



Add a location to a consignor or consignee authorisation

You can use this form to apply to add additional locations to an existing consignor or consignee authorisation.

You can add up to 20 locations in one submission. Please use additional pages if required.

You can only add location types that the business is already approved to operate. For example, if you only hold a consignee authorisation you cannot add a consignor location.

Any locations you add will operate under the same terms and conditions as your existing authorisation. If you need to update your authorisation terms and conditions, you must do this before you add any more locations. You can do this by emailing cctonational-simplifications@hmrc.gov.uk to ask about updating your authorisation.

To add a location as an authorised consignor location, complete sections 1, 2 and 4.

To add a location as an authorised consignee location, complete sections 1, 3, and 4.

To add a location as both an authorised consignor and consignee location, complete all sections.

Section 1 Business information

Business trading name	Phone number
Business trading address	Nominated contact
	Email address
Postcode	EORI number

Section 2 Add an authorised consignor location

For each location you must confirm that you have suitable control measures and contractual arrangements in place to comply with:

- the terms and conditions of your authorisation
- the legal requirements for authorised consignor premises

You can find the requirements at www.gov.uk/guidance/apply-to-add-a-location-to-a-consignor-or-consignee-authorisation

Full addresses of the premises you want to use as authorised locations

Location 1	Location 2
Postcode	Postcode
☐ I understand and confirm that the location I want to add meets the terms and conditions and legal requirements of my authorisation	☐ I understand and confirm that the location I want to add meets the terms and conditions and legal requirements of my authorisation

Section 2 Add an authorised consignor location continued

Location 3	Location 4
Postcode	Postcode
☐ I understand and confirm that the location I want to add meets the terms and conditions and legal requirements of my authorisation	☐ I understand and confirm that the location I want to add meets the terms and conditions and legal requirements of my authorisation

Section 3 Add an authorised consignee location

You must confirm what type of temporary storage you plan to operate at each location.

If you already hold External Temporary Storage Facility (ETSF) approval at the location you want to add, provide the ETSF approval reference number.

If you plan to operate ETSF at the new location but the location does not currently have ETSF approval, you need to receive ETSF approval before you apply to add the new location to your authorised consignee authorisation.

If you plan to operate Authorised Consignee Temporary Storage (ACTS), tick the box to let us know. You must complete form C1343b in addition to this form to request ACTS status for each location you plan to operate ACTS at. You must also give supporting evidence for each location. Please send both forms and any supporting paperwork as a single application, either by email or post.

For more information about how to operate an ACTS location and the evidence you must provide, go to section 6.4.7 of The Transit Manual Supplement www.gov.uk/guidance/transit-manual-supplement/6-simplifications

Full addresses of the premises you want to use as authorised locations

Location 1	Location 2
Postcode	Postcode
I intend to operate the address entered above as an:	I intend to operate the address entered above as an:
☐ External Temporary Storage Facility (ETSF)	☐ External Temporary Storage Facility (ETSF)
ETSF approval reference number	ETSF approval reference number
☐ Authorised Consignee Temporary Storage (ACTS)	☐ Authorised Consignee Temporary Storage (ACTS)

Section 3 Add an authorised consignee location continued

Location 3	Location 4
Postcode	Postcode
I intend to operate the address entered above as an:	
☐ External Temporary Storage Facility (ETSF)	☐ External Temporary Storage Facility (ETSF)
ETSF approval reference number	ETSF approval reference number
☐ Authorised Consignee Temporary Storage (ACTS)	☐ Authorised Consignee Temporary Storage (ACTS)

Section 4 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. 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

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Full name

Status (for example, proprietor, partner, director)

Organisation

What to do now

Send the notification and any accompanying documents to:

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

For help or more information about this form, phone 0300 322 9434

You can choose to submit this form and any attachments by email to cctonational-simplifications@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.

If you choose to email us, please be aware that email is not secure. The main risk is that information sent by email could be changed or read by someone else before it reaches us. Please only use email to contact us or send us information if you accept the risks.

If you have any doubt that an email has come from HMRC, then do not click on any links, give any personal details or reply to the email. You should send the email to us at phishing@hmrc.gov.uk