



Application for Designated Export Place (DEP)

Section A

1. Nature of the DEP Application

- First DEP application
- DEP application for an additional premises
- Change of DEP premises address

2. Registered Entity of applicant seeking DEP approval

3. Trading name (if different from above)

4. Contact details of the person(s) dealing with the DEP application

Name

Email

Phone number

5. Status/position within the Company

Note: if your company wishes to be approved under a Trading Entity then the Trading entity must be registered in accordance with the EORI legislation.

Section B

6. Applicants EORI number

7. Applicants VAT number

8. Applicants Companies House Registration number

Section C

9. Does your company have an AEO authorisation?

No – now go to Section D

Yes – now complete boxes below

10. Which form of authorisation is held? (please tick all applicable)?

AEOC

AEOS

11. In which EU Member State(s) was it obtained?

12. AEO Authorisation Reference Number

Section D

13. Registered address of Applicant

Correspondence address

14. What interest does the applicant have in the premises that is to be approved?

Owned

Leased

Other

15. Address of premises to be approved

Operational opening hours of the DEP (not office/premises opening hours)

Monday to Friday

Saturday

Sunday

Section E

16. Contact telephone number(s) for the DEP location

17. DEP contact E-mail address

Section F

18. Are the premises shared with any other Company/ies?

No - go to Q20

Yes

19. With whom are the premises shared and will they play any role in the operation of the DEP? Please clarify below:

20. Are you an approved External Temporary Storage Facility (ETSF) at the DEP premises?

No

Yes – provide details below

ETSF Badge:

ETSF Location Reference:

Clearance Badge:

21. Does the DEP premises meet our security requirements (See DEP Terms and Conditions)?

24hr Security Presence

Yes No

CCTV

Yes No

Secure perimeter fences or walls

Yes No

Premises Alarm

Yes No

Please provide any further details here:

22. Does the DEP premises meet our safety requirements (See DEP Terms and Conditions)?

Premises are in good state of repair

Yes No

Adequate loading and unloading facilities

Yes No

Emergency Lighting

Yes No

Clearly marked and unobstructed fire exits/escapes

Yes No

Maintained fire extinguishers

Yes No

First aiders and equipment

Yes No

Provision of toilets and washing facilities

Yes No

Health and Safety Policy

Yes No

Health and Safety Signage

Yes No

Please provide any further details here:

23. Do you have a clearly defined area where your DEP is going to be situated?

Yes - Please clarify and provide a marked plan

No – Please explain further:

24. Do you have a lockable area to store goods for inspection?

Yes

No – Please provide further details below:

25. Are you approved for any other Customs Authorisations (i.e. Customs Warehousing) at the DEP premises?

No

Yes – Please provide further details below:

Section G

26. Do you intend to act as a declarant at the DEP premises or present customs declarations raised by other parties?

Create customs declarations on customer's behalf only

Present other Parties customs declarations only

Both

27. Do you intend to consolidate multiple declarations at the DEP location, and if so, whose declarations would these be?

DEP operator's custom declarations only

Other Parties custom declarations only

Mixed

28. Do you already have existing access to make Customs declaration to CHIEF/CDS?

No

Yes – Please provide further details below:

29. How do you intend to present the goods to customs at the DEP premises?

CSP

Web Loader

Other

Section H

30. Will you be dealing with daily, weekly or monthly cargo?

Daily

Weekly

Monthly

31. How many declarations do you anticipate travelling via the DEP per year? Please provide estimated volumes below:

32. What modes of transport will used to export the goods once they have left the DEP Premises?

Sea Transport

Yes No %

Rail Transport

Yes No %

Road Transport

Yes No %

Air Transport

Yes No %

Postal Consignment

Yes No %

Own Propulsion

Yes No %

33. What type of goods will be consolidated at the DEP?

34. Will any of the goods being presented at the DEP premises be owned by the DEP operator?

Yes No

Section I

35. From which ports will goods be exported? Please list below:

36. What is the proximity of the DEP by road (in miles) to the associated port(s)?

37. How do you intend to discharge the requirement for a Customs approved IT record keeping / inventory system?

Community System Provider (CSP)

OR

Your own in-house system which provides the required management information

Community System Provider (CSP)

38. Details of CSP system to be used:

CCS-UK

CNS Compass

CNS Courier

MCP Destin8

Pentant

DHL

Other - please clarify below:

39. What is the name of the software to be used to connect to the CSP?

40. If your own inventory system is to be used, please provide details of this.

Please complete the Declaration Form overleaf.

Declaration Form

Please tick the boxes below to confirm that the required documents are being submitted along with this application form before signing the declaration below.

- A covering letter requesting the Designated Export Place application to be considered which contains the proposed start date and confirmation of your acceptance of the Terms and Conditions listed below
- A copy of the lease certificate if applicable or proof of ownership of the premises (if you are not already an approved ETSF)
- A copy of the Company Certificate of Incorporation (if applicable)
- A list of Company Directors showing names, addresses and dates of birth
- A copy of a plan of the premises (signed and dated) which bears:
 - the name of the legal entity seeking approval
 - the address of the DEP premises
 - the DEP area outlined in red
 - the Customs examination area outlined in red
 - where the secure ullage cage is located outlined in red
- A copy of the Company Health and Safety Policy and requested risk assessments
- Evidence of extant public liability and employers Liability insurance

- 1 I confirm that I will provide suitable facilities for unloading, examining, sampling and clearing goods to the satisfaction of HMRC or Border Force.
- 2 I confirm that the premises will be manned and managed by a competent person(s) employed by the applicant during the agreed operational opening hours of the DEP.
- 3 I hereby undertake to abide by the terms and conditions outlined and any additional conditions imposed in their entirety and understand that if approval is granted, any subsequent breaches of the terms and conditions of that approval may result in penalty action and may also result in withdrawal of this approval.

I declare that the above particulars are true to the best of my knowledge.

Signed

Dated

Print Name & Position in company (Block Capitals)

MUST BE AUTHORISED SIGNATORY (i.e. Director, Partner, Owner etc.)

Terms and conditions for operating an approved Designated Export Place (DEP)

- 1 It is the Operator's responsibility to keep fully up to date with current and future legislative and/or procedural changes relating to the legal and operational requirements of a DEP. The Operator must therefore comply with all the relevant provisions of the law (EU and UK) and all relevant requirements, terms and conditions imposed by HMRC and/or Border Force (referred to in this approval as the UK Customs authorities) at all times.
- 2 In the event of the DEP being sold, leased or otherwise disposed of by a third party owner HMRC (or the authorising office) shall be advised immediately in writing by the Operator named within the approval. A DEP approval is not portable or transferable to any other third party and applies only to the legal entity named within the approval and for the premises named within the approval.
- 3 If the business makes any changes, which might affect any aspect of the approval then they must contact HMRC immediately, as failure to do so may result in action being taken or termination of their approval.
- 4 The operator must allow access to the approved DEP by any officer of the UK Customs authorities and where appropriate other public bodies and/or law enforcement agencies that have legitimate reason for requiring access.
- 5 The Operator must provide safe working conditions for all UK Customs authority staff attending the premises including safe means of access to containers and/or vehicles. The working conditions must meet the standards set by the competent safety authorities (Health and Safety at Work Act 1974). The Operator must provide a Health and Safety Risk Assessment specific to the DEP premises to the UK Customs authorities on request.
- 6 The Operator must provide access to suitable office, toilet and car parking facilities to the UK Customs authorities free of charge
- 7 The Operator must provide suitable facilities to the UK Customs authorities for storing, examining, sampling and clearing goods and for examining vehicles (as appropriate). This must include the provision and maintenance of such equipment as may be reasonably necessary to weigh, measure or otherwise take account of goods at a Customs Officer's request. Officers may, however, examine and sample goods anywhere within the approved area as they deem necessary. Weighing equipment should include the provision of a sufficient number of standard weights for testing any weighing machine to full capacity at the approved premises and maintenance includes the requirement to keep any such weighing equipment within the terms of a current test certificate by a recognised authority. The weighing equipment should also be sensitive enough to accurately measure the tare weights of packaging as low as a few grams.
- 8 In the event of there being a change to the approved entity prior notice must be given to the UK Customs authorities
- 9 Premises housing an approved DEP must be maintained, secured and in a state of good repair to the satisfaction of the UK Customs authorities
- 10 Prior approval must be obtained from the UK Customs authorities for any structural and/or material changes to the approved premises affecting the DEP, including any plans to move/extend or decrease the approved area in existing premises, and/or relocate the DEP to alternative premises
- 11 All DEPs must have adequate company signage on the exterior of the facility to enable UK Customs authority visiting officers or other authorised visitors to easily identify the DEP premises
- 12 The Operator must make suitable arrangements to ensure that access to the DEP is given only to those categories of person(s) whose duties necessitate their presence within the premises. The Operator must impose suitable checks to preclude unauthorised access and report any evidence of irregularity immediately to the UK authorities.
- 13 The Operator must provide details of the premises' operational opening and closing hours/days to the UK Customs authority/HMRC prior to approval. Prior approval and agreement must be obtained from the UK Customs authorities for any amendment to these agreed operational opening and closing times.
- 14 A record of all visitors, vehicles and staff working at, or visiting the premises must be maintained by the Operator, in the manner prescribed by the UK Customs authorities. This record must be available for inspection by the UK Customs authorities on request.
- 15 The approved premises and/or storage area(s) must be physically equipped with a Customs approved IT record keeping/inventory system (referred to as the 'DEP - Account Record')
This system must be able to and be used to:
 - i. be accessible to HMRC and Border Force at no cost to HM Government
 - ii. provide electronic entry of all goods entering the premises
 - iii. allow interrogation of inventory records (Inventory UCRs, DUCRs and MUCRs)
 - iv. provide electronic inventory control of all goods whilst in the premises
 - v. provide an electronic record of all activity relating to the goods, particularly arrival, out-turn, discrepancies, examinations, sampling, movement within the premises and/or any other authorised activity

- vi. provide electronic notification and receipt of the removal of goods after customs clearance
 - vii. provide an electronic log of the actual time goods remained within premises
 - viii. communicate with CHIEF/CDS – submit declarations or presentation messages to CHIEF/CDS electronically within the prescribed timescales
 - ix. provide an update when a message is received from CHIEF/CDS that the goods can proceed to export
- 16 An approved DEP premises must be manned and managed by a competent person(s) on behalf of the Operator during the agreed operational opening hours
- 17 The operator must introduce and maintain a housekeeping programme on the DEP Stock Account Record in order to ensure that each consignment and inventory record has been correctly identified and accounted for in order to avoid significant numbers of outstanding records
- 18 The operator must record details of all goods upon their arrival at the premises into the DEP Stock Account Record
- 19 When requested by the UK Customs authorities, the Operator must produce any consolidated goods at the premises selected for customs examination and/or sampling purposes.
The Operator must provide samples of such goods, free of charge if requested to do so. Cargo selected for examination must be placed in the agreed examination area by the Operator. The Operator must ensure the appropriate UK Customs authority officer is aware that goods are ready for examination and the Operator should provide sufficient staff to unpack and re-pack goods throughout the duration of the examination.
- 20 The Operator must provide within the DEP premises a secure, lockable compartment / area [generally referred to as the “ullage cage”] for storage of any prohibited or suspicious goods and/or detained or seized goods subject to UK Customs authority investigation. The structure and condition of the cage must be maintained to a standard adjudged suitable by the UK Customs authorities.
The required size of the ullage cage will need to be a proportionate size and capacity in order to store the type of goods your business handles on a regular basis.
The Operator must maintain a record of use of the ullage cage in the manner detailed by the UK Customs Authority control officer and must ensure there is restricted access to the key(s).
The ullage cage will only be used to store goods as directed by the UK Customs Authority
- 21 A DEP Operator will assume the responsibility of a loader and MUST present the goods to customs using an arrival message to CHIEF/CDS
- 22 A DEP Operator MUST ensure that Customs clearance (i.e. Permission to Progress (P2P) is obtained prior to the removal of the goods from the DEP Premises
- 23 A DEP Operator MUST ensure procedures are in place for any goods which aren’t granted clearance (i.e. goods subject to Customs queries or requiring disassociation)
- 24 A DEP Operator MUST NOT submit a departure message to CHIEF/CDS from a DEP Premises location
- 25 Goods will need to be re-arrived at an inventory linked port (if applicable) and departed at the appropriate point of exit from the UK/EU.
- 26 **DEP exclusions:**
- A All goods being exported from a Customs Warehouse
 - B Any goods that have already been declared under EIDR for Export
 - C Declarations made under Customs Supervised Export Approval
- 27 **Security Requirements**
- A Premises housing Designated Export Facilities must be maintained, secured and in a state of good repair to a standard considered satisfactory to HMRC i.e. secure walls, fencing, CCTV, alarms, security guards etc.
- 28 **Safety Requirements**
- A Emergency lighting, safe walkways, fire escapes clearly marked and kept clear, internally and externally, provision of maintenance of fire extinguishers, H&S signage, First aiders and equipment, provision of toilets and washing facilities, Health & Safety Policy, Health & Safety risk assessments after premises has been approved.
- 29 **Due Diligence**
- A In the event the DEP operator has knowledge of the suspicious movement of goods, maintain a log of these incidents, and inform HMRC via the appropriate channels.
 - B The DEP operator must notify HMRC of any cash transactions (i.e. walk-ins)

These requirements may be varied by Customs without prior notice.