A quick guide to charging procedures Initial notification of potential liability to charge received by fax or phone. Carrier views document and makes own enquiries as to how passenger travelled to the UK. Port inspector advises that potential Port inspector advises carrier that no liability exists and issues form IS80B. further action to be taken and serves form **IS80A**. The case is closed. Carrier has 30 days to make representations to port. Port inspector decides not to Port inspector considers representations proceed with charge and issues form and informs carrier of decision. **IS80C**. The case is closed. Port Inspector decides to impose charge and issues form **IS80D** advising carrier they have 30 days in which to pay. Carrier has 28 days from service of CLS inspector decides not to IS80D to make objections to Carrier proceed with charge and informs Liaison Section (CLS). carrier in writing. The case is then closed. CLS consider the objections and CLS Inspector informs carrier of decision within 70 days of service of the charge notice. CLS Inspector maintains charge and informs carrier in writing.

Whether or not you give a written notice of objection, you may appeal to the court against the decision to charge you. You must appeal to the court within 28 days of the service of the charge notice (IS80D) or if you make a written objection, within 28 days of service of our decision in response to your objections.

Carrier must then settle outstanding charge promptly.