



Use this form to apply for authorisation to operate as a Freeport business. You can apply for more than one business authorisation but each new application must be submitted on a separate copy of this form. We strongly recommend that you read the Freeport customs special procedure guidance on GOV.UK before filling in this form.

The form is split into 4 sections.

Section A – all applicants must fill in this section

Information you'll need:

- your Economic Operator Registration and Identification (EORI) number – if you do not already have an EORI number (unless you're a private individual) you must apply for one before filling out this form
- your business information
- PAYE reference number
- UTR (Unique Taxpayer Reference)

Section B – applicants undertaking storage activity must fill in this section

You'll need details of the goods that you want to import, including description, quantity and value.

Section C – applicants undertaking processing activity must fill in this section

Information you'll need for processing activity:

- details of the goods that you want to import, including description, quantity and value
- details of what you plan to do with the goods

Section D – applicants undertaking excise activity must fill in this section

Information you'll need for excise activity:

- type of excise activities you or any key personnel have been involved during the past 6 years
- copies of site plans where you intend to hold goods under the Freeport procedure
- premises details – including lessors details if premises are leased
- details of classes of goods you want to be able to accept into the warehouse
- details of any operations you want to perform on warehoused goods
- if you intend to produce excise goods in the Freeport, alongside your application to be authorised as a Freeport excise business, you'll need to apply separately (or already hold) the relevant excise production authorisation for the intended Freeport excise business

For this authorisation you will not normally need to provide a Customs Comprehensive Guarantee – after your application has been received, HM Revenue and Customs (HMRC) will advise you if one is required.

Important

If you're sending an application that includes more than one location, complete section A and the declaration once, and complete sections B, C and D for each location. If you wish to add an additional location at a later date you'll need to complete a new application.

Section A – all applicants must fill in this section

See the 'Important' note above about sending multiple applications.

A1 Name of applicant from the EORI registered business	A4 What is the legal status of your business?
<input type="text"/>	Limited company <input type="checkbox"/>
A2 Full address of the EORI registered business	Partnership <input type="checkbox"/>
<input type="text" value="Address"/>	Sole proprietor <input type="checkbox"/>
<input type="text"/>	Other, give details below <input type="checkbox"/>
<input type="text" value="Postcode"/>	<input type="text"/>
A3 EORI number	
<input type="text"/>	

Section A – all applicants must fill in this section (continued)

<p>A5 Company registration number (CRN) if registered</p> <input type="text"/>	<p>A13 Do you hold evidence of an agreement between the Freeport customs site operator and your business, saying that you can operate within their site?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>A6 PAYE reference number</p> <input type="text"/>	<p>A14 Do you have your Freeport location address?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, give the address below</p>
<p>A7 Unique Taxpayer Reference (UTR)</p> <input type="text"/>	<p>Address</p> <input type="text"/> <input type="text"/> <input type="text"/> <p>Postcode</p> <input type="text"/>
<p>A8 Contact name of the person responsible for the authorisation</p> <input type="text"/>	<p>A15 What business activity will your business undertake?</p>
<p>A9 Role or job title of contact above</p> <input type="text"/>	<p>Importing goods for storage and export or UK sale (if you select this option you'll need to fill in section B) <input type="checkbox"/></p>
<p>A10 Phone number</p> <input type="text"/>	<p>Importing goods for processing and export or UK sale (if you select this option you'll need to fill in section C) <input type="checkbox"/></p>
<p>A11 If you're happy to correspond with HMRC by email, enter your email address – read the last page for more information about document security</p> <input type="text"/>	<p>Importing excise goods for storage and export or UK sale (if you select this option you'll need to fill in sections B and D) <input type="checkbox"/></p>
<p>A12 In which Freeports do you want to operate as a Freeports business? Tick all that apply below. For each extra location you need to fill in a new copy of this form. For each extra form you only need to fill in sections B, C and D for each location.</p>	<p>Importing excise goods for processing (if you select this option you'll need to fill in sections C and D) <input type="checkbox"/></p>
<p>Anglesey <input type="checkbox"/></p>	<p>Before you can produce excise goods under a Freeport procedure you'll need to make sure that you have the relevant excise production approval <input type="checkbox"/></p>
<p>Celtic <input type="checkbox"/></p>	<p>If you want to store, process and produce excise goods (having secured the relevant production approval) complete sections B, C and D.</p>
<p>East Midlands <input type="checkbox"/></p>	<p>A16 Do you already hold special procedure authorisations or excise approvals?</p>
<p>Felixstowe and Harwich <input type="checkbox"/></p>	<p>Tick all that apply</p>
<p>Forth <input type="checkbox"/></p>	<p>Importing goods for storage and export or UK sale <input type="checkbox"/></p>
<p>Humber region <input type="checkbox"/></p>	<p>Importing goods for processing and export or UK sale <input type="checkbox"/></p>
<p>Inverness and Cromarty Firth <input type="checkbox"/></p>	<p>Storage, processing or production of excise goods <input type="checkbox"/></p>
<p>Liverpool City region <input type="checkbox"/></p>	<p>Place and kind of accounts or records</p>
<p>Plymouth <input type="checkbox"/></p>	<p>Records means the data containing all the necessary information and technical details, enabling the customs authorities to supervise and control the customs procedure.</p>
<p>Solent <input type="checkbox"/></p>	
<p>Thames <input type="checkbox"/></p>	
<p>Teesside <input type="checkbox"/></p>	

Section A – all applicants must fill in this section (continued)

A17 Address where the main accounts and customs records are held and accessible

Is this address the same as the EORI registered address?

No ☐ Yes ☐

If No, give the address below

Address
Postcode

A18 What kind of records (stock records) do you keep for the customs procedures, including excise where applicable?

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A19 What is your method of keeping stock records?

Select one method

Computerised ☐ Manual ☐

A20 Include your proposed procedures and stock records with this application. You must include both:

- an overview of your duty accounting procedures
- details of the stock management system you intend to use to record movements of goods into and out of the Freeport customs site

Have you included these with your application?

No ☐ Yes ☐

If No, explain why below

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A21 Do you intend to use any of the following methods of declaration into the Freeport procedure for non-controlled goods?

C21 Simplified declaration procedure (UK law) ☐

Declaration by conduct ☐

A22 Do you intend to use transit to move your goods in or out of your Freeport business?

No ☐ Yes ☐

Section B – storage

Applicants undertaking storage activity must fill in this section. You'll need details of the goods that you want to import, including description, quantity and value.

<p>B1 EORI number</p> <div></div> <p>Details of planned activities</p> <p>B2 Describe the nature of the planned activities to be carried out on the goods in the customs procedure</p> <div></div> <p>Address where the activity will take place</p> <p>B3 Is this address the same as the Freeport location address stated at question A14?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/> If No, give the address below</p> <div><div>Address</div><div></div><div></div><div></div><div>Postcode</div></div> <p>Identification</p> <p>B4 Select the intended means of identification</p> <p>Choose at least one option</p> <p>Serial or manufacturers number <input type="checkbox"/></p> <p>Affixing of plumbs, seals, clip-marks or other distinctive marks <input type="checkbox"/></p> <p>Taking of samples, illustrations or technical descriptions <input type="checkbox"/></p> <p>Carrying out analysis <input type="checkbox"/></p> <p>Other means of identification, give details in the box below <input type="checkbox"/></p> <div></div>	<p>Loss rate</p> <p>B5 Do you anticipate any losses in storage? For some commodities losses can be expected, for example, due to evaporation, goods stuck to pipes or spillage for grain or liquid.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If Yes, give details below</p> <div></div> <p>Storage of goods not under the arrangements</p> <p>B6 Do you plan to use common storage or equivalent goods? You can find out more about this in the Freeport customs special procedure guidance on GOV.UK.</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>B7 Description of goods</p> <div></div> <p>B8 Commercial quality and technical characteristics of the goods</p> <div></div>
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Section B – storage (continued)

<div><div>B9</div><div>Are the goods likely to present a danger?</div><div>No<input type="checkbox"/>Yes<input type="checkbox"/></div><div>If Yes, give details below</div><div></div></div> <div><div>B10</div><div>Are the goods likely to spoil other goods?</div><div>No<input type="checkbox"/>Yes<input type="checkbox"/></div></div>	<div><div>B11</div><div>Do the goods require any special facilities for other reasons?</div><div>No<input type="checkbox"/>Yes<input type="checkbox"/></div><div>If Yes, give details of why the goods need special facilities</div><div></div></div>
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Section C – processing

Applicants undertaking processing activity must fill in this section. Information you'll need for processing activity:

- details of the goods that you want to import, including description, quantity and value
- details of what you plan to do with the goods

C1 EORI number <input type="text"/> Address where the activity will take place C2 Is this address the same as the Freeport location address stated at question A14? No <input type="checkbox"/> Yes <input type="checkbox"/> If No, give the address below <input type="text" value="Address"/> <input type="text"/> <input type="text"/> <input type="text" value="Postcode"/> C3 Select the intended means of identification Choose at least one option Serial or manufacturers number <input type="checkbox"/> Affixing of plumbs, seals, clip-marks or other distinctive marks <input type="checkbox"/> Taking of samples, illustrations or technical descriptions <input type="checkbox"/> Carrying out analysis <input type="checkbox"/> Other means of identification, give details in the box below <input type="checkbox"/> <input type="text"/>	C4 Description of goods <input type="text"/> C5 Estimated quantity of goods For example, kg, litres, number of items – this is estimated yearly quantity. Please contact the supervising office if this changes in the future. <input type="text"/> C6 Estimated value of goods Enter a valid estimated value of the goods. <input type="text"/> C7 Give details of the processing to be carried out <input type="text"/> C8 Period of discharge in months Enter the number of months needed for the operations to be carried out within the customs procedure. <input type="text"/>
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Section C – processing (continued)

C9 Tell us how you're going to dispose of the goods

You can find out more about this in the Freeport customs special procedure guidance on GOV.UK.

Re-export

☐

Free circulation

☐

To another customs procedure

☐

To another Freeport authorisation holder

☐

Other simplified disposal method

☐

If you selected 'Other simplified disposal method' tell us which method. Choose at least one option.

Armed forces

☐

Navy, Army and Air Force Institutes (NAAFI)

☐

Diplomatic offices

☐

Ships stores or bunkers

☐

Commissary stores

☐

Tray type meals

☐

Aviation fuel

☐

Other, give details below

☐

C10 On what basis do you intend to determine the liability for import duty in respect of your processed goods (that is, the compensating products)?

Based on the value of the compensating products

☐

Based on the value of the imported goods.
This can be found under the Customs (Special Procedures and Outward Processing) (EU Exit) Regulations 2018, Regulation 18G

☐

C11 Do you want to use equivalence?

You can find out more about this in the Freeport customs special procedure guidance on GOV.UK

No

☐

Yes

☐

Section D – excise

D1 What type of excise activities have you, or any key personnel of the named business, been involved in during the past 6 years?

For example, operating under an alcoholic products producer approval or as a warehouse keeper. Tell us about applications that have been approved and refused, including the dates, and provide any approval numbers.

D2 Is the trading name different to the Freeport excise warehouse name?

No ☐ Yes ☐

If Yes, give details below

D3 Attach a copy of a site plan with the areas where you intend to hold goods under the Freeport procedure.

I confirm I am attaching the site plan with this application ☐

Premises details

D4 Are the premises owned or leased?

Owned ☐ Leased ☐

If leased, enter the lessors address, telephone number, fax number, email address and VAT number

D5 What are the intended opening hours of the Freeport excise warehouse? Set out in days and include open and closed times.

D6 From the list, show the classes of goods you want to be accepted into the Freeport excise warehouse

Tobacco

What tobacco products will you store?

All tobacco products ☐

Specific categories of tobacco products ☐

Beer

All beers ☐

Wine

What type of wine will you store?

All wines ☐

Specific types of wine ☐

Categories of wine that you'll store

Non-sparkling wine ☐

Sparkling wine ☐

Intermediate products

All intermediate products ☐

Intermediate products (fortified and made-wine between 15% and 22%) ☐

Cider and perry

All cider and perrys ☐

Spirits

What types of spirits will you store?

All alcohol ☐

Sub-categories ☐

Categories of spirits you'll store

Spirituous beverage ☐

Ethyl alcohol ☐

Denatured alcohol ☐

Other products containing ethyl alcohol ☐

Hydrocarbons

Please specify

Section D – excise (continued)

<p>D7 Please provide any additional information here which is not already covered by answers you've given at question D6</p> <div></div>	<p>D9 Do you wish to store duty paid excise goods within the area of the Freeport excise warehouse?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>D10 Do you wish to produce excise goods under the Freeport special procedure?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>D8 Are you applying for permission to perform operations on warehoused goods?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If Yes, give details below</p> <div></div>	

Declaration

<p>Are you attaching extra documents?</p> <p>No <input type="checkbox"/> Yes <input type="checkbox"/></p> <p>If Yes, please confirm what these extra documents are and what they include in the box below.</p> <div></div>	
<p>Have you attached your proposed procedures and stock records?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>Have you attached your evidence of an agreement between the Freeport customs site operator and your business?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>Do you hold a health and safety risk assessment for the business activity location?</p>	<p>No <input type="checkbox"/> Yes <input type="checkbox"/></p>
<p>By completing this application:</p> <ul style="list-style-type: none">• I agree to comply with the requirements of the Free Zone procedure and that the information I've given on this form and in any accompanying document is true and complete• I'll tell HMRC about any changes that occur relating to the information provided after the authorisation has been granted• I understand and agree that HMRC will tell the customs site operator if this authorisation ceases to have effect for any reason	
<p>Full name</p> <div></div>	<p>Position in company – for example company secretary, director</p> <div></div>

What you need to do now

You can submit this form and any attachments by email with the subject title 'Freeport business application' plus your business name, to freeportbusinessapplications@hmrc.gov.uk and the team will contact you to help you through the process.

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.

You can also post the application and attached paperwork to:

Freeport Authorisations
HM Revenue and Customs
BX9 2AA

Information and document security

Important, please read before submitting this application.

Tick this box to confirm you understand and accept the risks outlined below

☐

HMRC takes the security of personal information very seriously.

By providing your email address on this form you are confirming that you are content for us to send information about your business, including financial information and that you are happy for us to send you attachments. This is for all matters about your Freeport business authorisation application.

The main risks of using email that concern HMRC are as follows:

- confidentiality and privacy - there is a risk that emails sent over the internet may be intercepted
- confirming your identity - it is crucial that we only communicate with established business contacts at their correct email addresses
- there is no guarantee that an email received over an insecure network, like the internet, has not been altered during transit
- financial information could be misused - attachments could contain a virus or malicious code
- we'll desensitise information wherever possible, for example by only quoting part of any unique reference numbers - we're happy to discuss how you may do the same but still provide the information we need
- by providing your email address you're confirming that you understand and accept these risks - this confirmation will be held on file and will apply to all future email correspondence until we're notified otherwise
- if you would prefer us not to respond to your enquiry by email, for example, because other people may have access to your email account, we're happy to respond by an alternative method which will need to be agreed

For more information, see HMRC's privacy policy.