAR@psni.pnn.police.uk
Northumbria - Tyne & Wear	0191 2869 356	specialbranch@northumbria.pnn.police.uk
Nottinghamshire	01332 811044	EMSOU-SB-EMA@leicestershire.pnn.police.uk
South - Wales	01446 450515	Cardiffairportgroup@south-wales.pnn.police.uk
South Yorkshire	01302 385522	portsunit@southyorks.pnn.police.uk

Staffordshire	0121 712 6098	general_aviation@west-midlands.pnn.police.uk
Suffolk	01603 787392	SpecialBranchFIMU@norfolk.pnn.police.uk
Surrey	01444 449628	general.aviation.SE@hampshire.pnn.police.uk
Sussex	01444 449628	gatwickportsconduct@sussex.pnn.police.uk
Thames Valley	07789 745410	general.aviation.se@hampshire.pnn.police.uk
Warwickshire	0121 712 6098	general_aviation@west-midlands.pnn.police.uk
West Midlands	0121 712 6098	general_aviation@west-midlands.pnn.police.uk
West Yorkshire	0113 239 1189	portsunit@westyorkshire.pnn.police.uk
Wiltshire	01275 473515	portsunit@avonandsomerset.pnn.police.uk

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