



Common Transit (for Great Britain) / Union Transit (for Northern Ireland), customs status and Transport International Routiers (TIR)

Complete questions 1 to 4 of this form.

From question 5 onwards, follow the instructions to determine whether each question applies. If any questions do not apply, cross them out.

For more information about transit and customs status simplifications, go to www.gov.uk/guidance/apply-for-transit-simplifications-consignor-or-consignee-status

You must read and sign the declaration before submitting your application.

1 Applicant's details

Enter the full name, address and postcode of the business making this application

Business name

Contact address

Postcode

Contact name

Telephone number

Email address

Are you VAT registered?

Yes ☐ No ☐

If 'Yes', what is your VAT Registration Number?

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Economic Operator Registration and Identification (EORI) number

GB

Northern Ireland EORI, if applicable

XI

Company registration number, if applicable

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2 Address where records will be held

Postcode

3 General conditions for authorisation

i. Approximately how often do you use Common or Union Transit?

Frequently – I have a transit guarantee in place

☐

Infrequently – I make less than 3 movements a year

☐

I have never used Transit

☐

ii. In what capacity do you currently use the transit arrangements? (Common/Union Transit or TIR only)
tick the appropriate boxes

Principal

☐

Exporter

☐

Importer

☐

Agent

☐

Authorised consignor

☐

Authorised consignee

☐

Other

☐

If 'Other' give details

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iii. Do you hold an AEO Certificate for any of the following?

Customs simplifications (C)

☐

Security and safety (S)

☐

Customs simplifications and security and safety (F)

☐

iv. Have you committed any offences against customs or tax legislation in the UK or any other countries?

Yes ☐ No ☐

If 'Yes' give details including the date of offences and (where appropriate) the name of the convicting courts

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v. Has a previous customs authorisation been revoked or suspended?

Yes ☐ No ☐

If 'Yes', please give details

Please provide a customs reference number

vi. Do you have in place an accurate record keeping system for auditing and customs control purposes?

Yes ☐ No ☐

If 'Yes', please give details of the systems you have put in place

If 'No' please indicate what plans you have for this

4 Authorisations applied for

Tick the appropriate boxes

i. Authorised consignor (transit) - Full NCTS ☐

Do you wish to use your authorisations for locations in GB, NI or both?

GB Only ☐ NI Only ☐ Both ☐

ii. Authorised consignee (transit) - Full NCTS ☐

Do you wish to use your authorisations for locations in GB, NI or both?

GB Only ☐ NI Only ☐ Both ☐

iii. Authorised consignee status (TIR) ☐

Do you wish to use your authorisations for locations in GB, NI or both?

GB Only ☐ NI Only ☐ Both ☐

5 Use of special loading lists (NCTS Business Continuity Procedure and customs status only)

Only complete if applying for the use of special loading lists simplification.

This authorisation can only be applied for if an existing authorisation is held for consignor/customs status or if a current application is being processed for any of these authorisations.

Should not be applied for if none of the conditions outlined are met.

i. Which type of list do you wish to be authorised to use as a special loading list?

Loading list where I use an integrated electronic or automatic data processing system to keep my records

☐

Descriptive list drawn up for the purpose of carrying out dispatch or export formalities

☐

ii. Tick this box if you wish to be authorised to use your special loading lists for consignment containing only one item

☐

iii. Please confirm that you have included the paper copy of your loading or descriptive list, with this application

☐

6 Use of seals of a special type

Only complete if applying for the use of seals of a special type simplification.

i. Give details of the trader seals which you wish to use (for example, make or name)

Sequential numbers of trader seals

ii. Give details of the measures that you have in place for the management of your trader seals

7 Authorised consignor status

a. Only complete section A if applying for air/sea paper (level 1) simplified procedures, customs status (paper document) or transit with authorisation for the NCTS Simplified Business Continuity procedure

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

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b. Only complete section B if applying for authorised consignor status for transit

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

Postcode

Postcode

If you intend to use more than 2 locations, please provide these on separate sheets and attach to this form.

Are these premises authorised for the storage of goods on which VAT, customs or excise duty has not been paid?

Yes ☐ No ☐

If 'Yes', which type of approval is held? For example, customs warehouse, temporary storage (for example, ETSF) Inland Clearance Depot, Inward Processing

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Do you hold a Common or Union Transit Guarantee through the Customs Comprehensive Guarantee (CCG) team? Tick the applicable box.

Common Transit ☐ Union Transit ☐ Both ☐ None ☐

If none, have you recently made an application for Common or Union Transit with the CCG team? Tick the applicable box.

Common Transit ☐ Union Transit ☐ Both ☐ None ☐

If 'None', to the questions above, then you need to apply for Common or Union Transit guarantee. To apply, please go to www.gov.uk/guidance/apply-for-a-customs-comprehensive-guarantee-to-cover-customs-debts

ii. Do you wish to be authorised for Simplified Business Continuity Procedure?

Yes ☐ No ☐

If 'Yes', tick the applicable box

Self-stamping of Business Continuity Procedure declarations using a special metal stamp and a Business Continuity stamp

☐

Printing of Business Continuity Procedure declarations and special stamp on plain paper by laser printer (and self-stamped with a Business Continuity Procedure stamp)

☐

iii. If you use a software to lodge your transit declaration, please confirm the name of your software provider

c. Only complete section C if you need authorised consignor status for one or more of the following: air/sea level 1 or customs status (paper documents)

i. Tick the box applicable to the type of authorisation you require

Documents bearing an imprint of the special stamp

☐

Documents stamped and signed in advance by customs (declaration or copy 4)

☐

Printing of documents and special stamp on plain paper by laser printer

☐

Self-stamping of documents using a special metal stamp

☐

ii. Tick this box if you wish to be authorised not to sign air/sea paper manifests (level 1), or customs status documents which bear the special stamp and which are made out by an integrated electronic or automatic data processing system

☐

d. Only complete section D for customs status (shipping company's manifest transmitted by electronic data interchange).

This simplification is a form of authorised consignor status available to international shipping companies only who meet certain conditions. For more information, go to GOV.UK

i. Give details of the data exchange system used to submit your manifests from the ports of departure to the ports of destination

8 Authorised consignee status

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

i. 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.

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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

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

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9 Information for air or sea simplified procedures

This section only needs to be completed if you are an airline or shipping company

Enclose a completed paper copy of your manifest. Only complete question a. if applying for paper (was level 1) procedure.

Only complete question b. if applying for ETD (was level 2) procedure.

a. Paper manifest - simplified procedure

If you wish to use the authorised consignor procedure in conjunction with air or sea paper simplified procedures you must make sure that you've also completed questions 7a and 7d of this form.

i. Using the table below give details of the countries and airports or ports of departure and destination. If you need more space, you may complete one or more photocopies of this page and attach them to the application form.

For sea paper manifest (level 1) the nominated ports must also be named in your Certificate of Regular Shipping Services.

Airports or ports of departure		Airports or ports of destination			Airport or port reference number
Country	Airport or port	Country	Airport or port	Representative	

ii. Tick this box if you wish to be authorised to send, to each airport or port of departure concerned, your own monthly lists of the manifests which you've presented to each airport or port of destination

☐

b. Electronic Transport Document (was level 2 simplified procedure)

i. Using the table below give details of the routes to be covered by the authorisation by giving, for each route, the country and airport or port of departure, the country and airport or port of destination and the frequency of the route, for example, daily, weekly, monthly. If you need more space complete one or more photocopies of this page and attach them to the application.

Airports or ports of departure		Airports or ports of destination			Airport or port reference number
Country	Airport or port	Country	Airport or port	Frequency	

For sea ETD (was level 2) the nominated ports must also be named in your Certificate of Regular Shipping Services.

ii. Give details (for example, type of link) of the EDI system used to transmit your manifests from the offices of departure to the offices of destination.

10 Check list

Please confirm that you have included the following documents with your application:

For authorised consignor status the C1343a Annex V consignor questionnaire
(if you ticked 4i and completed section 7 of this application form) ☐

For authorised consignee status the C1343b Annex VIII consignee questionnaire
(if you ticked 4ii and completed section 8 of this application form) ☐

For authorised consignee (TIR) status the C1343c Annex VIII (a) consignee (TIR) questionnaire
(if you ticked 4iii and completed section 8 of this application form) ☐

If you have applied for more than one location, please provide these on separate sheets
and attach to this form ☐

The paper copy of your loading or descriptive list with this application (if you ticked 5i and 5ii
and completed section 5 of this application form) ☐

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

Name in full use capital letters

Status, for example, proprietor, partner, director, company secretary

Date DD MM YYYY

What to do now

Send the application and any other accompanying documents to:

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

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.