



Name

Economic Operators Registration and Identification (EORI) number

Location you wish to cover

Postcode

If you intend to use more than one location, please provide a questionnaire for each location.

For all goods arriving at your authorised locations

The prescribed controls to be applied regarding:

- seals that are broken or tampered with or other apparent external damage to the packaging or container
- irregularities or discrepancies concerning the goods (such as substitution, misdeclaration, shortage)

Provide details of relevant customs and transit experience within your organisation

Tell us about the arrangements for the temporary storage of the goods received at your authorised locations and for fulfilling the legal obligation to then assign them to a customs approved treatment or use

If you need to store goods after a transit movement ends for more than 6 days, but less than 90 days you'll need to get an external temporary storage facility (ETSF) approval.

If you only require up to 6 days for storage after a transit movement ends, you can use this form to apply for authorised consignee temporary storage (ACTS). This is only available at premises where you hold an authorised consignee status.

ACTS is not allowed for frontier customs control models, that is pre-lodgement model, temporary storage model, bespoke model, as these locations are an initial point of presentation of goods arriving in the UK.

Please only complete sections A, B, C, D, E and F if you require authorised consignee temporary storage (ACTS).

Section A

Are the premises in Northern Ireland?

- No You will not normally need to provide a Customs Comprehensive Guarantee (CCG) to support your authorised consignee temporary storage. After we've received your application, HMRC 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 and get it in place before you can be granted an ACTS approval. If you already hold a CCG you may need to amend the amount.

HM Government (HMG) must be able to examine the goods if required before the removal of goods from the premises. Can you meet this requirement?

- No
- Yes Please provide the address of the facility (if different from the location at the top of this form)

Postcode

Section B

Please make sure that you know which 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.

For more information, go to www.gov.uk/import-goods-into-uk

Type of freight to be handled

Tick the box to choose the actual traffic (not the potential traffic) to be handled.

- Accompanied or unaccompanied trailers
- Hazardous goods
- Bulk goods
- High value goods
- Containers
- Palletised loads
- Courier traffic
- Perishable goods
- Excise goods
- Refrigerated cargo

Volume of anticipated traffic (in tonnes per month)

Nature of anticipated traffic (by sector or commodity)

Section C

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

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

Food stuffs

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

Section D

If you intend to handle plant health-controlled materials, you can apply to have inspections carried out at the ACTS 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? Tick the box below.

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 Rural Payments and Inspections Directorate (SGRPID)

Nature of anticipated traffic

Plant

Seeds

Fruits and vegetables

Wood products

Volume of anticipated traffic (in tonnes per month)

Port or airport of entry

Section E

ACTS 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

Tick the box to show that you've enclosed a copy of the application with this form

Section F

ACTS 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 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, tick the box to show that you've enclosed a copy of the application or authorisation with this form

For goods arriving at your authorised locations under cover of a New Computerised Transit System (NCTS) Transit Accompanying Document (TAD)

The duration of the automatic 'time out' period, after which you'll automatically receive the 'Unloading Permission' on the NCTS and you may unload the goods.

What types of goods do you intend to receive at your authorised locations?

What modes of transport will be used to transit goods to your authorised locations?

Tick the box to show which timeout you require and explain your reason in the box below

- Fast parcel operators – 10 minutes
- Other types of air freight – 15 minutes
- Facilities receiving perishable goods – 15 minutes
- All other consignee facilities – 30 minutes

10 minutes

15 minutes

30 minutes

The arrangements by which you must make available or send to the office of destination a copy of the New Computerised Transit System (NCTS) Transit Accompanying Document (TAD) and, if used, list of Items

If requested how would you make the records available?

Please note you only need to complete this question if requested by the supervising office.

Provide details of the systems and procedures you'll use to maintain a complete and auditable arrivals register that records the following information:

- the location of the consignment
- the date and time when the office of destination is informed
- the date and time when the unloading of the means of transport started
- identity of the means of transport
- the type of transit procedure used
 - T1 (not duty paid)
 - T2 (duty paid in the EU)
 - T2F (duty paid in an EU special territory)
 - UK domestic status
- the Movement Reference Number (MRN)

- the name of the office of departure
- the type, number and date of any subsequent declarations with details of the related invoices
- the identifying numbers of any licences and/or certificates used, if appropriate
- details of the customs approved treatment or use to which the goods were assigned subsequent to the ending of the procedure

List the format and content of your arrivals register

Include details on how you'll maintain your arrivals register and what system you'll use.

For goods arriving at your authorised location under cover of a New Computerised Transit System (NCTS) business continuity document

In this section we want you to detail what your procedures are for goods received when NCTS is unavailable (business continuity procedure).

Explain your arrangements and time limits for the following instances

For any goods arriving under business continuity procedures

How and when you tell the office of destination that goods have arrived

When you receive the unloading permission, after telling the office of destination about the arrival of the goods

What you do with the relevant copies of the documents with the unloading remarks, on the day the goods arrive (where you receive any sensitive goods, that is, those listed in Annex 71-02 to Delegated Regulation 2015/2446, the NCTS business continuity documents must be sent to the office of destination on the day the goods arrive)

Return the relevant copies of the documents with the unloading remarks.

Provide details of your operating instructions and how these are made available to staff using transit procedures

For any goods arriving at your authorised locations in error under any other form of transit document

Tell us about the arrangements for informing the office of destination that the goods have arrived at your authorised location in error

List anything excluded from authorisations

Please note that the competent office associated with authorised locations will be confirmed in the authorisation notice issued if your application is successful.

Consignee and ACTS declaration

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 ACTS guidance on GOV.UK, go to www.gov.uk/guidance/apply-for-transit-simplifications-consignor-or-consignee-status
- I am aware that certain categories of goods normally need to be controlled at the port where the goods are imported as described on GOV.UK, go to 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. 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're placed under a customs procedure or re-exported.

Please provide the following:

A list of company directors showing names and dates of birth

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

Tick the boxes below to show that you'll provide the following:

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

Local authority food registration documentation, where applicable

Home Office section 5 firearms authorisation or application, where applicable

Authorised consignee and authorised consignee temporary storage (ACTS) facility operators acknowledgement and receipt

Please sign and have witnessed this acknowledgement of the authorised consignee and authorised consignee temporary storage conditions if you as the operator, or their representative, agree to abide by all the terms and conditions. The signatory must be the named facility owner or operator or a senior responsible person acting on behalf of the facility owner or operator.

Witnesses must be of an appropriate senior level within the company (for example, company finance officer or secretary or a professional person such as company accountant or solicitor).

I/We on behalf of

undertake to make sure that the terms and conditions are always fully complied with.

I/We understand that failure to abide by the terms and conditions attached to this approval may result in Customs Civil Penalty action under the Customs and Excise Management Act 1979 or the Customs (Contravention of a Relevant Rule) Regulation 2003 and may also result in the revocation of our authorised consignee status and ACTS approval.

Signature

Signature witnessed in the presence of

Full name in capital letters

Witness's full name in capital letters

Date DD MM YYYY

Date DD MM YYYY

Status for example, proprietor, partner, director

Status for example, proprietor, partner, director

What to do now

Please send the scanned, signed and witnessed form to national-simplifications.ccto@hmrc.gov.uk

Alternatively, send the form to:

Transit Authorisations Team
BT-CCTO
HM Revenue and Customs
BX9 1EH

Telephone: 0300 322 7905, then choose option 2.

Please be aware there is an email data limit when sending emails to HMRC. If you're looking to send over 8MB you may need to split your submission over more than one email or compress the size of any data and attachments.

Suspension or revocation of approval

We may suspend or revoke your authorised consignee and ACTS approval if the information you've given is incomplete or incorrect. We can also suspend or revoke the approval if:

- you have not complied with the 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 premises are 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're 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.