

**GUIDANCE FOR SHIPPING VEHICLES
TO SILVERSTONE CIRCUIT**

EVENT SPECIFIC INFORMATION

Please note that since last year due to Brexit, it will be a much more complex process to ship your vehicles to the UK from ALL COUNTRIES as there are new procedures in place.

Your vehicle is at risk of getting stuck at Customs and might miss the freight company transport slot you have arranged to get the car to Silverstone or even worse, never make it to Silverstone.

Therefore as well as organising shipping, you must arrange your own process to get your car through customs on arrival in the UK and when leaving.

IMPORTANT Please note that the IMechE are not responsible for your cars on arrival in the UK, you are responsible for your car during its entire journey from your resident country to Silverstone and its return.

IMPORTANT INSURANCE NOTE: It is your responsibility and you MUST take out Door to Door " Goods In Transit " Insurance for your shipment, including all accessories. Check with your Freight Agent as insurance is not included as standard.

For this reason, we recommend that you choose one of the two methods below to ensure your vehicle's safe, legal and timely shipping to and from the UK.

Option 1: ATA Carnet

This is effectively applying for a passport for your vehicle, spare parts, plus any tools or accessories.

This option enables your car to be accepted in the UK and leave the UK again after the competition, without any difficulties at Customs.

You would need to visit your local Chamber of Commerce and apply for this, filling in a 10 page document detailing everything about the car, spare parts, plus any tools or accessories.

The cost depends on the country you are applying through so we cannot advise, but this cost would need to be covered by the team as well as the shipping costs.

The Carnet would be issued for this year's event only and you must make sure it has correct validity dates when you apply for it.

Please note, if anything is broken/damaged during the transport or during the event this must be documented and detailed prior to the export of the consignment with detailed explanation of differences and evidence. All items should be re-exported

under the carnet even if damaged and neither the consignment or parts of it can be left in UK.

Option 2 : Claim VAT/duty back on your vehicle

You can carry out this option through RJJ Freight, by visiting their website here <http://www.rjffreight.co.uk/formulastudent>

You would need to fill in the forms and discuss with RJJ Freight Ltd providing details of your vehicle, spare parts, plus any tools or accessories. including a realistic value.(often referred to as Intrinsic Value for Customs purposes).

RJJ Freight will arrange for the VAT/duty calculation so that your Team can send payment to either RJJ Freight Ltd or direct to HMRC using specific payment options which need to be discussed with RJJ Freight. Basically, this means a statement on your team's behalf is being made to Customs via the HMRC CDS system saying when the consignment will arrive and then be returned back to the country of origin.

Upon correctly completing the Export it will then be possible to arrange to claim the VAT/Duty amount paid on deposit back from Customs. A specific repayment application has to be applied for by each Team through HMRC with assistance of RJJ Freight. Once actioned and submitted, that reclaim can take 8-12 weeks for HMRC to process after the submission of the repayment application.

Please contact RJJ to discuss potential costs for this service but the service fee is variable depending on your freight terms and Shipping company that you use .Please speak with RJJ Freight for further clarification and pricing. If you go ahead with RJJ Freight Ltd, you will need to let your freight transport company know that:

- You are working with RJJ Freight Ltd. Tel 01394 695565 Email cars@rjffreight.co.uk and they are your contact for the process
- Your consignment will be mostly likely need to be declared as Hazardous Cargo
- The consignment should be shipped on Seaway bills (otherwise know as Express release Bill)
- The Notify party on bills of lading will be:

RJJ Freight Ltd, Rjj House, Haven Exchange, Felixstowe. IP11 2QE
Tel 01394 695565 Email cars@rjffreight.co.uk

- We suggest the Consignee might be shown on bill of lading as:

YOUR TEAM NAME, YOUR UNIVERSITY NAME, YOUR CAR # c/o Neil Carr-Jones, Formula Student UK National Paddock Silverstone Circuit Towcester ENGLAND NN12 8TN

IMPORTANT Even though you may have paid the freight cost at origin i.e. organised the shipping of your vehicle to the UK and paid the cost, you might be liable for more costs when the car arrives in the UK. Please take care to avoid these situations and

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make sure you understand your total costs for Import Clearance and delivery. If you have any doubts on this, **please contact RJJ Freight who can help explain what costs are included.**

DELIVERY

Once you have shipment confirmation, please complete the below form and email to fs@imeche.org

The earliest we can receive car shipments to Silverstone is **12:00 Tuesday 18 July 2023**. There will be no one available to accept delivery before this time, your vehicle will be returned to the port and you may incur additional charges. **Please only arrange delivery between the hours of 12:00-17:00 on 18 July or between 09:00-17:00 on Wednesday 19 July.**

Team members will have access to the circuit from **14:00 Wednesday 19 July**. **THERE ARE NO EXCEPTIONS. PLEASE DO NOT SHIP ANY ITEMS NEEDED PRIOR TO THIS WITH YOUR VEHICLE E.G. CAMPING EQUIPMENT AS YOU WILL NOT BE PERMITTED ACCESS.**

The address to ship to is:

**YOUR TEAM NAME, YOUR UNIVERSITY NAME, YOUR CAR #
c/o Neil Carr-Jones, Formula Student UK
National Paddock
Silverstone Circuit
Towcester
ENGLAND
NN12 8TN**

There is a printable address label at the end of this document. We **strongly advise** you to forward this to your shipping company to attach to your crate to avoid any issues with delivery / collection.

COLLECTION

Crates must be collected no later than **20:00 Sunday 23 July**.

Please only arrange collection between the hours of 09:00-20:00.

VEHICLE SHIPPING CONFIRMATION

Email this completed form to fs@imeche.org no later than **Thursday 1st June 2023**

TEAM NAME:

UNIVERSITY NAME:

CAR #:

CARRIER / FREIGHT HANDLER:

ATA Carnet

YES

NO

VAT/duty reclaim

YES

NO

DELIVERY DATE:

ESTIMATED TIME:

COLLECTION DATE:

ESTIMATED TIME:

ARRIVING IN A CRATE:

YES

NO

FORKLIFT REQUIRED FOR OFFLOAD: YES NO

CONTACT FOR DELIVERY

This section MUST be filled or we cannot accept your delivery

TEAM CONTACT ON SITE:

CONTACT NUMBER IN UK:

ANY OTHER INFORMATION:

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DELIVERY ON OR AFTER 12:00 TUESDAY 18 JULY 2023

**YOUR TEAM NAME, YOUR UNIVERSITY
NAME, CAR #**

**c/o Neil Carr-Jones
Formula Student UK
National Paddock
Silverstone Circuit
Towcester
ENGLAND
NN12 8TN**

**Team Contact Name:
Team Contact Phone:**

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