

## APPLICATION FOR EXPORT LICENCE (OBJECTS OF CULTURAL INTEREST)

*First read NOTE 1 below*

A licence is required for the export, both temporary and permanent, from the United Kingdom of any cultural goods which cannot be exported under the Open General Export Licence (Objects of Cultural Interest) 2021<sup>1</sup> or an Open Individual Export Licence.

Applications must be accompanied by a colour photograph of sufficient size and clarity to show details of workmanship.

### **Provenance**

For all goods, please provide all known provenance and published references with the full description in the section headed "Goods to be Exported". Failure to provide provenance will cause delay.

### **Return completed applications to:**

Email: [elu@artscouncil.org.uk](mailto:elu@artscouncil.org.uk)

### **NOTE 1**

#### **General**

Shipment of the goods should not be arranged until a licence has been granted.

Your application might relate to a tax-exempt object which the owner has undertaken to keep in the United Kingdom. Please direct any enquiry about the tax position to Wealthy/Mid-sized Business Compliance, HM Revenue & Customs, SO842, DNO, Heritage Team (FitzRoy House), Central Mail Unit, Newcastle, NE98 1ZZ (Telephone: 03000 580 058). [Mailpoint.f@hmrc.gov.uk](mailto:Mailpoint.f@hmrc.gov.uk). If you are not the owner of the object please provide HMRC with the owner's written authority to deal with your enquiry.

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<sup>1</sup> <https://www.artscouncil.org.uk/export-controls/export-licensing#section-2>

See also the *Guidance for exporters* which can be found on the Export Licensing Unit's webpage:

<http://www.artscouncil.org.uk/what-we-do/supporting-museums/cultural-property/export-controls/export-licensing/>



## APPLICATION FOR EXPORT LICENCE

Telephone no. for queries:

Your reference:

Name and address of Applicant (i.e., Declarant/Representative)

Name and address of Consignor

Name and address of Consignee

Name and address of all present owners

1. Are the goods being exported on a firm order?

2. Are they on consignment (or sale or return)?

3. Are they for temporary exportation e.g. exhibition or repair and then for return to the UK or Isle of Man?

4. If they are to be returned give date of return.

5. State date of proposed shipment.

6. Have the goods been imported into the UK in the last 50 years from anywhere other than the Channel Islands?  
If "Yes" supply available evidence (NB. The answer should be "No" for items which have previously been licensed for temporary export and return, but which otherwise had been in the UK for more than 50 years).

7. Are the goods being re-exported from the UK after temporary importation?

8. State official reference number(s) of any previous application(s)  
for export licence(s) for the goods.

Answer

Date

Date

### **Please now read NOTE 2 on page 4**

#### **WARNING**

It is an offence under article 4 of the Export of Objects of Cultural Interest (Control) Order 2003:

- a) to make any statement or furnish any document or information which is false in a material particular; or
- b) recklessly to make any statement or furnish any document or information which is false in a material particular, for the purpose of obtaining an export licence.

Penalties may be imposed upon conviction, including a fine and/or imprisonment for a term not exceeding 2 years.

#### **DECLARATION**

1. The goods to be exported are my/our property or are the property of the owner(s) named above for whom I am authorised to act in this transaction as the sole responsible representative.
2. I am aware that the exporter or shipper of the goods may be required to provide to the Commissioners of H.M. Revenue and Customs, within such time as they allow, evidence of the destination to which the goods covered by this licence were delivered.

Signed

Quality and name of signatory

Date .....

Other signatories may be authorised upon written application to Arts Council England

Official number of authorised  
signatory

ARTS COUNCIL  
ENGLAND

ELU Form C – Part II

## For official use only

Licence No:

Date of return (if applicable):

Name, address and email address for return of licence  
Name must be Consignor's - address may be different

Your reference

Name and address of Consignee

Country of ultimate destination

For the purpose of any Order made under the Export Control Act 2002 prohibiting the export without licence of goods from the United Kingdom, the Secretary of State hereby licences the Consignor above to export from the United Kingdom to the Consignee and the country of ultimate destination above within a period of twelve months from the date of this licence the following goods:

GOODS TO BE EXPORTED - *read NOTE 3*

[illegible]

If more space is needed, please continue on a separate sheet

TOTAL VALUE £

Arts Council England



## APPLICATION FOR EXPORT LICENCE

### NOTE 2

#### Warning

This Licence

- may be varied, suspended or revoked by the Secretary of State for Digital, Culture, Media and Sport at any time without reason given;
- may not be altered except by the Secretary of State for Digital, Culture, Media and Sport;
- is not transferable; and
- does not guarantee the value or authenticity of the goods nor the title to them of the licence holder or owner stated hereon.

### NOTE 3

#### Description of articles – a matching set of items is regarded as one article

For all goods the description on page 3 should state the style or class to which the object belongs, e.g. by Raphael, style of Adam, Chelsea, cloisonné, mezzotint, Sheffield plate; the nature of the material, design and decoration, general colour, period, country of origin and exact measurements. For a painting the full title by which it is usually known should be given: whether signed and, if dated, the date.

For gold and silver articles, the maker, date and place including hallmark should be stated and, except in the case of filled articles, the weight.

For photographic positives or negatives, state the name of the photographer and particulars of the subject e.g. the name(s) of the sitter(s), location, etc.

#### Value

This is the value of the goods as required to be declared for customs purposes.

#### Goods sent by post

This licence is available for one posting only and must be surrendered at the time of posting. Attach both sheets of the licence in an envelope marked "Export Licence" to the outside of the package or, if a batch, to one packet. Failure to do so may lead to delay.

#### Merchandise in baggage

This licence (both sheets) must travel with the goods and should be provided to customs authorities when requested.

#### Goods not sent by post

Attach an electronic copy of the Holder's Sheet to your export declaration ☐

#### INSTRUCTIONS TO HMRC

Exhausted Licences to be returned to:

Export Licensing Unit, Arts Council England, 21 Bloomsbury Street, London, WC1B 3HF or [elu@artscouncil.org.uk](mailto:elu@artscouncil.org.uk).

ARTS COUNCIL  
ENGLAND

ELU Form C – Part II

## For official use only

Licence No:

Date of return (if applicable):

Your reference

[illegible]

Name and address of Consignee

Country of ultimate destination

GOODS TO BE EXPORTED - *read NOTE 3*

[illegible]

# SHEET FOR CUSTOMS TO RETURN TO THE ELU



**ARTS COUNCIL  
ENGLAND**

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