

APPLICATION TO BECOME A REGULATED AGENT

New Application		Relisting		Additional Site		Update of Details		Other	
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Please read these notes and the Guide for Industry before filling in the form.

If you wish to be included on the list of Regulated Agents and;

- You handle cargo which will be carried on civil aircraft
- Cargo handled by you is for carriage from any aerodrome in Great Britain to a destination outside Great Britain or from any aerodrome in Northern Ireland
- You or another person acting on your behalf deliver cargo direct to an aircraft operator

You should fill in this form

- Please print clearly in black ink
- Please tick the relevant boxes
- Have you applied for listing before? Yes No
If yes, please give details including allocated number on a separate sheet
- Are you a registered company? Yes No
If yes, please complete Part A. If No, please complete Part B

PART A	
Company Name	
Registration No	
Trading as	
VAT Reg No.	
Registered Office Address	
	Postcode
Telephone No	Fax No
Does the Company Secretary or any directors of your company have any criminal convictions under the 1982 Aviation Security Act or the 1990 Aviation and Maritime Security Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes please attach full details on a separate sheet

Now go to **Part C**

PART B			
Are you?			
A	a sole proprietor	<input type="checkbox"/>	
Full Name			
Trading as			
B	a partnership or association	<input type="checkbox"/>	
Full names of all Partners or Associates			
Trading as			
VAT Reg No.			
Registered Office Address			
		Postcode	
Telephone No		Fax No	
<p>Please attach an address list of all premises where you will handle cargo during and after screening SEE Part D</p>			
Does the Company Secretary or any directors of your company have any criminal convictions under the 1982 Aviation Security Act or the 1990 Aviation and Maritime Security Act?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If yes please attach full details on a separate sheet	

Now go to **Part C**

PART C	
Please give details of the individual in your company who will officially accept any written or verbal communication from the Secretary of State relating to air cargo business	
Name	
Position in Company	
Official Address	
	Postcode
Telephone No	Fax No
E-mail Address	
Mobile Phone Number or 24 hr contact number.	

Now go to **Part D**

PART D – Please fill in this part of the form for every site to be listed:									
Name of person responsible for site security									
Position in Company									
Official Address									
		Postcode							
Telephone No									
Fax No									
Mobile Phone Number									
E-mail Address									
Nature of Business (tick one or more boxes):									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freight Forwarder	Road Transport	Packer	Courier	Airline	Handling Agent				
Number of known consignments of SPX or SCO cargo which it is anticipated would be shipped by air from this site during a 12 month period, if you are approved as a Regulated Agent (Tick one box):									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0	1-100	101-200	201-500	501+					
Are the following records kept at this site (Tick one or more boxes, if no then include details of where these records are held):									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Records			Staff Background Checks						

Now go to **Part E**

(Reminder EACH site you wish to be listed MUST be on a separate Part D)

PART E	Now please read the declaration and then sign and date below
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I declare that:

1. the information (including all enclosures / attachments) I have given is, to the best of my knowledge true and correct; and
2. the practices and procedures set out in the security programme will be implemented and maintained at all sites covered by the programme;
3. the security programme will be adjusted and adapted to comply with all future relevant changes to legislation, unless the applicant (being the company detailed in PART A or the business detailed in PART B of this form) informs the Department for Transport that we no longer wish to trade as a regulated agent;
4. the applicant or nominated security manager will inform the Department for Transport in writing of:
 - a. minor changes to its security programme, such as company name, person responsible for security or contact details, promptly but at least within 7 working days; and
 - b. major planned changes, such as new screening procedures, major building works which might affect its compliance with relevant legislation or change of site / address at least 15 working days prior to their commencement / the planned change.
5. in order to ensure compliance with relevant legislation, the applicant will cooperate fully with all inspection, as required, and provide access to all documents as requested by inspectors;
6. the applicant will inform the Department for Transport of any serious breaches and of any suspicious circumstances which may be relevant to air cargo / air mail security, in particular any attempt to conceal prohibited articles in consignments;
7. the applicant will ensure that all staff have relevant appropriate training and are aware of their security responsibilities under the company's security programme; and
8. the applicant will inform the Department for Transport if:
 - a. it ceases trading;
 - b. it no longer deals with air cargo / air mail; or
 - c. it can no longer meet the requirements of the relevant legislation.

Signed		Dated	
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Name	
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Position in company or business. The signatory must hold a senior position in the company or business which carries responsibility for security.	
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Now return the completed application form together with the following:

- details of any criminal convictions under the 1982 Aviation Security Act or 1990 Aviation and Maritime Security Act
- a statement of your current security program (on a CD in Microsoft Word or PDF format)
- details of previous applications for listing

Then send to:

Department for Transport
Aviation Secretariat (Cargo)
3rd Floor, Fry Building
2 Marsham Street
LONDON.
SW1P 4DF