THE ROYAL AIR FORCE MUSEUM’S POLICY FOR OBJECT MOVEMENT AND TRANSPORT TO AND FROM THE COLLECTION

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THE ROYAL AIR FORCE MUSEUM’S POLICY FOR OBJECT MOVEMENT AND TRANSPORT TO AND FROM THE COLLECTION

Name of museum: Royal Air Force Museum

Name of governing body: Trustees of the Royal Air Force Museum

Delegated authority given to the Senior Leadership Team (SLT) by the Board of trustees for Collections related Policies and Procedures

Date on which this policy was approved via SLT delegation: 20 February 2017

Date at which this policy is due for review: 2 years after approval

SCOPE AND PURPOSE

1. This policy addresses the movement and transport of objects for which the Museum is responsible, that is all objects which have been accepted into the Museum under the terms of the Entry Policy (RAFM/DCM/2/6/4/1). This includes the following:

   a) all accessioned objects;
   b) objects being considered for acquisition into the Museum’s collection;
   c) objects being temporarily held for copying;
   d) objects on loan to the Museum;
   e) when a depositor requires an object to be examined and identified and has made prior arrangements with a curator of the relevant sub-collection;
   f) it is a Royal Air Force Museum object being sent to and returned from contractors;
   g) it has been sent anonymously and is to be held pending action under the Collections Development Policy.

2. Movement of objects covers the internal museum activities concerned with organising and carrying out the transfer of objects from one Museum location to another (i.e. as listed on the Collections Management System).

3. Transport of objects covers the external museum activities concerned with organising and shipping of objects to/from approved external locations (resulting from the application of the Loan-Out Policy (RAFM/DCM/2/6/8/1), Loan-In Policy (RAFM/DCM/2/6/7/1), Collections Development Policy (RAFM/DCM/2/6/3/1)) or to contractors. Transportation of objects to non-approved locations is not permitted except in emergencies.
4. In the case of an emergency, that is when the urgent removal of Museum objects is required, the Museum’s Emergency Plan (RAFM/DCM/2/6/17/3/4) must be followed.

RECORDING LOCATIONS FOR ACCESSIONED OBJECTS

5. All accessioned objects at any RAFM site are to have their location recorded on the Collections Management System (CMS) using the Museum’s internal location coding system.

6. Location codes are to be updated on the CMS within 72 hours of being moved from its recorded CMS location. Paper records of location moves may be maintained in the interim of the CMS being updated. In the event of an emergency situation such as fire or flood the CMS location is to be updated as soon as is practicable.

7. All accessioned objects being moved between RAFM sites should be listed as ‘in transit’ when between sites.

8. The CMS record of the movement is to include the name of the authorised person moving the object, the name of the person authorising the move and the date of the movement.

9. An annual audit of Museum objects will be carried out using a randomly generated list to ensure that all mentioned items are recorded in the correct location as per the Stock Checking Policy (RAFM/DCM/2/6/11/1).

AUTHORISATION

10. Requests for the movement and transport of any Museum objects off site, may only take place with the prior approval of either the Head of Collections, Head of Collections Services, the Museum Registrar, the Archive, Library and Research Manager, the Director of Public Programmes or the CEO.

11. No unauthorised movement or transfer of any Museum objects will take place at any time.

12. In the event of the Museum’s Emergency Plan being instigated authorisation to move Museum objects is given to those listed in the Emergency Plan.

13. Staff with the authority to request, approve or carry-out object transport are listed in the following relevant polices:
   a) Entry or exit of outward loan see Loan-Out Policy (RAFM/DCM/2/6/8/1)
   b) Entry or exit of inward loan see Loan-In Policy (RAFM/DCM/2/6/7/1)
   c) For objects leaving the Museum permanently see Collections Development Policy (RAFM/DCM/2/6/3/1)
INTERNAL LOCATION CODING SYSTEM

14. The Museum’s internal location coding system is maintained by the Museum Librarian.

15. All authorised movers will be issued with reference documents listing the location codes to ensure the correct location code is applied.

TRAINING

16. Training in the locations systems and the handling of items for movement and transfer will be provided to authorised movers on a regular basis by the Department of Collections Services.

TRANSPORT CONDITIONS

17. The transport of objects for which the Museum is responsible and for which the valuation of the individual item or group exceeds £300 must comply with the conditions of care set out in the National Heritage Act 1980, Section 16 (Appendix A).

18. The movement or transport of any object for which the Museum is responsible must comply with the Insurance and Indemnity Policy (RAFM/DCM/2/6/10/1) and Procedure (RAFM/DCM/2/6/10/2), and, where appropriate, the Loan-Out Policy (RAFM/DCM/2/6/8/1) or the Loan-In Policy (RAFM/DCM/2/6/7/1). Specifically each movement and transport must be carried in the following manner:

a) All object movements either to one of the Museum’s three sites or externally must be carried out by two members of Museum staff, known as couriers. Two drivers are required for long journeys or one driver and an accompanying member of staff on short journeys. The couriering crew will consist of two staff members, at least one of whom has been trained in the movement and transport of museum objects;

b) If the transport of an object is to be carried out by a transport company in the case of loans or larger object movements, the agent selected must be a Museum shipping agent approved by the Collections Development Committee. A list of approved companies is held by DCS. A member of Museum staff will accompany the selected shipping agent and supervise the transport of the objects;

c) The couriers will be supplied with a mobile phone for the journey in order to be able to make contact with the Museum, borrowers, lenders and contractors as applicable;

d) Where a space on the carrying vehicle is limited, for example when transporting large three dimensional objects or where deemed essential for security control, a second escorting vehicle will be used;

e) The route will be carefully planned and all relevant addresses and telephone numbers of emergency services, borrowers, lenders and contractors will be carried by the couriers;
f) Ideally, the journey should be completed in one haul. Where a stopover is necessary for long journeys, arrangements must be made in advance to lodge the objects in secure premises which are protected by a 24-hour supervision system;

g) On no account should a vehicle carrying objects be left unattended at any time, even in an emergency;

h) The Museum’s ‘no-smoking’ policy applies in respect of areas containing Museum material.

19. When possible all Museum items are to be moved using appropriate vehicles and should be stored in appropriate enclosures for transit. Large objects should be suitably covered to prevent damage.

20. The Museum will bear the cost of the transport of any object except in circumstances outlined in other policies, for example Loan-out (RAFM/DCM/2/6/8/1), Collections Development (RAFM/DCM/2/6/3/1) and Entry (RAFM/DCM/2/6/4/1).

HEALTH AND SAFETY

21. Line managers must ensure that proper guidelines relating to health and safety requirements in connection with the movement of objects are adhered to. All movements will comply with the Health and Safety at Work requirements and risk assessments will be carried out as required.

INTERNAL MUSEUM MOVEMENT DOCUMENTATION

22. Except for in an emergency situation, requests for object movement between the Museum sites must be made using the monthly Object Transportation List.

23. Some, but not all, internal movements will also necessitate the need to raise a transaction receipt in order to ensure verification of a change of location; curators can do this using the manual Movement Form. This may occur, for example, when objects are being moved out of a storage area at Hendon and put into an exhibition area. The need to document the transaction is defined as follows:

a) MOVEMENT OF ITEMS FOR READERS
   Only objects from the accessioned collection will be made available for readers. All Archive and Library items which are made available for use in the reading room will have their CMS location updated in order to track their location and use. The Reader Registration Form will provide a record of items requested and used by the researcher, when it was used and why. A Movement Request slip will be completed when Archive and Library Reserve items and items from other collections on site are requested in the reading room with a copy placed in the box from which the item was removed. A second copy will be kept with the item and a third copy will remain with the reading room staff for administrative purposes. The slip in the box will remain there until the item is returned.
b) MOVEMENT OF ITEMS TO A CURATOR’S CUSTODY
The removal of items by curators for use at their desks, for periods of more than 24 hours, will be recorded by changing the location on the CMS only. If material leaves its collection store/work area for use by other members for however short a period this movement will be recorded by changing the location on the CMS, completing a Movement Form and in the case of Archive and Library Reserve items a Movement Request slip too. This documents the transaction.

c) MOVEMENT BETWEEN MUSEUM SITES
The removal of any object, including a book, from one site to another, for however short a period of time, will require the CMS location to be updated and the transaction documented using the appropriate monthly Object Transportation Request List.

d) ALL OTHER MOVEMENTS
All other internal movements will be recorded with the use of a Movement Form and on the CMS.

EXTERNAL OBJECT TRANSPORTATION

24. All movements from a Museum site to an external location will be documented using an Exit Form (Exit Policy RAFM/DCM/2/6/12/1). The Exit Form will accompany other transport documentation where an external location is involved.

TRANSPORT DOCUMENTATION

25. When transporting objects it is important for all parties to understand and be prepared for the event by gathering copies of relevant documentation. The following list contains the documentation relevant to the transport of objects for which the RAF Museum is responsible between a Museum site and an external location. Both RAF Museum and the carrier should have copies:

a) Receipt; either an RAFM Exit Form to be signed at the point of handover to the borrower or an RAFM Loan-In Form signed at the point of handover to RAF Museum responsibility.

b) Loan Form; either an RAFM Loan-Out or an RAFM Loan-In Form providing evidence of objects loaned and the conditions of the loan agreement.

c) Contact details; names and telephone numbers at both the borrowing and lending institutions should be provided on loan forms.

d) Copy of indemnity/insurance cover arranged by the borrower (if applicable).

e) Condition assessment; at least to the standard of an RAFM Object Condition Assessment Form signed by the lending institution immediately prior to packing.

f) Route plan/schedule, details of storage arrangements for objects (see para 16 and 17 Appendix A) and any associated travel tickets, hotel
bookings, passport, personal travel insurance, details of travel subsistence, local currency, etc.

g) Any additional conditions; for example, packing and handling instructions.

h) Customs and transit documents (if applicable); see the following section Transporting Objects Overseas.

TRANSPORTING OBJECTS OVERSEAS

26. Special consideration must be given when transporting objects overseas (including the EU); an approved Museum courier, the transport conditions at Appendix A must be complied with, and the documentation listed below must be collected in advance. A professional carrier will prepare points b-d below and any extra documentation required for entry into countries beyond the EU.

a) Importing: Providing the imported goods fulfil the conditions listed at Appendix B, the Museum is approved by the National Import Relief Unit (NIRU) for the duty-free admission of imported exhibits which are not intended for sale\(^1\). Shippers must be aware of this approval before objects are transported so that appropriate documentation may be completed (Appendix B).

b) Export Licence: An export licence is required when various categories of objects over a certain value leave the UK and/or EU either temporarily or permanently. Appendix C outlines when an export licence must be applied for; consult the RAF Museum Registrar to liaise with carriers if an application needs to be made, or in cases of any doubt. A copy of the licence is to be carried with the objects and the licence number must be entered onto any customs documentation.

c) Air Waybill: This is a contract between shipper and carrier which lists the goods to be carried and represents the carrier’s responsibility for the delivery of goods. A copy is to be provided to the RAF Museum.

d) Pro Forma Shipping Invoice: This lists all the items included in the shipment, with details of ownership and values. A copy is to be provided to the RAF Museum.

e) CMR note (Convention on the Contract for the International Carriage of Goods by Road): This is a contract for the carriage of goods by road (and ferry) from one country to another which sets out the responsibilities and liabilities of the sender and the carrier. The CMR note is to be completed in advance of transit with information from both the sender and carrier (Appendix D).

\(^1\) In line with Council Regulations (EEC) no. 918/83, articles 51, 57 & 58
Appendix A:

National Heritage Act 1980, section 16

1. Any transport company used to move the object(s) must have experience in the transport of fragile and valuable artefacts with employees trained in the handling of such material and must be able to meet the conditions below, confirming this in writing.

2. When object(s) are sent out or brought in from abroad, the company used must have the ability and appropriate experience to handle consignments of valuable and fragile material. Company staff must be experienced in dealing with airport and seaport procedures and all necessary documentation.

3. The removal, packing, unpacking and transport of the loan material must be supervised by senior members of the transport company in consultation with the lender and/or borrower of the material.

4. Any vehicle, whether owned by a transport company or the borrower or the lender, used for the transport of material for which the RAF Museum is responsible must conform to the specifications in paragraphs 5 to 10 below.

5. Vehicles used should normally be closed vans (i.e. having solid sides and roof) with a windowless freight compartment separate from the driving cab. All vehicles should be equipped with good quality locking devices. Additional locking facilities may also be required, such as closed shackle padlocks. Any locking bars or external fittings must be secured with concealed or non-return screws or welded or riveted into place.

6. Vehicles should provide appropriate protection against vibration and shock and extremes in relative humidity and temperature conditions for consignments of valuable and fragile material. Air-ride suspension and climate control equipment may be necessary in appropriate circumstances. Environmental conditions should be monitored.

7. Vehicles and crew have to be equipped with appropriate means of communications such as fixed and/or mobile radio telephones for route monitoring and emergencies.

8. Keys to the freight compartment should be kept separate from the vehicle keys.

9. Vehicles other than closed vans may be used in appropriate circumstances, e.g. the carriage of exceptionally large items which may demand the use of an open lorry with the load suitably covered. Furthermore, small consignments or single items may be carried by car, small van, taxi, train or air providing a sufficient number of couriers are in attendance.

10. All vehicles must be provided with fire fighting equipment appropriate to the load and the crew experienced in its use.

11. Whatever method of transport is used, compliance with the operating conditions in paragraphs 12-19 is required.
12. A vehicle must carry two drivers on long journeys, or one driver and a courier on short journeys. The crew is to consist of responsible persons experienced in the handling of valuable consignments and capable of dealing effectively with an emergency situation.

13. Where a space on the carrying vehicle is limited, or where deemed essential for security control, a second escorting vehicle will need to be provided and equipped with mobile radio/telephone communications.

14. The route should be carefully planned and the addresses and telephone numbers of emergency services should be carried by the crews and accompanying couriers.

15. Ideally, the journey should be completed in one haul.

16. When a stopover is necessary arrangements must be made to lodge the vehicle and/or material in secure premises which are protected by a 24-hour intruder and fire alarm system or under continuous supervision.

17. On no account should a vehicle be left unattended by the crew, even in an emergency.

18. Special circumstances may apply to some overseas transport, but arrangements must be no less rigorous than those specified above. Discuss air and sea transport arrangements with the Museum Registrar and/or Museums’ Security Adviser if you need advice.

19. An effective 'no-smoking' policy should apply in respect of areas containing Museum material.

A In the event of loss or damage due to the specified conditions not having been observed the Secretary of State shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Secretary of State shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Secretary of State may require.

B These conditions are the minimum requirements of the Government Indemnity Scheme.
Appendix B:

Duty Relief for Imported Goods

The Museum’s Duty Relief Number is NIRU 1563

Objects must meet the following conditions to qualify for Duty Relief:

- The exhibits are of a scientific, educational or cultural nature and not for sale
- The exhibits are despatched directly on import to your approved establishment
- You use the items concerned exclusively as exhibits under your control
- You keep a record of the exhibits

When arranging the transport of such objects, inform the Shipper or Poster of the Museum’s Duty Relief before the transport takes place quoting the NIRU reference number above.

Shippers and import agents will be familiar with this process; they will be aware of classifications of objects that already qualify for nil rate of duty (e.g. works of art) and be able to claim duty at the time of import for the remainder. Contact the Registrar in cases of doubt, or if the Shipper requests written proof of the Museum’s relief.

When you arrange for goods to be sent by post, ask the sender to write clearly on the package and associated Customs declaration (CN22 or 23) “Museum Exhibits; Relief Claimed”.

Contact the Registrar with further queries.

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2 HM Customs & Excise notice 361
Appendix C:

UK Export Licensing for Cultural Goods

Objects excluded from the export control
If you intend to export an item which falls fully within one of the categories described below, an export licence application is **not** required for the destination shown in the heading:

For any destination:

1. Postage stamps and other articles of philatelic interest.

For a despatch to another EU Member State:

2. Birth, marriage or death certificates or other documents relating to the personal affairs of the exporter or the spouse of the exporter.

3. Letters or other writings written by or to the exporter or the spouse of the exporter.

4. Any object exported by, and being the personal property of, the manufacturer or producer thereof (does not apply to companies), or the spouse, widow or widower of that person.

5. Any object less than 50 years of age at the time of export.

For an export to a destination outside the EU:

6. Letters or other writings written by or to the exporter or the spouse of the exporter.

7. Any object less than 50 years of age at the time of export.
The Type of Licence Required for Export
Please ensure you take into account the extra conditions outlined in the following pages:

Is the object for Export out of the European Union (EU)?

- No
  - Does its value either equal or exceed the relevant EU “threshold value” in the table EU Categories for the Export of Cultural Goods?
    - No
      - Does its value either equal or exceed the relevant UK “OGEL limit” in the table OGEL Limits for the Export of Cultural Goods?
        - No
          - ACTION
            Complete EU licence application and send to DCMS
        - Yes
          - ACTION
            You may export the object under your OIEL without obtaining an individual export licence from DCMS
    - Yes
      - ACTION
        Complete a UK licence application and send to DCMS
  - Yes
    - Does the object fall within those permitted to be exported under your OIEL?
      - No
        - ACTION
          Complete an individual licence application and send to DCMS
      - Yes
        - ACTION
          You may export the object under your OIEL without obtaining an individual export licence from DCMS

Do you have an Open Individual Export Licence (OIEL)?

- Yes
  - ACTION
    You may export the object under the Open General Export Licence (Antiques) – (OGEL) without obtaining an individual licence from DCMS
- No
  - ACTION
    Complete a UK licence application and send to DCMS
### EU Categories for the Export of Cultural Goods

<table>
<thead>
<tr>
<th>Category of cultural object</th>
<th>Threshold value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Archaeological objects more than 100 years old which are the products of:</td>
<td>£ Zero</td>
</tr>
<tr>
<td>- excavations and finds on land or under water</td>
<td></td>
</tr>
<tr>
<td>- archaeological sites</td>
<td></td>
</tr>
<tr>
<td>- archaeological collection</td>
<td></td>
</tr>
<tr>
<td>2. Elements forming an integral part of artistic, historical or religious monuments which</td>
<td>£ Zero</td>
</tr>
<tr>
<td>have been dismembered, of an age exceeding 100 years</td>
<td></td>
</tr>
<tr>
<td>3. Pictures and paintings, other than those included in category 3A or 4, executed entirely</td>
<td>£ 91,200</td>
</tr>
<tr>
<td>by hand in any medium and on any material(^1)</td>
<td></td>
</tr>
<tr>
<td>3a. Water-colours, gouaches and pastels executed entirely by hand on any material(^1)</td>
<td>£ 18,200</td>
</tr>
<tr>
<td>4. Mosaics in any material executed entirely by hand, other than those falling in</td>
<td>£ 9,100</td>
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<tr>
<td>categories 1 or 2, and drawings in any medium</td>
<td></td>
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<tr>
<td>executed entirely by hand on any material(^1)</td>
<td></td>
</tr>
<tr>
<td>5. Original engravings, prints, serigraphs and lithographs with their respective plates</td>
<td>£ 9,100</td>
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<tr>
<td>and original posters(^1)</td>
<td></td>
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<tr>
<td>6. Original sculptures or statuary and copies produced by the same process as the original</td>
<td></td>
</tr>
<tr>
<td>(^1), other than those in category 1</td>
<td>£ 30,400</td>
</tr>
<tr>
<td>7. Photographs, films and negatives thereof(^1)</td>
<td>£ 9,100</td>
</tr>
<tr>
<td>8. Incunabula and manuscripts, including maps and musical scores, singly or in collections</td>
<td>£ Zero</td>
</tr>
<tr>
<td>(^1)</td>
<td></td>
</tr>
<tr>
<td>9. Books more than 100 years old, singly or in collections</td>
<td>£ 30,400</td>
</tr>
<tr>
<td>10. Printed maps more than 200 years old</td>
<td>£ 9,100</td>
</tr>
<tr>
<td>11. Archives, and any elements thereof, of any kind or any medium which are more than 50</td>
<td>£ Zero</td>
</tr>
<tr>
<td>years old</td>
<td></td>
</tr>
<tr>
<td>12. (a) Collections(^2) and specimens from zoological, botanical, mineralogical or</td>
<td>£ 30,400</td>
</tr>
<tr>
<td>anatomical collections;</td>
<td></td>
</tr>
<tr>
<td>(b) Collections(^2) of historical, palaeontological, ethnographic or numismatic</td>
<td></td>
</tr>
<tr>
<td>interest</td>
<td></td>
</tr>
<tr>
<td>13. Means of transport more than 75 years old</td>
<td>£ 30,400</td>
</tr>
</tbody>
</table>

\(^1\) Which are more than 50 years old and do not belong to the originator

\(^2\) As defined by the Court of Justice in its judgement in Case 252/84, as follows: ‘Collectors’ pieces within the meaning of heading No 97.05 of the Common Customs Tariff are articles which possess the requisite characteristics for inclusion in a collection, that is to say, articles which are relatively rare, are not normally used for their original purpose, are the subject of special transactions outside the normal trade in similar utility articles and are of high value.

\(^3\) Please note that Archaeological objects between 50 – 99 years old, Elements forming an integral part of artistic, historical or religious monuments which have been dismembered between 50 – 99 years old, Books between 50 – 99 years old, Printed Maps between 50 – 199 years old and Means of transport between 50 – 74 years old do not require an individual EC licence for export to a non-EU destination. However, these objects may require an individual UK licence for export to a non-EU destination. Please refer to “OGEL Limits for the Export of Cultural Goods” on the next page to see if it would require an individual UK licence.
## OGEL Limits for the Export of Cultural Goods

<table>
<thead>
<tr>
<th>Category of Object</th>
<th>OGEL limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Any item over 50 years of age (excluding objects listed in categories 2 - 10 below)</td>
<td>£ 65,000</td>
</tr>
<tr>
<td>2. Archaeological material found in UK soil or UK territorial waters over 50 years of age</td>
<td>£ Zero</td>
</tr>
<tr>
<td>3. Manuscripts, documents and archives (excluding printed matter) over 50 years of age</td>
<td>£ Zero</td>
</tr>
<tr>
<td>4. Architectural, scientific and engineering drawings produced by hand over 50 years of age</td>
<td>£ Zero</td>
</tr>
<tr>
<td>5. A photographic positive or negative or any assemblage of such photographs over 50 years of age</td>
<td>£ 10,000</td>
</tr>
<tr>
<td>6. A textile (excluding carpets and tapestries) over 50 years of age</td>
<td>£ 12,000</td>
</tr>
<tr>
<td>7. A portrait or likeness of a British Historical Person over 50 years of age</td>
<td>£ 10,000</td>
</tr>
<tr>
<td>8. A firearm over 100 years of age and any other arms or armour</td>
<td>£ 35,000</td>
</tr>
<tr>
<td>9. A firearm between 50 and 100 years of age</td>
<td>£ 65,000</td>
</tr>
<tr>
<td>10. A painting in oil or tempera (excluding portraits of British Historical Persons) over 50 years of age</td>
<td>£ 180,000</td>
</tr>
</tbody>
</table>

1. An individual export licence is not required to export goods to another EU Member State for the following:
   - musical instruments exported for less than 3 months by a professional musician for use in the course of work;
   - musical instruments exported following importation for less than 3 months by a professional musician for use in the course of work;
   - motor vehicles (other than those designed or adapted for military or paramilitary use) exported for less than 3 months for use for pleasure purposes;
   - foreign registered motor vehicles (other than those designed or adapted for military or paramilitary use) exported following importation for less than 3 months for pleasure purposes.

An individual export licence is not required to export goods to a non-EU destination for the following:
   - motor vehicles more than 50 and less than 75 years of age (other than those designed or adapted for military or paramilitary use) exported for less than 3 months for use for pleasure purposes;
   - foreign registered motor vehicles more than 50 and less than 75 years of age (other than those designed or adapted for military or paramilitary use) exported following importation for less than 3 months for pleasure purposes.

2. Before considering submitting a licence application for manorial documents, applicants must consult the Secretary of the Royal Commission on Historical Manuscripts (RCHM) on whether the Master of the Rolls will consent to their export.

3. A British Historical person is someone listed in the Dictionary of National Biography, Who's Who, or Who was Who.

4. A Department of Trade and Industry export licence may be required for cultural goods classified as firearms, military or paramilitary equipment manufactured or produced less than 100 years before the date of exportation, regardless of monetary value.
Appendix D:


1. The contract of carriage shall be confirmed by the making out of a consignment note. The absence, irregularity or loss of the consignment note shall not affect the existence or the validity of the contract of carriage which shall remain subject the provisions of the Convention on the Contract for the International Carriage of Goods by Road (CMR), Geneva, 19 May 1956.

2. The consignment note shall be made out in three original copies signed by the sender and by the carrier. These signatures may be printed or replaced by the stamps of the sender and the carrier if the law of the country in which the consignment note has been made out so permits. The first copy shall be handed to the sender, the second shall accompany the goods and the third shall be retained by the carrier.

3. When the goods which are to be carried have to be loaded in different vehicles, or are of different kinds or are divided into different lots, the sender or the carrier shall have the right to require a separate consignment note to be made out for each vehicle used, or for each kind or lot of goods.

4. The consignment note shall contain the following particulars:
   a) The date of the consignment note and the place at which it is made out;
   b) The name and address of the sender;
   c) The name and address of the carrier;
   d) The place and the date of taking over of the goods and the place designated for delivery;
   e) The name and address of the consignee;
   f) The description in common use of the nature of the goods and the method of packing, and, in the case of dangerous goods, their generally recognized description;
   g) The number of packages and their special marks and numbers;
   h) The gross weight of the goods or their quantity otherwise expressed;
   i) Charges relating to the carriage (carriage charges, supplementary charges, customs duties and other charges incurred from the making of the contract to the time of delivery);
   j) The requisite instructions for Customs and other formalities;
   k) A statement that the carriage is subject, notwithstanding any clause to the contrary, to the provisions of the Convention on the Contract

5. Where applicable, the consignment note shall also contain the following particulars:

   a) A statement that trans-shipment is not allowed;
   b) The charges which the sender undertakes to pay;
   c) The amount of "cash on delivery" charges;
   d) A declaration of the value of the goods and the amount representing special interest in delivery;
   e) The sender's instructions to the carrier regarding insurance of the goods;
   f) The agreed time limit within which the carriage is to be carried out;
   g) A list of the documents handed to the carrier.

6. The parties may enter in the consignment note any other particulars which they may deem useful.