



## DOCUMENTATION REQUIREMENTS FOR IMPORT OF PERSONAL VEHICLE TO THE UK

### Transfer of Normal Residence to the UK (ToR)

If you and your effects meet the following criteria:

- You have resided for at least 12 months in country of origin outside the EU, prior to hand over of vehicle for shipping.
- The vehicle has been owned and used by you for at least 6 months prior to hand over of vehicle for shipping.
- You are moving your normal home to the UK
- The vehicle is expected to arrive no more than 6 months prior or 12 months after your own arrival date.
- You intend to reside and use the vehicle for at least 12 months in the UK

Then tax and duty relief may be sought directly from HMRC as follows:

- Complete online Tor1 form. available from UK customs website at:  
<https://www.gov.uk/government/publications/application-for-transfer-of-residence-tor-relief-tor01>  
print, date and sign
  - If the vehicle is being shipped with your effects then you can include within the same application
- Collate the necessary back-up documents :
  - Copy of passport photo page and relevant visas of all travelling family members listed on ToR form
  - Copy of document to show residency at point of origin dated at least 12 months prior to hand over of vehicle for shipping
    - Purchase / rental agreement
    - Utility bill
    - Bank statement
    - Or other similarClearly showing
    - Full name, full address, date
  - Copy of document to show ownership / usage of vehicle dated at least 6 months prior to hand over of vehicle for shipping
    - Registration
    - Insurance
    - Or other similarClearly showing
    - Full name, full address, date
  - Copy of document to show your residence in the UK
    - Purchase / rental agreement
    - Utility bill
    - Bank statementOr alternatively
    - Contract of employment from UK employer
    - Letter / statement from UK employer
    - Work permitClearly showing
    - Full name, full address, date
- E-mail all your documents to [nch.tor@hmrc.gsi.gov.uk](mailto:nch.tor@hmrc.gsi.gov.uk).

**NOTE** – Maximum e-mail size to gov.uk is 6 MB, if necessary please split submission and clearly mark: 1 of ; 2 of ...



## **Transfer of Normal Residence to the UK (ToR) – continued**

We would currently advise you apply and receive your ToR reference number prior to shipping based as HMRC cannot provide any clear indication as to the timeframe for processing applications.

**WE ARE UNABLE TO CLEAR THE SHIPMENT WITHOUT THE ToR NUMBER, THEREFORE IF THIS IS NOT RECEIVED PRIOR TO SHIPMENT ARRIVAL ASSOCIATED ADDITIONAL CHARGES WILL BE INCURRED.**

Once you have received your ToR Reference please forward to our office along with:

- Your UK address declared in the application
- Shipment value

Which we will submit to customs office at UK port at the time of your shipment arrival when they will assess and verify entry of your shipment under Transfer of Residence

Please also provide copies of the following documents to our office:

- Copy of document to show residency at point of origin dated at least 12 months prior to hand over of vehicle for shipping
  - Purchase / rental agreement
  - Utility bill
  - Bank statement
  - Or other similar
  - Clearly showing
  - Full name, full address, date
- Copy of document to show ownership / usage of vehicle dated at least 6 months prior to hand over of vehicle for shipping
  - Registration
  - Insurance
  - Or other similar
  - Clearly showing
  - Full name, full address, date

As we will need to submit these after customs clearance to HMRC NOVA office who will verify the documents and then issue your NOVA reference letter which you will require to register your vehicle in the UK.

---

**If you have any queries with regard the importation of your effects to the UK please contact our office: [international@fox-moving.com](mailto:international@fox-moving.com); +4416333488100**



## **Re-importation of vehicle back to the UK by the same owner**

**If you and your vehicle meet the following criteria:**

- Re-importing the vehicle within 3 years of original export
- The vehicle is as originally shipped from the UK
- All UK tax and duty was paid prior to export from the UK

**Then tax and duty relief can be sought by completion of:**

- C179b form, available at <https://www.gov.uk/government/publications/import-and-export-re-importation-of-an-unaccompanied-private-motor-vehicle-from-outside-the-european-community-c179b>

**Supporting documents as follows**

- Bill of lading to show the original export from the UK
- Copy of purchase / rental agreement to show residency at point of origin for at least 12 months prior to shipping
- Document to show usage of vehicle overseas for at least 6 months prior to shipping, i.e Car insurance / registration

**Please send all the documents to [international@fox-moving.com](mailto:international@fox-moving.com)**

## **Importation of vehicle to the UK on payment of tax and duty**

**If you do not meet either of the above criteria then you will have to pay tax and duty on the value your vehicle for which you will require to provide**

- Copy of the purchase invoice or receipt
- Copy of your passport
- Tax and duty authorisation (will be provided by Fox)
- Document to show UK address
  - o Purchase / rental agreement
  - o Utility bill
  - o Bank statement

**Please send all the documents to [international@fox-moving.com](mailto:international@fox-moving.com)**

## **Temporary import for upto 6 months**

**If you and vehicle meet the following requirements**

- It's for your own private use
- It is registered in country of origin with relevant registration plates attached to vehicle for the time it will be in the UK.
- You are not an EU resident and have temporary UK residence
- You don't sell, lend or hire it within the EU
- For Re-export from the EU within 6 month

**Then you can import temporarily and we will require**

- C110, available at <https://www.gov.uk/government/publications/import-and-export-temporary-admission-notice-of-arrival-of-a-non-eu-private-motor-vehicle-c110>
- Copy of your passport
- Document to show UK address
  - o Purchase / rental agreement
  - o Utility bill
  - o Bank statement

**Please send all the documents to [international@fox-moving.com](mailto:international@fox-moving.com)**

**If you have any queries with regard the importation of your vehicle to the UK please contact our office: [international@fox-moving.com](mailto:international@fox-moving.com); +4416333488100**