



PRIVATE AIRCRAFT CLEARANCE SYSTEM

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1. THE PRIVATE AIRCRAFT CLEARANCE SYSTEM

The Law Enforcement Agencies within the Bailiwick of Guernsey jointly operate a Private Aircraft Clearance System which places a statutory obligation on any person(s) departing from or arriving in the Bailiwick of Guernsey on private aircraft to report their movements. This obligation is met by fully completing a Bailiwick of Guernsey General Aviation Report jointly issued by the Guernsey Border Agency and Guernsey Police.

The Customs & Excise (General Provisions) (Bailiwick of Guernsey) Law 1972 requires the commander of any aircraft arriving from a port or place outside of the Island shall declare to the Chief Revenue Officer all goods, including stores, carried in that aircraft and shall declare to the Chief Revenue Officer all goods and stores which are to be unloaded from that aircraft in the Island.

All persons travelling on a private aircraft within the United Kingdom, Channel Islands and Isle of Man should carry a valid form of photographic identification. Persons travelling outside of this area must carry a valid Passport or National Identity Card (*See section 2 under Guernsey Border Agency for more information*)

The Private Aircraft Clearance System is for General Aviation Aircraft only and does not apply when travelling on Commercial Airlines or air taxis (*see section 4 - glossary for definitions*).

2. LAW ENFORCEMENT AGENCIES

GUERNSEY POLICE

The Police Powers provided within the Terrorism and Crime (Bailiwick of Guernsey) Law 2002 to examine persons are very comprehensive. Special Branch Officers will maintain close liaison with the United Kingdom Law Enforcement and Intelligence Agencies to ensure travelling individuals who pose a threat to Bailiwick and National Security are identified and dealt with according to the Law.

Schedule 8 states that an examining officer may examine any person(s) who have arrived in or are seeking to leave the Island by ship or aircraft for the purposes of determining their involvement in terrorism. (*Customs Officers are also empowered as examining officers under this Law*)

Special Branch Officers will also maintain an active watch for travelling individuals wanted for criminal offences both locally and internationally. Such individuals will be dealt with in accordance with Police Powers and Criminal Evidence (Bailiwick of Guernsey) Law 2003.

➤ **Points of Contact**

In Guernsey a Police Officer can be contacted:

- a) via Flight Briefing
- b) on telephone number 01481 725111

In Alderney a Police Officer can be contacted on telephone number 01481 822731

GUERNSEY BORDER AGENCY

IMMIGRATION

Immigration controls are the same when travelling on a Private Aircraft as any other mode of transport into the Island.

All persons, including British citizens, arriving into Guernsey from airports directly outside of the Common Travel Area (*see section 5 - Glossary of Terms*), must carry a valid passport or other recognised national identity document. However, for travel to, or through, the Republic of Ireland please seek the advice of the Immigration Authorities in that Country as they operate unique requirements in respect of travel documentation.

Any person who is not a member of a national state of the European Economic Area, (*see section 5 - Glossary of Terms*) or Switzerland, who is arriving from a place outside of the Common Travel Area, must contact a Customs / Immigration Officer upon arrival.

In accordance with Paragraph 27 (1) of Schedule 2 of the Immigration Act 1971, as extended to the Bailiwick of Guernsey, the pilot, the owner or agent of the aircraft must ensure that arrangements are made for those persons to be examined by a Customs / Immigration officer.

A list of those nationalities requiring a visa in order to enter the United Kingdom or Islands can be obtained from the Immigration & Nationality Division or from the Guernsey Border Agency website: www.gov.gg/GBA.

The owner or pilot of an aircraft may be liable to a penalty of up to £2000 in respect of each person requiring leave to enter who arrives improperly documented or without a visa when required.

If a person is refused leave to enter the United Kingdom or Channel Islands the cost of removing them abroad will fall to the owner or agent of the aircraft. This will normally be back to the airport of departure, or in some circumstances back to the person's country of origin.

CUSTOMS AND EXCISE

Customs Officers will conduct regular enforcement checks on G.A. aircraft. These checks will be conducted to ensure that the pilots are adhering to the statutory requirements with regard to the carrying of passengers, freight or goods chargeable with a customs duty or goods subject to an import or export regulation i.e. are either prohibited or restricted or otherwise subject to licence.

➤ Duty Free Allowances & regulations

Duty Free allowances are for personal use only and are only applicable to the individuals who are carrying them. Duty Free allowances are not for commercial purposes.

Pilots and passengers (over 17) have an allowance of 200 Cigarettes *or* 100 Cigarillos *or* 50 Cigars *or* 250 grams of Tobacco, 2 litres of wine *and* 1 litre of spirits *or* 2 litres of fortified, sparkling or other liqueurs *or* an additional 4 litres of wine. In relation to other goods, if they have been brought in from a country of the EC, goods to an unlimited value may be imported, with the exception of beer and cider to a maximum of 50 litres per person (or a combination of beer and cider) or if they have been brought in from a country outside the EC, goods to a value of £390 if travelling on a commercial air or sea service or £270 if travelling on a private aircraft or a private vessel.. If something is brought which is worth more than the limit of £390 or £270, the duty on the full value will have to be paid not just on the value above the limit. If travelling as a family or group, allowances cannot be pooled towards an item worth more than the limit. The duty will have to be paid on the full value of the item.

If Pilots and Passengers are purchasing duty frees from the Guernsey or Alderney duty free shops they must adhere to the security procedures put in place by the Airport Authorities.

If Pilots or Passengers, arriving in Guernsey or Alderney, have goods in excess of their personal duty free Customs allowance they should declare this on the General Aviation Report and contact a Customs Officer before leaving the airport.

Pilots and Passengers travelling within the Bailiwick of Guernsey are not permitted to purchase duty free goods

➤ Declaration of cash

Under The Cash Controls (Bailiwick of Guernsey) Law, 2007 if you are carrying 10,000 Euros or more or the equivalent amount in any currency, and are travelling directly to or from the Bailiwick of Guernsey you must complete a cash declaration.

For the purposes of this declaration 'Cash' not only means currency notes and coins but also bankers drafts, cheques (including travellers cheques), money orders or promissory notes. The definition, under the Law, of 'Cash' also includes postage stamps, bullion (which includes gold, silver, palladium and platinum whether pure or impure), ingots and coins when the value exceeds 10,000 Euros. Therefore a cash declaration form should also be completed if you are travelling with any of the aforementioned.

➤ **Freight consignments & documentation**

The Customs and Excise (General Provisions) (Bailiwick of Guernsey) Law, 1972, section 15 outlines the importation of freight and applies equally throughout the Bailiwick.

Any freight, for commercial purpose, that is exported from or imported into the Bailiwick on a private aircraft must be declared on the General Aviation Report. The classification of freight is any goods that are being imported into or exported from the Bailiwick of Guernsey. If you have insufficient space on the form an additional manifest or inventory must be attached to the form. If you are importing personal effects a full inventory must be submitted.

The Customs and Excise Division require that General Aviation aircraft which carry freight between Guernsey & Alderney and vice versa declare the freight on their General Aviation Report as this will facilitate a timely customs clearance.

Goods that are liable to excise or customs duty or which include any items for which the importation may be prohibited or restricted must be declared on the General Aviation Report together with an invoice or valid proof of purchase.

If you submit an invoice with your General Aviation Report, declaring any goods mentioned above but no Customs Officer is available, an Officer will subsequently contact you to advise you of the duty payable.

Any freight items or goods in excess of personal allowances which are not manifested on a General Aviation Report or declared to Customs could be liable to forfeiture.

If any person imports any goods chargeable with a duty without declaring them or imports any goods the importation of which is prohibited or restricted, they may render themselves liable to prosecution.

Customs Officers will on occasion undertake spot checks of goods carried on General Aviation aircraft. Officers have the power under Law to examine these goods and may do so upon request.

➤ **Points of Contact**

If you or your passengers require either Customs or Immigration clearance, including clearance for freight or have goods in excess of their personal allowance you must contact a Customs / Immigration Officer.

In Guernsey a Customs / Immigration Officer can be contacted:

- a) via Flight Briefing
- b) on telephone number 01481 230650
- c) if an Officer cannot be contacted on either (a) or (b) above the Duty Senior Officer (normally based at the White Rock) can be contacted on 07781 109291.

In Alderney a Customs / Immigration Officer can be contacted:

- a) by utilising one of the designated red telephones located in the Fire House/Flight Clearance Office or in the Airport Passenger Terminal Customs Hall.
- b) on telephone number 01481 823573
- c) if an Officer cannot be contacted on (a) or (b) above the Duty Senior Officer in Guernsey can be contacted on 07781 109291.

3. COMPLETION AND DISPOSAL OF THE GENERAL AVIATION REPORT

The Pilot / Commander of an aircraft entering or leaving the Bailiwick must fully complete a General Aviation Report, a downloadable copy of which is available on the GBA website: www.gov.gg/GBA.

(To view the downloadable form, and save any details you enter, we suggest using the free 'Adobe Reader' software. This is available from <http://get.adobe.com/uk/reader/otherversions/>).

Hard copies can also be obtained from Guernsey Air Traffic Control , Aiglle Aviation or ASG Ltd.

(Note:- GARs are not required for flights between the Islands of Guernsey and Alderney)

Once fully completed, and no later than immediately after arrival or prior to departure, the original copy should be lodged either:

- a) at Flight Briefing, Guernsey Airport,
or
- b) at a duly recognised Handling Agent,
or
- c) at the Customs Office, located in the Guernsey Airport, Passenger terminal building,
or
- d) In the case of a flight arriving in or departing from Alderney at the Fire House, Alderney Airport.

Any person who is not a member of a national state of the European Economic Area, (*see section 5 – Glossary of Terms*) or Switzerland, who is arriving from a place outside of the Common Travel Area, must contact a Customs / Immigration Officer upon arrival.

VISITING AIRCRAFT

No further declaration is required on departure from the Bailiwick, provided that there has been no change to the original declaration in respect of the aircraft's load (*e.g. the listed passengers have been shown as in/out as appropriate and there are no further passengers, freight, dutiable or prohibited or restricted goods, etc*). Should a change occur a new declaration is required.

LOCAL AIRCRAFT

No further declaration is required on returning to the Bailiwick, provided that there has been no change to the original declaration in respect of the aircraft's load (*e.g. the listed passengers have been shown as in/out as appropriate and there are no further passengers, freight, dutiable or prohibited or restricted goods, etc*). Should a change occur a new declaration is required.

4. SUSPICIOUS ACTIVITY

If you see or hear anything suspicious relating to drug importations or supply or are asked to bring someone to the Island that could be an illegal entrant please call the Guernsey Border Agency on any of the contact numbers given above or if you wish to remain anonymous please call confidential hotline on **0800 318 318**. All calls to hotline are answered by trained professionals and treated in the strictest confidence. Your information, no matter how small, is vital. Your call can make a difference.

If your call relates to matters of Terrorism or other Police related matters, please call Crimestoppers on **0800 555 111** or the Guernsey Police on **01481 725111**.

5. GLOSSARY OF TERMS

- a) *The European Union comprises;*
Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark;
Estonia; France; Finland; Germany; Greece; Hungary; Ireland,
republic of (Eire); Italy ;Latvia; Lithuania; Luxembourg; Malta; The
Netherlands; Poland; Portugal; Romania; Slovakia; Slovenia; Spain;
Sweden; The United Kingdom
- b) *The European Economic Area comprises;*
The European Union; Iceland; Liechtenstein; Norway
- c) *The Common Travel Area comprises;*
The United Kingdom; The Republic of Ireland; The Isle of Man; The
Channel Islands
- d) *Private Aircraft*
Is a light aircraft seating a maximum of 12 persons, other then when
used commercially under an air operators certificate.
- e) *Air Taxi*
A private aircraft that transports paying passengers but is not a
commercial service, however the pilots are classified as
commercially paid pilots.