



GUERNSEY STATUTORY INSTRUMENT

2022 No. 16

**The Customs and Excise (Inbound Passenger  
Information Reports) (Bailiwick of Guernsey)  
Regulations, 2022**

<i>Made</i>	7 <sup>th</sup> March, 2022
<i>Coming into operation</i>	7 <sup>th</sup> March, 2022
<i>Laid before the States</i>	, 2022

THE COMMITTEE FOR HOME AFFAIRS, in exercise of the powers conferred on it by sections 14B and 79 of the Customs and Excise (General Provisions) (Bailiwick of Guernsey) Law, 1972<sup>a</sup> and all other powers enabling them in that behalf, makes the following regulations:—

**Requirement to make reports in respect of passengers.**

1. (1) The owner of a relevant vessel or aircraft must make a report to the Chief Revenue Officer in accordance with these Regulations.

(2) A person who fails to comply with the requirement in paragraph (1) is guilty of an offence and liable on summary conviction or conviction on indictment to a fine not exceeding level 5 on the uniform scale.

**Information required for reports.**

2. A report must include all the information required to be included by Schedule 1.

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<sup>a</sup> Ordres en Conseil Vol. XXIII, p. 573. This enactment has been amended.

**Procedure for making reports.**

3. (1) Subject to paragraph (2), the owner must make the report –
  - (a) in the case of a pleasure craft or private aircraft, in accordance with Schedule 2, and
  - (b) in any other case, by
    - (i) granting the Chief Revenue Officer direct access to the report information on any database or other electronic storage system, or
    - (ii) emailing the report information to the Chief Revenue Officer –
      - (A) in the case of arrival in Alderney, at [Alderney@gba.gov.gg](mailto:Alderney@gba.gov.gg), and
      - (B) in the case of arrival anywhere else, at [detectionbranch@gba.gov.gg](mailto:detectionbranch@gba.gov.gg).

(2) Where formal notification is given by the Chief Revenue Officer to the owner of the relevant vessel or aircraft that business continuity procedures have been activated, or where special arrangements have been made with the agreement of the Chief Revenue Officer in an individual case –

- (a) a report in the case of a pleasure craft or private aircraft may be made by emailing the form required to be completed under Schedule 2 –
  - (i) in the case of arrival in Alderney, to [Alderney@gba.gov.gg](mailto:Alderney@gba.gov.gg), and

- (ii) in the case of arrival anywhere else, to [detectionbranch@gba.gov.gg](mailto:detectionbranch@gba.gov.gg),
- (b) a report in any other case may be made by delivering it in paper form to a Customs office in the Bailiwick, and
- (c) in any case, a report may be made in any other manner directed by the Chief Revenue Officer.

**Reporting requirements for aircraft and vessels other than pleasure craft.**

4. (1) Except in the case of a pleasure craft, a report ("**original report**") must be made no later than two hours before departure of the relevant vessel or aircraft from the last destination before that vessel or (as the case may be) aircraft arrives in the Bailiwick of Guernsey.

(2) If any information provided in the original report is no longer materially correct at the time that the vessel or aircraft departs from the last destination, the owner must make another report ("**update report**") to correct that information –

- (a) as soon as practicable after the owner becomes aware of the correct information, and
  - (b) in any event, no later than that time of departure.
- (3) An update report must be made –
- (a) where reasonably practicable, in the same manner as the original report, and
  - (b) in any other case, in accordance with regulation 3.

(4) Once made, an update report is to be regarded as an original report for the purposes of this regulation, and paragraphs (2), (3) and (4) apply accordingly.

**Reporting requirements for pleasure craft.**

5. In the case of a pleasure craft, a report must be made immediately upon arrival in the Bailiwick or as soon as practicable after that arrival.

**Alternative addresses for emails.**

6. Where a provision of these Regulations specifies an email address to which an email is to be sent, the email may be sent to any other email address published on the internet by the Chief Revenue Officer for this purpose.

**Interpretation.**

7. In these Regulations, unless the context requires otherwise –

"**Bailiwick**" has the same meaning as "**Island**" in the Law,

"**commercial aircraft**" means any civilian aircraft used for the carriage for hire or reward of passengers, or mail or other cargo,

"**commercial vessel**" means any civilian vessel used for the carriage for hire or reward of passengers, or mail or other cargo,

"**the Law**" means the Customs and Excise (General Provisions) (Bailiwick of Guernsey) Law, 1972,

"**the owner**", in relation to a relevant vessel or aircraft, means the owner of the vessel or (as the case may be) aircraft,

"**pleasure craft**" means any civilian vessel other than a commercial vessel,

**"private aircraft"** means any civilian aircraft other than a commercial aircraft,

**"relevant vessel or aircraft" –**

- (a) means a vessel or (as the case may be) an aircraft that arrives in the Bailiwick from a port or place outside the Bailiwick, but
- (b) excludes any fishing vessel registered in Part II of the Guernsey Register of British Ships kept under the Merchant Shipping (Bailiwick of Guernsey) Law, 2002<sup>b</sup>,

**"report"** means a report required to be made under regulation 1, and

**"report information"** means the information required to be included in each report under regulation 2 and Schedule 1.

**Citation.**

8. These Regulations may be cited as the Customs and Excise (Inbound Passenger Information Reports) (Bailiwick of Guernsey) Regulations, 2022.

**Commencement**

9. These Regulations shall come into force on the 7<sup>th</sup> March, 2022.

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<sup>b</sup> Order in Council No. VIII of 2004. This enactment has been amended.

Dated this 7<sup>th</sup> day of March, 2022



Deputy Robert Prow  
President of the Committee for Home Affairs  
For and on behalf of the Committee

## SCHEDULE 1

### Regulation 2

#### INFORMATION THAT MUST BE INCLUDED IN EACH REPORT

1. In all cases, the following information must be included in each report –
  - (a) name, number or registration details of the relevant vessel or aircraft,
  - (b) total number of passengers carried on the relevant vessel or aircraft,
  - (c) particulars of the departure of the relevant aircraft or aircraft, including point of departure, date and time,
  - (d) particulars of the intended arrival of the relevant vessel or aircraft in the Island, including point of arrival, date and time,
  - (e) name of the person completing the report, and
  - (f) contact telephone number of the operator, commander or master of the relevant vessel or aircraft.
  
2. In the case of any commercial vessel or commercial aircraft, the following details for each passenger must be included in the report –
  - (a) identity including: full name, date of birth, nationality and any other information displayed on the person's travel document,
  - (b) address and any contact details,
  - (c) any particulars recorded in connection with the reservation and checking in (including travel document information),

- (d) any particulars recorded in connection with the issue of the ticket (for travel),
- (e) any particulars recorded in connection with the payment made for that ticket,
- (f) the number and names of passengers on the same booking,
- (g) particulars of the journey and of any other journey covered by the same reservation,
- (h) particulars of any seat allocated to that passenger,
- (i) particulars of any services or facilities covered by the reservation made for that passenger, and
- (j) particulars of any vehicle carried on that vessel or aircraft in relation to which that person is a driver or passenger.

3. In the case of any pleasure craft or private aircraft, the following details for each passenger must be included in the report –

- (a) family and given names,
- (b) nationality,
- (c) date and place of birth,
- (d) port of embarkation, and
- (e) port of disembarkation.

## SCHEDULE 2

Regulation 3(2)

### PROCEDURE FOR OWNERS OF PLEASURE CRAFT OR PRIVATE AIRCRAFT TO MAKE REPORTS

#### **Pleasure craft**

1. In the case of a pleasure craft, the owner of the craft must make the report by completing Form GC27 (Report of Arrival for Pleasure-Craft).
2. The carbonised Form GC27 is available from any Customs office at St Peter Port Harbour, St Sampson's Harbour or Beaucette Marina, Guernsey, or Braye Harbour, Alderney and at the Offices of both Guernsey and Alderney Harbours.
3. The pink copy is to be retained on board, and the white copy submitted to Customs either at a Customs office or a designated collection point (Yellow Customs Declaration Boxes situated around the approved ports of St Peter Port Harbour, St Sampson's Harbour, Beaucette Marina, Braye Harbour in Alderney and at the Harbour Offices).
4. "Form GC27" means the latest version of the form of that name made available by the Chief Revenue Officer.

#### **Private aircraft**

1. In the case of a private aircraft, the owner of the aircraft must make the report by completing a General Aviation Report.
2. In the case of arrivals at Guernsey airport, the completed report can be submitted either at the airport Customs Office (post box by door to Customs Office in the main terminal building), a designated collection point (Airport Flight Briefing office and aircraft handling agents ASG and Aiglle) or by way of an electronically signed form emailed to [detectionbranch@gba.gov.gg](mailto:detectionbranch@gba.gov.gg).

3. In the case of arrivals at Alderney airport, the completed report can be submitted at the Customs Office at the airport or by way of an electronically signed form emailed to [Alderney@gba.gov.gg](mailto:Alderney@gba.gov.gg).
4. "**General Aviation Report**" means the latest version of the form of that name made available and published on the internet by the Chief Revenue Officer.

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#### EXPLANATORY NOTE

*(This note is not part of these Regulations)*

These Regulations require the owner of a vessel or aircraft arriving in the Bailiwick from a port or place outside the Bailiwick to make reports in respect of passengers carried on the vessel or aircraft. They specify the information required to be included in these reports, and the time and procedure for making them.

These Regulations will come into force on the 7<sup>th</sup> March, 2022.