



Additional location request

It's your responsibility and part of your authorisation conditions to inform us of any changes to your business. Please provide the information under the headings below. The application will only proceed if all your information is correct and up to date.

Company name

VAT Registration Number

Company address

Postcode

EORI number

Company Registration Number

Phone number

Do you hold an AEO certificate?

No

☐

Yes

☐

If yes, please give us your certificate number

Nominated contact

Email address

Please complete the relevant pages for authorisations being applied for and complete all parts of the relevant section.

Authorised Consignor Status – Common Transit (CT)

Full Address of the location you wish to be authorised

Postcode

Use this space to provide details of any extra locations that you wish to be authorised for

--

Are these premises authorised for the storage of non-community goods?

No ☐

Yes ☐ If yes, what type of approval is held?
For example, Customs Warehouse, Temporary Storage, ETSF,
Inland Clearance Depot

Full Address of the location you wish to use to print the Transit Accompanying Document (TAD)

Postcode

The Software you will use to print the TAD?

In the event of NCTS becoming unavailable, please advise if you wish to be authorised for the simplified business continuity procedure

No ☐

Yes ☐ If yes, please advise your preferred options:

Self-stamping of Business Continuity declaration using a special metal stamp	<input type="checkbox"/>
Business Continuity declaration bearing an imprint of the special metal stamp and self-stamped with a Business Continuity stamp	<input type="checkbox"/>
Printing of Business Continuity declarations using a special metal stamp on plain paper by laser printer (and self-stamped with a Business Continuity stamp)	<input type="checkbox"/>

What security measures do you have in place to ensure the safekeeping of the metal stamp or invoice or transport documents and forms bearing the stamp of the office of departure or the special stamp?

Authorised Consignee Status – Common Transit (CT)

Only complete if you're applying to end transit movements at your premises.

Please tell us which locations you wish to end transit movements at. If you're only storing goods for up to 6 days you can use Authorised Consignee Temporary Storage (ACTS). If you need to store goods for up to 90 days you need to hold an External Temporary Storage Facility (ETSF) approval for that location.

For more information about storage of goods after a transit movement, go to www.gov.uk/guidance/apply-for-transit-simplifications-consignor-or-consignee-status

Full addresses, including postcodes, of the places that you wish to use as authorised locations

Postcode

For this address I will operate Authorised Consignee Temporary Storage (ACTS)

Yes ☐ No ☐

If 'No', please confirm that you've already applied for, or hold an External Temporary Storage Facility approval (ETSF) for the location – provide details and approval numbers.

--

If you wish to end transit movements at more than one location, please provide the information above for each location on a separate sheet and attach to this form. If you intend to use ACTS, please confirm the premises meet the conditions. For more information, go to www.gov.uk/guidance/apply-for-transit-simplifications-consignor-or-consignee-status

If you use software to access NCTS to receive goods, please confirm the name of your software provider

--

Declaration

To the best of my knowledge and belief, the information I've given in this document is accurate and any accompanying documents are authentic. If my application is accepted, I'll tell HM Revenue and Customs about anything arising after the authorisation has been granted which may influence its continuation or content.

Signature

Date DD MM YYYY

--	--	--	--	--	--	--	--

Full name

Status (for example, proprietor, partner, director)

Organisation

What to do now

Send the application and any other accompanying documents to:

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

Telephone: 0300 322 7905, then choose option 2.

You can choose to submit this form and any attachments by email to nationalsimplifications.ccto@hmrc.gov.uk

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.