

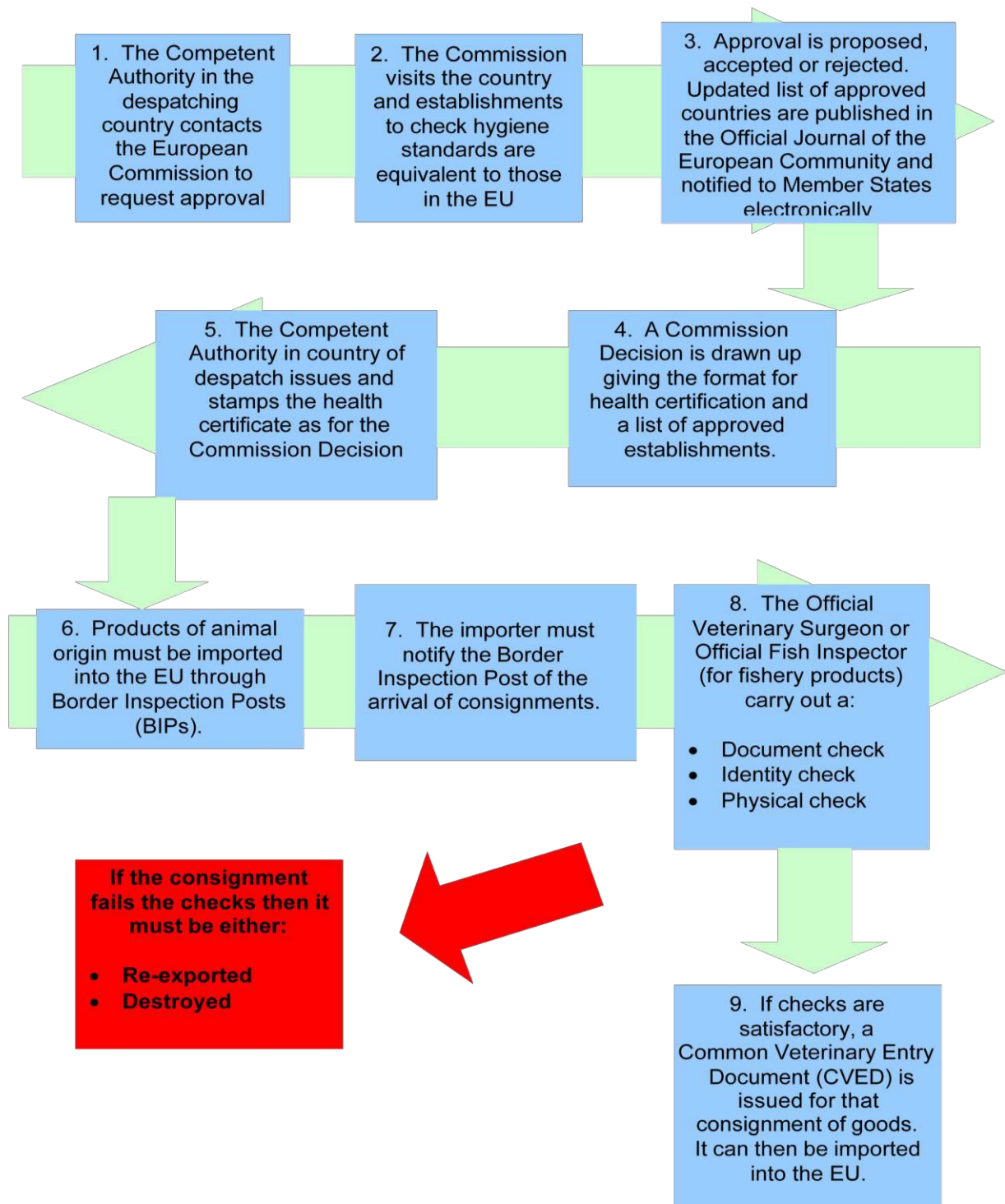
Scotland: Inland Enforcement of Imported Feed and Food Controls Resource Pack

Annex 1: Procedures, Notices and Forms

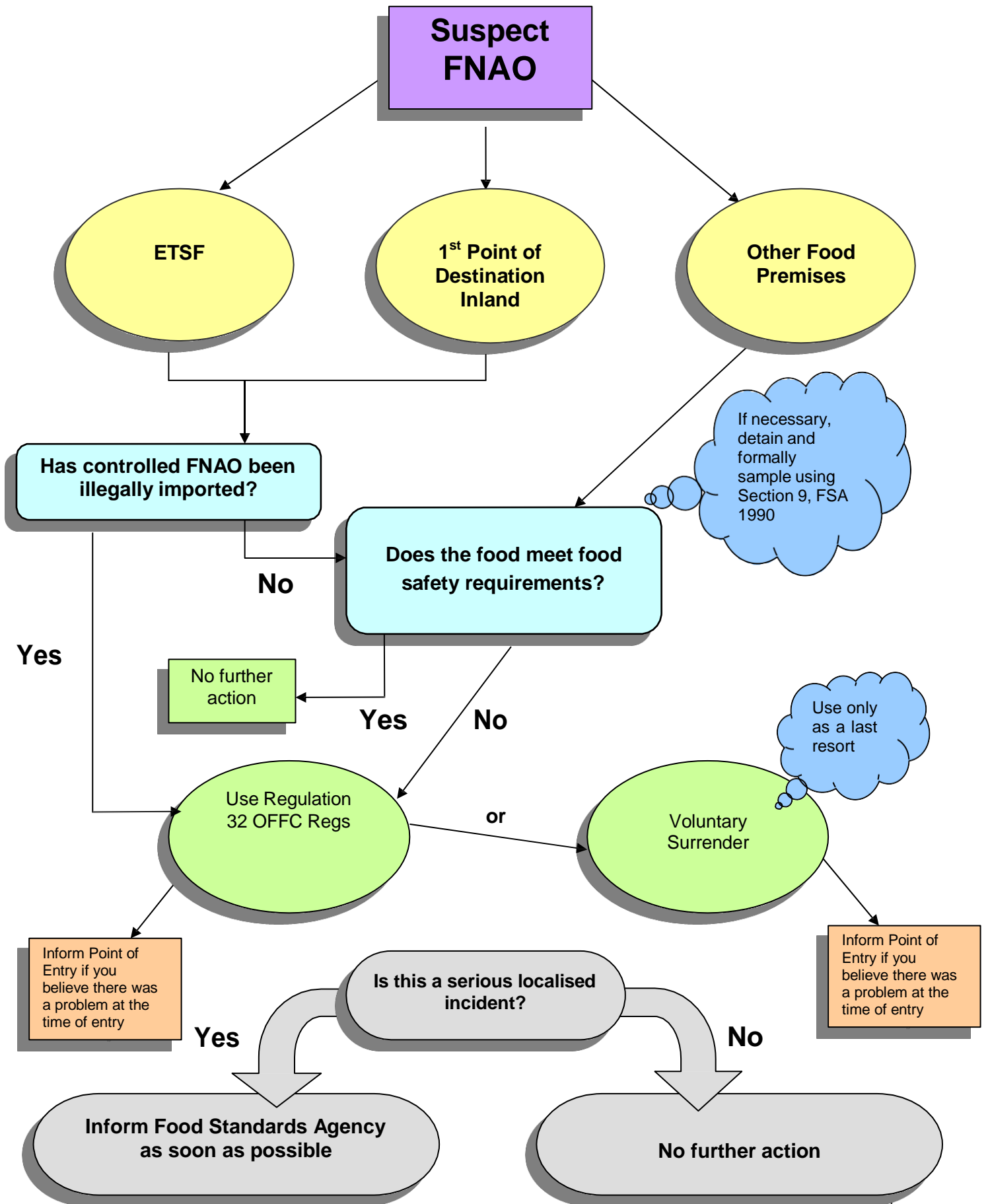
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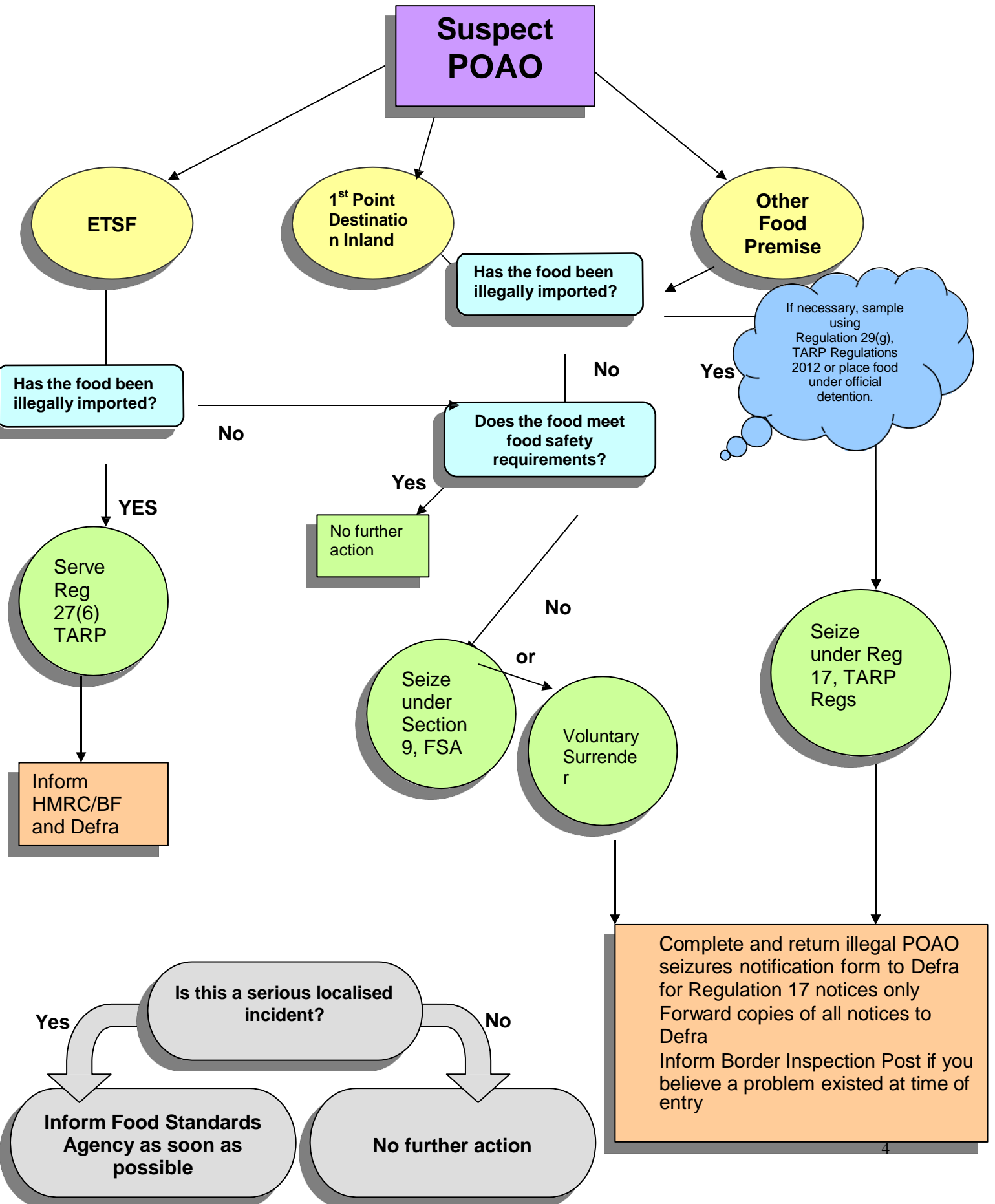
Importation of POAO from third countries



Enforcement Action - Food not of Animal Origin



Enforcement Action - Products of Animal Origin



Regulation 32 Official Feed and Food Controls (Scotland) Regulations 2009 (as amended)

NOTICE FROM [NAME] OF LOCAL AUTHORITY
The Official Feed and Food Controls (Scotland) Regulations 2009
NOTICE OF
<DETENTION>
<DESTRUCTION>
<SPECIAL TREATMENT>
<RE-DISPATCH>
<OTHER APPROPRIATE MEASURES>

(Note: delete non applicable option/s)

To: ***Insert importers / person in control of feed/food name/address***

I being an authorised officer of [name] Local Authority after consultation with you being the Importer or Feed/Food business operator, hereby give notice to you in accordance with *Regulation 32 of The Official Feed and Food Controls (Scotland) Regulations 2009 (as amended)* that:-

*I suspect that** The consignment described in the schedule below fails to comply with feed or food law *<and is injurious to human or animal health or unsafe>** in that:

Insert analyst's / food examiner's findings including the regulations breached

AND

The consignment is hereby placed under official detention until further notice*

I hereby require you to: - either

< Destroy the feed or food within 60 days of the date stated on this notice > or

< Subject the feed or food to the following special treatment within 60 days of the date stated on this notice >

<insert special treatment> or

< Re-dispatch the feed or food outside the Community within 60 days of the date stated on this notice>

Note that failure to re-dispatch the consignment within the specified time period may result in its destruction under the provisions of Article 21(2) of Regulation 882/2004 unless a delay is justified.

or

< Take the following other appropriate measures within 60 days of the date stated on this notice >

<insert appropriate measures>

(Note:* delete non applicable option/s)

The consignment is officially detained pending compliance with the terms of this notice at:
<Insert address of where this consignment is being officially detained>

SCHEDULE

Product Description
(to include airway
bill/bill of lading if
applicable):

Container (if
applicable):

Vessel (if
applicable):

	Total	«quantity»	Gross/net weight	«weight»Kg
Quantity/Number of pieces:				

Importer/Food
Business Operator:

Lot Number/s (if
applicable)

SIGNED **[AUTHORISED OFFICER]**

Name in capitals: *Insert officer name/ title*

Date: <date>

Address: [Name] Local Authority
[Address]

Tel No: [Tel]

Please read the following notes carefully. If you are not sure of your rights or the implications of this notice, you should seek legal advice.

NOTES

The Official Feed and Food Controls (Scotland) Regulations 2009 (as amended)

1. Any person who is aggrieved by the decision of an authorised officer to serve a notice may appeal to a Sheriff's court, which shall determine whether or not the notice was lawfully served or technically correct.
2. If you intend to appeal an application by way of Complaint for an order must be made to the Sheriff's Court addressed to the **Clerk's Office, [Address]**, within **one month** from the date on which the Notice was served.

Any person who breaches the terms of the notice shall be guilty of an offence and liable on summary conviction to a fine not exceeding the statutory maximum or on conviction on indictment to imprisonment for a term not exceeding two years, to a fine or to both.

In accordance with Article 22 of Regulation (EC) 882/2004, you as the food or feed business operator are responsible for the consignment or product, may be required to pay or reimburse on demand the costs incurred pursuant to this notice including those of storing, transporting, re-dispatching, disposing of and destroying the product or consignment specified in the schedule hereto.

Regulation 27 (6) Trade in Animals and Related Products (Scotland) 2012 Notice

[Insert Name, address and telephone number of Authority]

REGULATION 27 (6) NOTICE

THE TRADE IN ANIMALS AND RELATED PRODUCTS (Scotland) REGULATIONS 2012
("the Regulations")

DETENTION OF PRODUCTS OF ANIMAL ORIGIN WHICH MAY HAVE BEEN
INTRODUCED IN BREACH OF THE REGULATIONS

TO (Person appearing to have charge of the products): *[insert name]*

OF: *[insert full postal address and postcode]*

Country of origin:

Country arriving from (if different to country of origin):

Identifying number (of container/airways bill etc):

I, being an authorised officer of *[insert authority]* acting under regulation 27 (6) of the above Regulations **hereby give notice to you**, being the person appearing to me to have charge of the consignment or products described in the schedule overleaf, that I am detaining the products listed in the product details schedule overleaf until a Customs officer takes charge of them, because I consider that they may have been introduced into Scotland in breach of the Regulations.

Signed: _____

Dated this _____ day of _____ 20__

Name (in BLOCK LETTERS) _____

Title/Position Held: _____

Official Address: (if that different to address at the head of this Notice)

Telephone number: (if different to number at the head of this Notice):

Authority logo

Ref No:

REGULATION 27 (6) NOTICE

**THE TRADE IN ANIMALS AND RELATED PRODUCTS (Scotland) REGULATIONS 2012
("the Regulations")**

**DETENTION OF PRODUCTS OF ANIMAL ORIGIN WHICH MAY HAVE BEEN INTRODUCED
IN BREACH OF THE REGULATIONS**

Product Details Schedule

Product Details					
	Description (to include weight and other details e.g. airway bill/bill of lading if known)	Date and time detained by Local Authority	Date and Time notified to Customs	Storage location	Date and time Customs attended
1					
2					
3					
4					

Regulation 17 Trade in Animals and Related Products (Scotland) 2012 Notice

THE TRADE IN ANIMALS AND RELATED PRODUCTS (Scotland) REGULATIONS 2012

NOTICE UNDER REGULATION 17: UNCHECKED CONSIGNMENTS

TO⁸:

Address:

1. I, being *[an authorised officer for *[local authority]/Department for Environment Food and Rural Affairs/Food Standards Agency]/[an official veterinary surgeon] acting under regulation 17 of the Trade in Animals and Related Products (Scotland) Regulations 2012 (the "TARP Regulations"), hereby give notice to you, being *[the person appearing to me to have charge of the consignment or product/ the person responsible for the consignment or product] described in the Schedule below, that this consignment has been,

*(i) brought into Scotland other than through a Border Inspection Post approved for that animal or product;

*(ii) removed from a Border Inspection Post without a CVED or the authority of the Official Veterinary Surgeon at the Border Inspection Post;

*(iii) transported from the Border Inspection Post to a destination other than that specified in the CVED.

2. I further give you notice that I am taking charge of the said consignment or product and I am going to in accordance with Regulation 18(3) -

*(a) dispose of the consignment as Category 1 material in accordance with Regulation (EC) 1069/2009 of the European Parliament and the Council; or

*(b) where health conditions permit, require you to redispach the product outside of the European Union from the same Border Inspection Post to a destination agreed with you, using the same means of transport, within a maximum time limit of 60 days; or

*(c) if (b) above is not possible or the time limit has expired or if you agree to do so, destroy the product(s).

3. Words and phrases used in this Notice bear the same meaning as they do in the TARP Regulations.

Dated thisday of.....

Signed
Name (caps)
Position held
Official address

* Delete as applicable

⁸ person appearing to have charge of the consignment or product listed in the schedule/person responsible for the consignment or product listed in the schedule.

Schedule

Type of Product	
Description of Product	
Quantity	
Weight	
Health Certificate reference number	
CVED reference number	
Country of Origin	
Other information (e.g. airway bill/bill of lading of known)	

Please read the following notes carefully. If you are not sure of your rights or the implications of this notice, you should seek legal advice.

NOTES

THE TRADE IN ANIMALS AND RELATED PRODUCTS (SCOTLAND) REGULATIONS 2012

Under Regulation 22 of the TARP (Scotland) Regulations any person who is aggrieved by a decision referred to in regulation 18 may appeal within one month of the date of this notification, by way of complaint for an order to a Sheriff's court.

In accordance with Article 22 of Regulation (EC) 882/2004, you as the food or feed business operator responsible for the consignment or product, may be required to pay or reimburse on demand the costs incurred pursuant to this notice including those of storing, transporting, re-dispatching, disposing of and destroying the product or consignment specified in the schedule hereto.

Letter of official detention

REGULATION (EC) 882/2004, Article 18

Ref No.

The Official Controls (Animals, Feed and Food) (Scotland) Regulations 2007

OFFICIAL DETENTION

To:⁹

At:¹⁰

I am writing to inform you that the food listed in Schedule 1 overleaf has been placed under **official detention** in accordance with the provisions of Article 18, Regulation (EC) 882/2004 and **{delete as applicable}**;

a) Must not be removed from its current location at: **{insert current location of food}**

b) Has been removed to: **{insert address where food has been removed to}**

pending the results of official controls because: **{insert the reason why the food has been placed under official detention}**

The food listed in Schedule 1 overleaf must not be placed on the market until you have been provided with written confirmation from the food authority that it is acceptable to do so.

Signed Date / /

Name (caps)

Position held

Address of food authority

⁹ Insert the name of the person who appears to be in charge of the food.

¹⁰ Insert the address of the food business

Last reviewed: March 2014

REGULATION (EC) 882/2004, Article 18

The Official Controls (Animals, Feed and Food) (Scotland) Regulations 2007

OFFICIAL DETENTION

Schedule 1

The food which is subject to this official detention is described in the table below:

Name of food/ Country of Origin	Description of product	Quantity	Date/ further details e. g. lot code/ airway bill/ bill of lading

Last reviewed: March 2014

REGULATION (EC) 882/2004, Article 18

The Official Controls (Animals, Feed and Food) (Scotland) Regulations 2007

OFFICIAL DETENTION

Notes:

- 1) Failure to comply with the terms of this official detention may be regarded as an obstruction of the authorised officer and may result in further formal action being taken by the food authority.
- 2) If you believe that you have been unfairly treated by the authorised officer, you may contact his/her manager at the following address:
{insert appropriate contact details}

Feed - Detention Notice

Authority:

The Feed (Hygiene and Enforcement) (Scotland) Regulations 2005 – Regulation 25 DETENTION NOTICE

1. To:.....(Feed Business Operator)

At:.....

.....

.....(Address of Feed Business Operator)

Name of feed

business:.....

Address of feed

business:.....

.....

2. The enforcement authority is satisfied that Requirements under the Hygiene Regulations are being breached, as outlined below:

.....
.....
.....
.....
.....

3. For the purpose of examination the following feed is being detained:

.....
.....
.....
.....
.....

Signed:(Authorised Officer)

Name in
capitals:.....

Date:.....

Address:.....
.....

Tel: Fax:.....

E-mail:

Please read the notes overleaf carefully. If you are not sure of your rights or the implications of this notice, you may want to seek legal advice.

Feed - Detention Notice (Reverse)

NOTES

1. When the authorised officer is satisfied that the legal requirements specified in paragraph 2 of the Detention Notice are being met, and receives evidence that the feed need no longer need be detained, a withdrawal notice shall be issued to you. An authorised officer has 21 days following receipt of such evidence to come to a decision.
2. In accordance with Regulation 25 of the Feed (Hygiene and Enforcement) Regulations, you are entitled to appeal against this notice. If you want to do so, you should apply to the magistrates'/Sheriff's court, within one calendar month of the date on which this notice is served on you.

Feed – Certificate of Withdrawal of Detention Notice

Authority:

The Feed (Hygiene and Enforcement)(Scotland) Regulations 2005 - Regulation 25 CERTIFICATE FOR THE WITHDRAWAL OF A DETENTION NOTICE

1. To:(Feed Business Operator)

At:.....

.....

.....(Address of Feed Business Operator)

Name of feed
business.....

Address of feed
business.....

.....

2. The enforcement authority certifies that it is satisfied that you have taken sufficient
measures: i.e.

Therefore the specified feed need no longer be detained.

The Detention Notice served on you on(date)
is hereby withdrawn.

Signed:(Authorised Officer)

Name in capitals:.....

Date:.....

Notice Ref No:

Address:.....

.....

Tel: Fax:

E-mail:

Please read the notes overleaf carefully. If you are not sure of your rights or the implications of this notice, you may want to seek legal advice.

Notice Ref No:

Feed - Certificate of Withdrawal of a Detention Notice (Reverse)

NOTES

1. The feed that has been released may be returned to the feed chain.
2. In appropriate circumstances you may have a right to claim compensation under the terms of regulation 25(6) of the Feed (Hygiene and Enforcement) (Scotland) Regulations.

Notice Ref No:

Feed – Seizure Notice

Authority:.....

**The Feed (Hygiene and Enforcement)(Scotland) Regulations 2005 – Regulation
25
SEIZURE NOTICE**

4. To:.....(Feed Business Operator)

At:.....

.....

..... (Address of Feed Business Operator)

Name of feed business:.....

Address of feed business:.....

.....

5. The enforcement authority is satisfied that Requirements under the Hygiene Regulations are being breached, as outlined below:

.....

.....

.....

.....

.....

.....

Signed:(Authorised Officer)

Name in capitals:

Notice Ref No:

Date:.....

Address:.....

.....

.....

.....

Tel:..... Fax:.....

E-mail:

If you are not sure of your rights or the implications of this notice, you may want to seek legal advice.

Common Veterinary Entry Document (example)

EUROPEAN COMMUNITY		The Common Veterinary Entry Document, CVED		
Part 1: Details of consignment presented	1. Consignor / Exporter <input type="checkbox"/>	2. CVED reference number		
	3. Consignee	Border Inspection Post		
		ANIMO Unit Number		
	5. Importer	6. Country of origin + ISO code	7. Country from where consigned + ISO code	
		8. Delivery address		
	9. Arrival at BIP (estimated date)	10. Veterinary documents		
	11. Vessel name / Flight No. Bill of Lading No./ Airway Bill No. Wagon / Vehicle / Trailer No.	Number(s)		
		Date of issue		
		Establishment of origin(where relevant) Veterinary approval number		
	12. Nature of goods, Number and type of packages	13. Commodity Code (CN, minimum first 4 digits)		14. Gross weight (kg)
				15. Net weight (kg)
		Temperature Chilled: <input type="checkbox"/> Frozen: <input type="checkbox"/> Ambient: <input type="checkbox"/>		
16. Seal number and Container number				
17. Transhipment to <input type="checkbox"/>	18. For transit to 3rd Country <input type="checkbox"/>			
EU BIP	ANIMO unit no.:	To 3rd Country	+ ISO code	
3rd country	3rd Country ISO code:	Exit BIP:	ANIMO unit no.:	
19. Conform to EU requirements		20. For re-import <input type="checkbox"/>		
Conforms <input type="checkbox"/>				
Does NOT conform <input type="checkbox"/>				
21. For internal market		22. For NON-Conforming consignments		
Human consumption:	<input type="checkbox"/>	Customs warehouse	<input type="checkbox"/> Registered No.	
Animal feedingstuff:	<input type="checkbox"/>	Free zone or Free warehouse	<input type="checkbox"/> Registered No.	
Pharmaceutical use:	<input type="checkbox"/>	Ship supplier	<input type="checkbox"/> Registered No.	
Technical use:	<input type="checkbox"/>	Ship	<input type="checkbox"/> Name	
Other:	<input type="checkbox"/>		<input type="checkbox"/> Port	
23. Declaration		Place and date of declaration		
I, the undersigned person responsible for the load detailed above, certify that to the best of my knowledge and belief the statements made in section I of this document are true and complete and I agree to comply with the legal requirements of directive 97/78/EC, including payment for veterinary checks, for repositioning of any consignment rejected after transit across the EU to a third country (Article 11.1.a), or costs of destruction if necessary.		Name of signatory		
		Signature		

EUROPEAN COMMUNITY

The Common Veterinary Entry Document, CVED

Part 2: decision on consignment	24. Previous CVED: No <input type="checkbox"/> Yes <input type="checkbox"/> <input type="checkbox"/> Reference number:	25. CVED Reference Number:
	26. Documentary Check: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>	27. Identity Check: Seal check <input type="checkbox"/> OR Full identity check <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>
	28. Physical Check: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Not done 1. Reduced checks regime <input type="checkbox"/> 2. Other <input type="checkbox"/>	29. Laboratory Tests: No <input type="checkbox"/> Yes <input type="checkbox"/> Tested for: Random <input type="checkbox"/> Suspicion <input type="checkbox"/> Results: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/> Released pending a result <input type="checkbox"/>
	30. ACCEPTABLE for Transhipment: EU BIP <input type="checkbox"/> ANIMO unit no.: 3rd country <input type="checkbox"/> 3rd Country ISO code:	31. ACCEPTABLE for Transit Procedure <input type="checkbox"/> To 3rd Country + ISO code Exit BIP: ANIMO unit no.:
	32. ACCEPTABLE for Internal Market For Free Circulation Human consumption: <input type="checkbox"/> Animal feedingstuff: <input type="checkbox"/> Pharmaceutical use: <input type="checkbox"/> Technical use: <input type="checkbox"/> Other: <input type="checkbox"/>	33. ACCEPTABLE if channelled Article 8 procedure <input type="checkbox"/> Re-import of EU products (Article 15) <input type="checkbox"/>
	35. NOT ACCEPTABLE 1. Re-export <input type="checkbox"/> 2. Destruction <input type="checkbox"/> 3. Transformation <input type="checkbox"/> By Date: <input type="checkbox"/>	34. ACCEPTABLE for Specific Warehouse Procedure (Articles 12.4 and 13) Customs warehouse <input type="checkbox"/> Free zone or Free warehouse <input type="checkbox"/> Ship supplier <input type="checkbox"/> Direct to a ship <input type="checkbox"/>
	37. Details of Controlled Destinations (33-35) Approval no (where relevant): Address:	36. Reason for Refusal 1. Absence/Invalid certificate <input type="checkbox"/> 2. Non approved country <input type="checkbox"/> 3. Non approved establishment <input type="checkbox"/> 4. Prohibited product <input type="checkbox"/> 5. ID: Mis-match with documents <input type="checkbox"/> 6. ID: Health mark error <input type="checkbox"/> 7. Physical hygiene failure <input type="checkbox"/> 8. Chemical contamination <input type="checkbox"/> 9. Micro biological contamination <input type="checkbox"/> 10. Other <input type="checkbox"/>
	38. Consignment Resealed New seal no.:	40. Official Veterinarian I the undersigned official veterinarian, or designated official agent, certify that the veterinary checks on this consignment have been carried out in accordance with EU requirements. Signature: Name (in Capital): Date:
	39. Full identification of border inspection post/competent authority and official stamp.	42. Customs Document Reference:
	41. Exit Transit BIP: Formalities of exit from the EC and checks made of transiting goods confirmed in accordance with Article 11.2(e) of Directive 97/78/EC: Date: Stamp	43. Subsequent CVED Number(s):

Common Entry Document (example)

COMMON ENTRY DOCUMENT (CED)

EUROPEAN COMMUNITY		Common Entry Document, CED		
Part I: Details of dispatched consignment	I.1. Consignor Name Address Country + ISO code		I.2. CED reference number	
			DPE	
			DPE Unit N°	
	I.3. Consignee Name Address Postal code Country + ISO code		I.4. Person responsible for the consignment Name Address	
			I.5. Country of origin + ISO code	I.6. Country from where consigned + ISO code
	I.7. Importer Name Address Postal code Country + ISO code		I.8. Place of destination Name Address Postal code Country + ISO code	
	I.9. Arrival at DPE (estimated date) Date		I.10. Documents Number Date of issue	
	I.11. Means of transport Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Railway wagon <input type="checkbox"/> Road vehicle <input type="checkbox"/> Identification: Documentary references:			
	I.12. Description of commodity		I.13. Commodity code (HS code)	
			I.14. Gross weight/Net weight	
			I.15. Number of packages	
	I.16. Temperature Ambient <input type="checkbox"/> Chilled <input type="checkbox"/> Frozen <input type="checkbox"/>		I.17. Type of packages	
	I.18. Commodity intended for Human consumption <input type="checkbox"/> Further process <input type="checkbox"/> Feedingstuff <input type="checkbox"/>			
	I.19. Seal number and container number			
	I.20. For transfer to <input type="checkbox"/> Control Point Control Point Unit N°		I.21.	
I.22. For import <input type="checkbox"/>		I.23.		
I.24. Means of transport to Control Point Railway wagon <input type="checkbox"/> Registered No. Aeroplane <input type="checkbox"/> Flight No. Ship <input type="checkbox"/> Name Road vehicle <input type="checkbox"/> Plate No.				
I.25. Declaration I, the undersigned person responsible for the consignment detailed above, certify that to the best of my knowledge and belief the statements made in Part I of this document are true and complete and I agree to comply with the legal requirements of Regulation (EC) N° 882/2004, including payment for official controls, and consequent official measures in case of non compliance with the feed and food law.		Place and date of declaration Name of signatory Signature		

EUROPEAN COMMUNITY Common Entry Document, CED

Part II: Decision on consignment	II.1. CED Reference Number	II.2. Customs Document Reference
	II.3. Documentary Check Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>	II.4. Consignment selected for physical checks Yes <input type="checkbox"/> No <input type="checkbox"/>
	II.5. ACCEPTABLE for transfer Control Point <input type="checkbox"/> Control Point Unit N° <input type="checkbox"/>	
	II.6. NOT ACCEPTABLE <input type="checkbox"/> 1. Re-dispatching <input type="checkbox"/> 2. Destruction <input type="checkbox"/> 3. Transformation <input type="checkbox"/> 4. Use for other purpose <input type="checkbox"/>	II.7. Details of Controlled Destinations (II.6) Approval no (where relevant) Address Postal code
	II.8. Full identification of DPE and official stamp <input type="checkbox"/> DPE Stamp DPE Unit N°	II.9. Official Inspector I the undersigned official inspector of the DPE, certify that the checks on the consignment have been carried out in accordance with Community requirements.
	II.10.	II.11. Identity check Yes <input type="checkbox"/> No <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>
	II.12. Physical Check Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>	II.13. Laboratory Tests Yes <input type="checkbox"/> No <input type="checkbox"/> Tested for Results: Satisfactory <input type="checkbox"/> Not satisfactory <input type="checkbox"/>
	II.14. ACCEPTABLE for release for free circulation <input type="checkbox"/> Human consumption <input type="checkbox"/> Further process <input type="checkbox"/> Feedingstuff <input type="checkbox"/> Other <input type="checkbox"/>	II.15.
	II.16. NOT ACCEPTABLE <input type="checkbox"/> 1. Re-dispatching <input type="checkbox"/> 2. Destruction <input type="checkbox"/> 3. Transformation <input type="checkbox"/> 4. Use for other purpose <input type="checkbox"/>	II.17. Reason for Refusal 1. Absence/Invalid certificate (if applicable) <input type="checkbox"/> 2. ID: Mis-match with documents <input type="checkbox"/> 3. Physical hygiene failure <input type="checkbox"/> 4. Chemical contamination <input type="checkbox"/> 5. Microbiological contamination <input type="checkbox"/> 6. Other <input type="checkbox"/>
	II.18. Details of Controlled Destinations (II.16) Approval no (where relevant) Address Postal code	
II.19. Consignment resealed New seal no		
II.20. Full identification of DPE/Control Point and official stamp Stamp	II.21. Official Inspector I the undersigned official inspector of the DPE/Control Point, certify that the checks on the consignment have been carried out in accordance with Community requirements. Name (in capital) Date Signature	

Part III: Control	III.1. Details on re-dispatching: Means of transport n° Railway wagon <input type="checkbox"/> Aeroplane <input type="checkbox"/> Ship <input type="checkbox"/> Road vehicle <input type="checkbox"/> Country of destination: + ISO code Date
	III.2. Follow up Arrival of the consignment Yes <input type="checkbox"/> No <input type="checkbox"/> Local Competent Authority Unit <input type="checkbox"/> Correspondence of the consignment Yes <input type="checkbox"/> No <input type="checkbox"/>
	III.3. Official Inspector Name (in capital) Unit N° Address Signature Date Stamp

IIT 1 (4/08) – Report of Information about illegal Animal Product Seizures (example)

Restricted

Report of Information about Illegal Animal Product Seizures



Please supply the following information where known and/or where applicable

Place of seizure
(name of port, or address if seized inland)

Name of reporting officer

Tel. No.

Name of reporting authority/LA.Ref. No.

Submitting authority's case number

Date of arrival at port¹ / / Date of seizure² / /

Product	Details if known (e.g. type of meat, number and type of packages)	Weight (KG)
Meat		
Fish		
Dairy		
Honey		

Details of Exporter (if known)

Name

Address
 Postcode

Nationality

Details of Importer

Name

Address
 Postcode

Nationality

Passport Number Date of Birth
 dd/mm/yyyy

Details of consignment _____

Country of origin _____

Country of dispatch _____

Details of arrival route (flight/shipping number) _____

Where were the items found? Personal luggage? Retail?
Personal freight (vehicle/container)? Commercial freight (vehicle/container)?

Give method of concealment _____

If cargo, how does the manifest describe the cargo contents?

Action taken or intended (e.g. destroyed, sent back, redirected to BIP?)

Comments

Not applicable if seized from inland premises (e.g. shop/market)
² *Or date of redirection instruction (if redirected to a BIP)*
Personal luggage refers to hand or hold baggage (suitcases, holdalls etc) on flight: JJip'
⁴ *Retail refers to products seized in-land at shops, markets, restaurants etc*
Cargo refers to unaccompanied baggage, arriving air or sea ports

- Please EMAIL the completed form to: seizure.iit@defra.gsi.gov.uk
 - Alternatively you may fax the form to 020 7238 3087
 - or post the form to: Defra, Imports Team, Area 48, Nobel House, 17 Smith Square, London SW1P 3JR