

APPLICATION UNDER EUROPEAN UNION LEGISLATION (CULTURAL GOODS)

EXPLANATORY NOTES

1. General

1.1 Licences are required for the export of cultural goods to protect the cultural heritage of the Member States pursuant to Regulation (EC) No 116/2009.

Implementing Regulation (EU) No 1081/2012 sets out the form in which standard export licences are to be drawn up. It is intended to guarantee standardised checks on the export of cultural goods outside the borders of the Union.

Two other types of export licence are provided for, namely:

- specific open licences, to be issued for specific cultural goods which are liable to be temporarily exported from the Union on a regular basis for use and/or exhibition in a third country,
- general open licences, to be issued to museums or other institutions to cover the temporary export of any of the goods that belong to their permanent collections that are liable to be temporarily exported from the Union on a regular basis for exhibition in a third country.

1.2 The three sheets of the standard export licence form must be completed legibly and indelibly, preferably by mechanical or electronic means. If they are handwritten, they must be completed in ink and in capital letters. They must under no circumstances contain erasures, overwritten words or other alterations.

1.3 Any unused box must be lined crossed out so that nothing can be added.

The sheets can be identified by their numbering and function, indicated in the left-hand margin. Their order in the set is as follows:

- Sheet No 1: application to be kept by the issuing authority (indicate in each Member State the identity of that authority); in the case of additional lists, as many sheets of No 1 as necessary must be used; it is up to the competent issuing authorities to establish whether more than one export licence should be issued,
- Sheet No 2: to be presented in support of the export declaration at the competent customs office of export and kept by the licence holder after it has been stamped by that office,
- Sheet No 3: to be presented at the competent customs office of export and to accompany the consignment thereafter until its arrival at the customs office of exit from the customs territory of the Union; the customs office of exit stamps this sheet and then returns it to the issuing authority.

2. Headings

Box 1: Applicant: Name of individual or company and full residential address or address of company headquarters.

Box 2: Export licence: For completion by competent authorities.

Box 3: Consignee: Name and full address of consignee, including the third country to which the good is being permanently or temporarily exported.

Box 4: Indicate whether export is permanent or temporary.

Box 5: Issuing authority: Name of the competent authority and the Member State issuing the authorisation.

Box 6: Applicant's representative: To be completed only where the applicant is using an authorised representative.

Box 7: Owner of the object(s): Name and address.

Box 8: Description in terms of the Annex I to Regulation (EC) No 116/2009. Category/-ies of cultural good(s): These goods are classified in categories numbered 1 to 15. Enter only the corresponding number.

Box 9: Description of the cultural good(s): State the exact nature of the good(s) (for example painting, sculpture, bas-relief, negative matrix or positive copy in the case of films, furniture or objects, musical instruments) and give an objective description of the appearance of the good(s).

- For category 13 objects: state the type of collection and/or geographical origin.
- For scientific collections and specimens: give the scientific name.
- For archaeological collections composed of a large number of objects: it is enough to give a generic description, which should be accompanied by an attestation or certificate issued by the scientific or archaeological body or institution and a list of the objects.

If there is not enough room to describe all the objects, the applicant must add any extra pages needed.

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Box 10: CN-code: As an indicator, state Combined Nomenclature code.

Box 11: Number/quantity: State the number of items, particularly where they form a set.

In the case of films, indicate the number of reels, format and length.

Box 12: Value in national currency: State the value of the good(s) in national currency.

Box 13: Purpose of export of the cultural good(s)/reason for which the licence is requested: State whether the good to be exported has been sold or is intended to be sold, exhibited, valued, repaired or put to any other use, and whether its return is compulsory.

Box 14: Title or subject: If the work does not have an exact name, indicate its subject with a summary of the appearance of the object or, in the case of films, the subject.

For scientific instruments or other objects for which it is not possible to specify a title or subject, it is sufficient to complete box 9.

Box 15: Measurements: Measurements (in centimetres) of the good(s) and any supports.

In the case of complex or unusual shapes, indicate the measurements in this order: H x L x D (height, width, depth).

Box 16: Dating: Where no precise date is known, indicate the century and part of the century (first quarter, first half) or millennium (categories 1 to 7).

For antique goods to which age specifications apply (more than 50 or 100 years old or between 50 and 100 years old), and for which it is not sufficient to indicate the century, specify a year, even if approximate (for example around 1890, approximately 1950).

For films, if date not known, specify decade.

In the case of sets (archives and libraries), indicate earliest and latest dates.

Box 17: Other characteristics: Give any other information on formal aspects that could be useful for identification, for example historical antecedents, conditions of execution, former owners, state of preservation and restoration, bibliography, electronic code or marking.

Box 18: Documents submitted/specific indications relating to identification: Indicate with crosses in the appropriate squares.

Box 19: Artist, period, workshop and/or style: Give the artist's name if known and recorded. If the works are collaborative products or copies, indicate the artists or the artist copied, if known. If the work is only attributed to a single artist, enter 'Attributed to [. . .]'.

If the artist is not known, state the workshop, school or style (for example workshop of Velazquez, Venetian school, Ming period, Louis XV style or Victorian style).

In the case of printed matter, state the name of the publisher, the place and the year of publication.

Box 20: Medium or technique: The information given in this box must be as precise as possible. Indicate the materials used and specify the technique employed (for example oil painting, woodcuts, charcoal or pencil drawing, lost wax casting, nitrate film, etc.).

Box 21 (sheet 1): Application: Must be completed by the applicant or his/her representative, who must vouch for the correctness of the information supplied in the application and supporting documents.

Box 22: Signature and stamp of issuing authority: To be entered by the competent authority, with place and date, on the three sheets of the licence.

Box 23 (sheets 2 and 3): For completion by customs office of export: To be entered by the customs office where the export transactions are carried out and the export licence is presented.

'Customs office of export' means the office where the export declaration is submitted and export formalities are carried out.

Box 24: Photograph(s) of the cultural good(s): A colour photograph (at least 9 x 12 cm) must be attached with glue. To facilitate the identification of three-dimensional objects, photographs may be required of the different facets.

The competent authority must endorse the photograph with a signature and the stamp of the issuing authority.

The competent authorities may require other photographs.

Box 25: Supplementary pages: State the number of additional pages used, if any.

Box 26 (sheets 2 and 3): 'Customs office of exit' To be completed by the customs office of exit.

'Customs office of exit' means the last customs office before the goods leave the customs territory of the Union.

1	1 Applicant (name and address)		2 Export licence No	
			Valid until	
	3 Consignee (address and country of destination)		4 <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
			Date for reimportation	
	6 Applicant's representative (name and address)		5 Issuing authority (name, address and Member State) Arts Council England 21 Bloomsbury Street London WC1B 3HF United Kingdom	
1	7 Owner of the object(s) (name and address)		8 Description in terms of Annex I to Regulation (EC) No 116/2009 Category(ies) of the cultural good(s)	
9 Description of the cultural good(s)			10 CN Code	
			11 Number/quantity	
			12 Value in national currency	
(If this space is insufficient you may continue on one or more supplementary pages which should be copied in triplicate and should contain the information in boxes 9 to 20)				
13 Purpose of export of the cultural good(s)/reason for which the licence is requested				
Criteria to be used for identification				
14 Title or subject				
15 Measurements		16 Dating	17 Other characteristics	
18 Documents submitted/specific indications relating to identification			19 Artist, period, workshop and/or style	
<input type="checkbox"/> Photograph (in colour) <input type="checkbox"/> List <input type="checkbox"/> Identification marks			<input type="checkbox"/> Bibliography <input type="checkbox"/> Catalogue <input type="checkbox"/> Proof of value	
			20 Medium or technique	
21 Application I hereby apply for an export licence in respect of the cultural object or objects described above and declare that the information in this application and the supporting documents is true			22 Signature and stamp of issuing authority	
Place and date			LONDON	
Signature (Quality and name of signatory)			Place and date	

2

HOLDER'S SHEET

2

1 Applicant (name and address)		2 Export licence No Valid until	
3 Consignee (address and country of destination)		4 <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY Date for reimportation	
6 Applicant's representative (name and address)		5 Issuing authority (name, address and Member State) Arts Council England 21 Bloomsbury Street London WC1B 3HF United Kingdom	
7 Owner of the object(s) (name and address)		8 Description in terms of Annex I to Regulation (EC) No 116/2009 Category(ies) of the cultural good(s)	
9 Description of the cultural good(s)		10 CN Code	
		11 Number/quantity	
		12 Value in national currency	
(If this space is insufficient you may continue on one or more supplementary pages which should be copied in triplicate and should contain the information in boxes 9 to 20)			
13 Purpose of export of the cultural good(s)/reason for which the licence is requested			
Criteria to be used for identification			
14 Title or subject			
15 Measurements	16 Dating	17 Other characteristics	
18 Documents submitted/specific indications relating to identification <input type="checkbox"/> Photograph (in colour) <input type="checkbox"/> Bibliography <input type="checkbox"/> List <input type="checkbox"/> Catalogue <input type="checkbox"/> Identification marks <input type="checkbox"/> Proof of value		19 Artist, period, workshop and/or style	
		20 Medium or technique	
23 FOR COMPLETION BY CUSTOMS OFFICE OF EXPORT Customs office Member State Export Declaration No of		22 Signature and stamp of issuing authority LONDON Place and date	

3	1 Applicant (name and address)	2 Export licence No Valid until 	
	3 Consignee (address and country of destination)	4 <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY Date for reimportation 	
	6 Applicant's representative (name and address)	5 Issuing authority (name, address and Member State) Arts Council England 21 Bloomsbury Street London WC1B 3HF United Kingdom	
	7 Owner of the object(s) (name and address)	8 Description in terms of Annex I to Regulation (EC) No 116/2009 Category(ies) of the cultural good(s)	
3	9 Description of the cultural good(s)		
		10 CN Code	11 Number/quantity
			12 Value in national currency
(If this space is insufficient you may continue on one or more supplementary pages which should be copied in triplicate and should contain the information in boxes 9 to 20)			
13 Purpose of export of the cultural good(s)/reason for which the licence is requested			
Criteria to be used for identification			
14 Title or subject			
15 Measurements	16 Dating	17 Other characteristics	
18 Documents submitted/specific indications relating to identification <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Photograph (in colour) <input type="checkbox"/> List <input type="checkbox"/> Identification marks </div> <div> <input type="checkbox"/> Bibliography <input type="checkbox"/> Catalogue <input type="checkbox"/> Proof of value </div> </div>		19 Artist, period, workshop and/or style	
		20 Medium or technique	
23 FOR COMPLETION BY CUSTOMS OFFICE OF EXPORT Customs office Member State Export Declaration No of		22 Signature and stamp of issuing authority <div style="text-align: center; font-weight: bold; font-size: 1.2em;">LONDON</div> Place and date	

1

24 Photograph(s) of the cultural good(s)

(minimum 9 cm x 12 cm)

APPLICATION

1

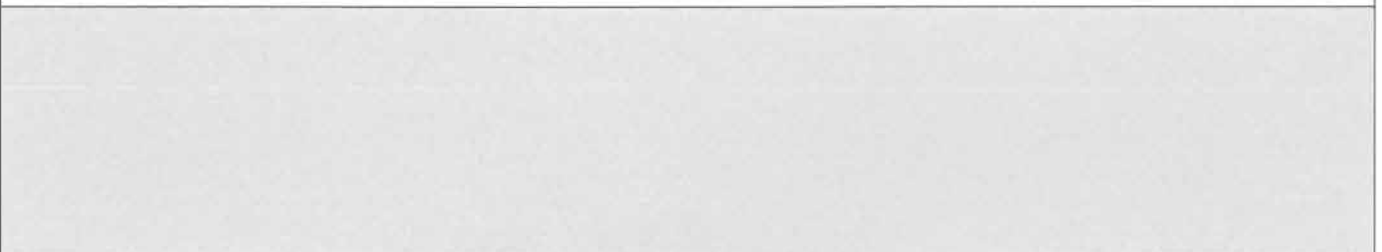


(To be validated by the signature and the stamp of issuing authority)

25 Supplementary pages

This form is accompanied by supplementary pages

Note: Any unused space in box 9 or on accompanying supplementary pages shall be duly barred by the competent authorities



2

24 Photograph(s) of the cultural good(s)

(minimum 9 cm x 12 cm)

HOLDER'S SHEET

2



(To be validated by the signature and the stamp of issuing authority)

25 Supplementary pages

This form is accompanied by supplementary pages

Note: Any unused space in box 9 or on accompanying supplementary pages shall be duly barred by the competent authorities

26 Customs office of exit

Stamp

3

24 Photograph(s) of the cultural good(s)

(minimum 9 cm x 12 cm)

SHEET TO RETURN TO ISSUING AUTHORITY

3



(To be validated by the signature and the stamp of issuing authority)

25 Supplementary pages

This form is accompanied by supplementary pages

Note: Any unused space in box 9 or on accompanying supplementary pages shall be duly barred by the competent authorities

26 Customs office of exit

Stamp