



Bringing your personal belongings to the United Kingdom when furnishing, or after giving up, a secondary home

(If you are bringing in:

- personal belongings, but not to/from a secondary home, use Form C3;
- motor vehicles, use Form C104A;
- pets, use Form C5.)

This form is for you to declare your belongings to Customs and to claim any duty and tax free reliefs that may apply when you are:

- furnishing a **secondary home** in the UK, or
- giving up a **secondary home** which is outside the UK.

A **secondary home** is a home which you own or rent and use only occasionally, ie. it is **not** where you usually live.

Further details of the secondary residence relief are given in Customs Notice 3 ('Bringing your belongings and private motor vehicle to the United Kingdom from outside the European Community').

If you want a copy of this notice or more information, ask at one of our local offices (look in your phone book under 'Customs and Excise' but not our VAT Offices).

Please use BLOCK LETTERS

Personal details

Surname	Forename(s)	Date of your arrival in the UK day month year
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Packing details

- Packages include cases, cartons, tea chests and the like.
- **You must attach a complete detailed packing list to this form; &**
- number and sign each page of the list.

Total number of packages containing your belongings

Please answer questions on page 2 and complete pages 3 & 4. ➔

Request to clear

When your belongings arrive in the UK you, or your agent, should complete this part.

Ship's name or aircraft flight number	Bill of lading or airway bill number	
Place of loading abroad	Container number(s)	
Place of import	Date of import	Place for examination
I request clearance of the goods mentioned above.		
Signature (importer or agent) Date		

For official use

Duty and tax *relief*

Please tick correct box and answer all questions unless directed otherwise.

1. a) In which country do you have your **normal home**?
.....
- b) How long have you lived there?
.....
- c) Do you own a secondary home in the **UK**? No
Yes How long have you owned it?
.....
- d) Are you renting a secondary home in the UK? No
Yes For how long are you renting it?
.....

Now go to section 2 or 3, whichever applies.

2. Furnishing a secondary home in the UK.

- a) If you are furnishing your secondary home from within the EC, do your belongings include any goods which you have not used in your normal home? No
Yes list these goods in part B
- b) Are your belongings coming from outside the EC? No
Yes list these goods in part B
- c) Do your belongings include any goods obtained under a tax-free scheme and on which duty and/or tax remain unpaid? No go to part A
Yes list these goods in part B and go to part A

3. Giving up a secondary home which is outside the UK.

- a) In which country is the secondary home you are giving up?
.....
- b) On what date did you/will you give up the secondary home?
.....
- c) If you are giving up a secondary home which is within the EC, do your belongings include any goods which you have not possessed and used in your secondary home? No
Yes list these goods in part B
- d) Do your belongings include any goods from a secondary home which is outside the EC? No
Yes list these goods in part B
- e) Do your belongings include any goods obtained under a tax-free scheme and on which duty and/or tax remains unpaid? No go to part A
Yes list these goods in part B and go to part A

Meaning of words in italics

Relief is freedom from paying duty and tax so long as you fulfil a set of rules (these are explained in Customs Notice 3)

Normal home is where you usually live - that means where you spend 185 days or more in a period of 12 months because of your work and personal connections. But if you have no work connections or your work and personal connections are in different countries then you usually live where your personal connections are. (If you are a UK citizen and you are working abroad your normal home can be where you are working so long as you have lived there for 185 days or more in a period of 12 months.)

UK is England, Scotland, Wales, Northern Ireland (but not the Channel Islands).

EC is the European Community: Austria, Belgium, Denmark, Finland, France, Germany, Greece, the Irish Republic, Italy, Luxembourg, the Netherlands, Portugal, Spain (but not the Canary Islands), Sweden, the UK (but not the Channel Islands).

Belongings are the goods kept by you or your immediate family for household or personal use.

Part A You must list the following goods below:

Type of goods	Description of goods	Quantity eg Number of bottles	Country where obtained and if duty/tax free	Price paid	Present or value	How long have you had these?	Marks or description of packages in which packed
Tobacco products Cigarettes, cigarillos, cigars, other tobacco	If none, write "NONE".						
Spirits <i>(including liqueurs)</i> Put - brand name - strength - bottle size - quantity remaining	If none, write "NONE".						
Wine Put - type - bottle size - quantity remaining	If none, write "NONE".						
Perfume/ Toilet Water Put - type - bottle size - quantity remaining	If none, write "NONE".						
Tools of trade	If none, write "NONE".						
Goods for commercial use <i>(including goods intended for sale in the UK)</i>	If none, write "NONE".						
Prohibited and restricted goods See the list below before completing.	If none, write "NONE".						

If you have used all the space, add continuation sheet(s). Please number and sign each sheet.

Prohibited and restricted goods include:

- Controlled drugs such as opium, heroin, cocaine, morphine, cannabis, amphetamines and lysergide (LSD).
- Firearms (*including gas pistols, electric shock batons and similar weapons*), ammunition and explosives (*including fireworks*).
- Indecent or obscene video cassettes, films, books, magazines and other articles.
- Horror comics.
- Flick knives.
- Counterfeit currency.
- Radio transmitters (*walkie-talkies, Citizen Band Radios etc.*) not approved for use in the UK.
- Meat and poultry; many other animal products.
- Plants, parts thereof, and plant produce including trees and shrubs, potatoes and certain other vegetables, fruit, bulbs and seeds.
- Most animals and birds, whether alive or dead (*e.g. stuffed*) certain articles derived from protected species including furskins, ivory, reptile leather and goods made from them.

Part B Other goods (not listed in Part A)

Description of goods If you have no goods to list, please write 'NONE'	Quantity	Country where obtained and if duty/tax free	Date obtained	Price paid	or Present value	Period of use	Marks or description of packages in which packed

If you have used all the space, add continuation sheet(s). Please number and sign each sheet.

<p>Warning</p>	<p>Imports are examined by Customs and there are heavy penalties for making false declarations including possible forfeiture of goods.</p>
<p>Declaration</p> <p>This must be signed by the importer of the goods and NOT by an agent.</p>	<p>I declare that:-</p> <ul style="list-style-type: none"> ● I have read the notes on this form. ● This form, the packing list and attached continuation sheet(s) include all the information required. ● All the answers given on this form and on the continuation sheet(s) numbered..... are true and complete. ● I am personally aware of what is contained in the packages totalled on the first page. <p>Signature Date</p> <p>Address in the UK</p> <p>.....</p> <p>.....</p>
<p>What to do next</p>	<p>When you have completed this form, send it with any continuation sheet(s), packing list, relevant invoices and the keys for any locked packages to the agent, airline or shipping company that is clearing your belongings through UK Customs.</p>