



Use this form to apply for a manual release if the BTMS (for GB SPS) cannot process an automated release for your sanitary and phytosanitary (SPS) consignment.

Please send your completed form with a copy of your customs entry document, commercial documents and any documentation specified below. Email this directly to nch.cds@hmrc.gov.uk

By providing an email address you understand and waive any perceived data security risks which may arise from the use of email communication. For more information, go to www.gov.uk/government/publications/corresponding-with-hmrc-by-email-ccfs72

<p>1 Agent company name</p> <input type="text"/> <input type="text"/>	<p>4 Name of Port Health Office, Border Inspection Post or Designated Point of Entry</p> <input type="text"/> <input type="text"/>
<p>2 Contact name</p> <input type="text"/>	<p>5 Movement Reference Number (MRN)</p> <input type="text"/>
<p>3 Phone number</p> <input type="text"/>	<p>6 Date of entry DD MM YYYY</p> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

BTMS is not able to provide an automated release

Please tick one box only	Document to include
A Regulation Notification (16/23) has been issued for the consignment in place of a common health entry document (CHED-A) (and veterinary inspection fees have been collected) <input type="checkbox"/>	Copy of Regulation Notification 16/23
The CHED has an unacceptable decision, however, clearance is requested to use the consignment for another approved purpose <input type="checkbox"/>	A copy of the completed CHED must be supplied together with a copy of the legal notice issued
A system outage has occurred and manual clearance procedures have been initiated <input type="checkbox"/>	Proof that the CHED checks have been completed and are satisfactory
Other (please specify): <input type="text"/> <input type="checkbox"/>	Proof that the CHED checks have been completed and are satisfactory

If you need help please phone these numbers at the National Clearance Hub:

- Route 1 Import helpline: Monday to Friday, 8am to 6pm, phone 03000 588 454.
- Import out of hours: Monday to Friday, 6pm to 8am, Saturday and Sunday, open 24 hours, phone 03000 588 401.
- Live animals: Monday to Friday, 8am to 6pm, phone 03000 588 452.