



Application for temporary storage facility approval

Internal temporary storage facility (ITSF)

An approved place situated within the appointed area of an approved port or airport where chargeable goods imported into the United Kingdom (UK) are held in temporary storage until they are released to free circulation, placed under a customs procedure or re-exported. An ITSF can also be used for the storage of goods subject to export controls.

Internal temporary storage facility (remote) (ITSF-R)

An approved place situated in the immediate vicinity or adjacent to the appointed area of an approved port or airport where chargeable goods imported into the UK are held in temporary storage until they are released to free circulation, placed under a customs procedure or re-exported. An ITSF-R can also be used for the storage of goods subject to export controls. We will not give approval for locations that place an unacceptable burden on the customs authorities.

External temporary storage facility (ETSF)

An approved place situated outside the appointed area of an approved port or airport where chargeable goods imported into the UK are held in temporary storage until they are released to free circulation, placed under a customs procedure or re-exported.

Part A

What type of temporary storage approval do you want to apply for? Put an 'X' in one box.

Internal temporary storage facility ☐

Internal temporary storage facility (remote) ☐

External temporary storage facility ☐

When do you want your temporary storage approval to start?

We may need to arrange a visit to the premises before approving your application so please allow enough time for the application to be processed.

Date DD MM YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Do you currently hold a temporary storage approval?

No ☐ Yes ☐

Registered entity of applicant seeking temporary storage approval

Are you seeking to operate this facility under a 'trading name'?

If your company wishes to be approved in a manner that includes a trading entity it must be operating in accordance with The Company, Limited Liability Partnership and Business (Names and Trading Disclosures) Regulations 2015.

No ☐

Yes ☐ Please provide details below.

Name of contacts dealing with the application and their position (or status) within the company

<div>Name</div>	<div>Name</div>
<div>Position in company</div>	<div>Position in company</div>
<div>Name</div>	<div>Name</div>
<div>Position in company</div>	<div>Position in company</div>

Part B

Applicant's Economic Operator Registration and Identification (EORI) number

Applicant's VAT Registration Number

Applicant's Companies House registration number

Part C

Does your company have an Authorised Economic Operators (AEO) authorisation?

No ☐

Yes ☐ Please provide the AEO authorisation reference number

Do you hold a HMRC authorised consignee authorisation at the address?

No ☐ Have you applied for a HMRC authorised consignee authorisation at the address?

No ☐ Yes ☐

Yes ☐

Do you hold a HMRC customs warehousing authorisation?

No ☐ Yes ☐

Part D

Registered address of applicant

Postcode

Correspondence address

Postcode

Email address

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Fax number

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Contact phone numbers

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Part E

Address of premises to be approved

Postcode

Operational opening hours of the temporary storage facility (not office or premises opening hours)

Monday to Friday

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Saturday

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Sunday

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Is the premises in Northern Ireland?

No ☐ You will not normally need to provide a Customs Comprehensive Guarantee (CCG). After we've received your application, the National Frontier Approvals Unit will let you know if you need one.

Yes ☐ You'll need a CCG that specifically covers temporary storage. If you do not have a CCG you'll need to submit an application for one before you can apply for temporary storage approval.

Part F

Origin of goods destined to this facility

European Union (EU) countries ☐

Rest of the world ☐

EU plus the rest of the world ☐

Great Britain to Northern Ireland ☐

How long do you wish to store the imported goods?

Temporary storage only allows up to 90 days storage. For storage of 90 days or more you may want to consider a customs warehouse authorisation

Under 90 days ☐ 90 days or more ☐

Do you share the premises with any other companies?

No ☐

Yes ☐

Who do you share the premises with?

Will these companies play any role in the operation of the temporary storage facility?
(Temporary storage facilities must be exclusively operated by the authorised company.)

No ☐

Yes ☐

Please explain their role below

Part G

Border entry points into which consignments destined for this facility will arrive

Please provide the names of planned airports and ports from which you intend to receive goods in temporary storage.

Name of port or airport

Name of port or airport

Name of port or airport

Name of port or airport

Mode of transport upon first arrival at the UK border

Air ☐

Sea

☐

Road

☐

Rail

☐

If your company makes customs import declarations on HMRC's Customs Declaration Service, what is your EORI number or Badge ID?

Part H

Complete Part H if you're applying for an internal temporary storage facility (remote) – see the description on page 1.

Border Force must be able to examine the goods before the removal of freight from an airside location to an off-site facility. Can you meet this requirement?

No ☐

Yes ☐ Please provide the address of the on-site facility

Postcode

For internal temporary storage facilities (remote), operators must provide Border Force with advanced electronic information such as electronic airline manifests, Air Waybill and House Air Waybill information, including consignor or consignee details for all consignments to be removed to the approved premises. Can you meet this requirement?

No ☐ Yes ☐

Part I

Please make sure that you're fully aware that certain categories of goods normally need to be controlled at the port where they are imported unless the relevant control agency has granted permission for the goods to be moved elsewhere. You'll find more information about this on GOV.UK:

- section TSAD06020 of the temporary storage manual – search for 'HMRC manuals'
- www.gov.uk/guidance/how-to-put-goods-into-a-temporary-storage-facility
- www.gov.uk/starting-to-import/import-licences-and-certificates

Type of freight to be handled

Put an 'X' in the box to choose the actual traffic (not the potential traffic) to be handled

Accompanied or unaccompanied trailers	<input type="checkbox"/>	Hazardous goods	<input type="checkbox"/>
Bulk goods	<input type="checkbox"/>	High value goods	<input type="checkbox"/>
Containers	<input type="checkbox"/>	Palletised loads	<input type="checkbox"/>
Courier traffic	<input type="checkbox"/>	Perishable goods	<input type="checkbox"/>
Excise goods	<input type="checkbox"/>	Refrigerated cargo	<input type="checkbox"/>

Anticipated volume of traffic (in tonnes per month)

Nature of anticipated traffic (by sector or commodity)

Do you intend to handle any of the following types of cargo?

- Courier traffic (packages and documents handled by commercial businesses)
- Universal Postal Union (UPU) postal traffic (packages and documents handled by or on behalf of a UPU postal operator)

UPU postal traffic

☐

Food stuffs

☐

Plant health-controlled material (not required for internal temporary storage facilities)

☐

Firearms that comply with section 1, 2 or 5 of the Firearms Act 1968

☐

Part J

Complete Part J if you're applying for an external temporary storage facility – see the description on page 1.

If you intend to handle plant health-controlled materials, you can apply to have inspections carried out at an inland temporary storage premises such as an external temporary storage facility. If you apply for this authorisation the relevant department will also carry out checks to see if you meet the criteria for that approval. These checks will take place after you've applied and may require an audit visit. For more information go to www.gov.uk/guidance/importing-plants-fruit-vegetables-or-plant-material-to-the-uk

Are you seeking inland plant health examination approval?No ☐Yes ☐ Which department are you seeking approval from?Department for Environment, Food and Rural Affairs (DEFRA), Animal and Plant Health Agency (APHA) ☐Rural Payments Agency (RPA), Horticultural Marketing Inspectorate (HMI) ☐Forestry Commission ☐Department of Agriculture, Environment and Rural Affairs (DAERA) (Northern Ireland) ☐Scottish Government's Rural payments and Inspections Directorate (SGRPID) ☐**Nature of anticipated traffic**Plants ☐Seeds ☐Fruits and vegetables ☐Wood products ☐**Volume of anticipated traffic** (in tonnes per month)**Port or airport of entry**

Part K

Temporary storage premises storing food are required to register with the local authority. Additional requirements apply for food products under the Food Safety Act 1990 and the Food Safety (General Hygiene) Regulations 1995.

Will you be storing foodstuffs?

No ☐

Yes ☐ Have you arranged to register with your local authority?

No ☐

Yes ☐ Put an 'X' in the box to show that you've enclosed a copy of the application with this form ☐

Part L

Temporary storage premises storing firearms, which fall within section 5 of Firearms Act 1968, require specific Home Office approval and will be subject to additional security requirements as described in section TSAD06020 of the temporary storage manual.

Warning – any operator storing firearms without the relevant authority will be committing an offence under the Firearms Act 1968.

Will you be storing firearms that fall within sections 1 and 2 of the Firearms Act 1968?

No ☐ Yes ☐

Will you be storing firearms that fall within section 5 of the Firearms Act 1968?

No ☐

Yes ☐ If you've applied to the Home Office for approval put an 'X' in the box to show that you've enclosed a copy of the application or authorisation with this form. ☐

Part M

How do you intend to meet the requirement for a customs approved IT record keeping or inventory system – referred to as the ‘temporary storage facility stock account record’?

Choose either ‘traders own record’ or ‘Community System Provider’.

Traders own record with associated anti-smuggling net.
Enclose a copy of the HMRC authorisation with this form.

☐

Community System Provider (CSP)

☐

Name of the CSP inventory system to be used at the facility

CCS UK

☐

CNS

☐

CNS Courier

☐

MCP Destin8

☐

Pentant

☐

DHL

☐

Name of the software to be used to connect to the CSP

Part N

Does your company have a Customs Comprehensive Guarantee (CCG) or waiver that includes temporary storage on the schedule?

No

☐

Yes

☐

Please provide the CCG reference number

Declaration

I declare that the information given in this document and any attachments are true to the best of my knowledge.

I accept and agree to the terms and conditions outlined and any additional conditions imposed in their entirety.
I understand that if approval is granted, any breaches of the terms and conditions of that approval may mean that the company could be charged a penalty and the approval may be withdrawn.

I confirm that:

- I have read
 - volume 1 part 3 of the UK tariff which provides information about prohibitions and restrictions that apply to imports into the UK and EU
 - all temporary storage guidance on GOV.UK and in the temporary storage manual
 - the terms and conditions of a temporary storage facility approval on GOV.UK and in the temporary storage manual
- I am aware that certain categories of goods normally need to be controlled at the port where the goods are imported as described in
 - section TSAD06020 of the temporary storage manual – search for ‘HMRC manuals’
 - www.gov.uk/guidance/how-to-put-goods-into-a-temporary-storage-facility
 - www.gov.uk/starting-to-import/import-licences-and-certificates

Declaration

- I will provide suitable facilities for unloading, examining, sampling and clearing goods to the satisfaction of the proper officer and a secure area or ullage cage for storage of seized or detained goods
- the premises will be manned and managed by competent persons employed by the applicant during the agreed operational opening hours of the temporary storage facility and that the temporary storage facility stock account record IT hardware will be operated from the approved premises in order to provide electronic inventory control relating to the arrival, outturn, entry to temporary storage of goods until they are placed under a customs procedure or re-exported

Put an 'X' in the boxes below to confirm that you'll be sending the required documents with this application form.

A list of company directors showing names and dates of birth

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Three signed and dated copies of a plan of the warehouse

☐

The plan must show the name of the legal entity seeking approval and the address of the premises to be approved and it should be signed and dated by an authorised person.

The plan must identify:

- the area inside the premises to be used for temporary storage, outlined in red
- the position of the customs examination area, outlined in red
- the position of the ullage or secure area, outlined in red
- the dimensions of the entire premises
- the dimensions of the temporary storage, the customs examination area and the ullage cage
- all access points to the premises including fire escapes, roller shutters, loading bays
- the location of any CCTV cameras that monitor the whole of the temporary storage facility

A copy of the company's health and safety general risk assessment and the fire risk assessment

☐

Evidence of public liability and employer's liability insurance

☐

Traders own records – HMRC authorisation, where applicable (see Part M)

☐

Local authority food registration documentation, where applicable

☐

Home Office section 5 firearms authorisation or application, where applicable

☐

This declaration must be signed by a director or company secretary

Signature

Date DD MM YYYY

Name use capital letters

Position in the company use capital letters

What to do next

Send the application form and the documents we've asked for to:

Border Force National Frontier Approvals Unit
1st Floor Admin Block
The Cargo Centre
Birmingham International Airport
BIRMINGHAM
B26 3QN

E-mail: nationalfrontierapprovalsunit@homeoffice.gov.uk

Opening times: Monday to Friday 9am to 4.30pm

Breach of terms and conditions

Any breach of your terms and conditions may result in Customs Civil Penalty action. This usually starts with a warning letter followed by a suspension letter and/or a letter to revoke your temporary storage approval. You may also be fined. You can find more information in Notice 301: civil penalties for contraventions of customs law.

Suspension or revocation of approval

We may suspend or revoke your temporary storage approval if the information you've given is incomplete or incorrect when the approval is issued. We can also suspend or revoke the approval if:

- you have not complied with the temporary storage terms and conditions
- the premises do not comply with health and safety regulations and we consider them unsuitable for the customs authorities to visit
- we consider the temporary storage facility is no longer used sufficiently to justify the approval
- an insolvency practitioner has been appointed

We'll also suspend or revoke your approval with immediate effect for any instances of serious non-compliance or suspected criminal activities

You have the right to appeal against a decision to suspend or revoke an approval.

Please note that agents and importers may also be penalised if they are found to be unlawfully removing goods from temporary storage facilities or acting in other non-compliance activities relating to the movement of goods and the declaration process.

Important

One of the conditions of all temporary storage approvals is that the operator complies with all relevant provisions of the law. This includes conducting checks to confirm that all the staff you employ, including agency staff, are entitled to work in the UK and you must be able to demonstrate that you've complied with these requirements if asked to do so.

If you employ illegal workers and have not conducted the correct checks, you're liable to a civil penalty of up to £20,000 for each illegal worker. You may also be liable to prosecution, which carries a maximum penalty of up to 5 years in prison and/or a fine. If you're repeatedly found to be employing illegal workers, your premises may be closed and subject to a court-imposed compliance order. You can find more information about this on the website. Go to www.gov.uk and search for 'Employers illegal working penalties'.

If you're acting as a customs representative for another party, you're required to exercise due diligence in relation to the activities you conduct for them that are required under customs legislation. When HMRC examines the diligence of a customs representative they'll consider:

- what evidence of commercial checks have been carried out
- were the checks adequate
- what responses were received
- how the representative responded to the results

By exercising due diligence and carrying out risk assessments you'll help to make sure your business is being managed effectively. You'll be taking steps to avoid being caught up in supply chain fraud. More information about due diligence is available on the website. Go to www.gov.uk/guidance/due-diligence-when-making-customs-declarations