

Gatwick Airport Directive

Title: Lost Property - HM Revenue and Customs		Ref No: GAD/F:9/17
Issue Date: 31/01/2017	Effective Date: 13/01/2017	Expiry Date: 13/01/2018
<p>It is the responsibility of all employers to ensure the relevant Airport Notice is brought to the attention of their staff. However individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.</p>		
Introduction:		
<p>The following items must be dealt in the following way:</p> <ul style="list-style-type: none"> • All alcohol, cigarettes and any other 'excise' goods found airside must be taken immediately to the red channel. • All travel documents (ID cards and passports) found airside must be taken to the watch house. • All alcohol, cigarettes and any other 'excise' goods found landside must be taken to lost property for storage where Border Force will carry out regular collection. • All travel documents (ID cards and passports) found landside must be taken to lost property for storage where Border Force will carry out regular collection. 		
Programme:		
<p>ACCOMPANIED BAGGAGE NOT CLAIMED AT THE TIME OF ARRIVAL AND LOST PROPERTY FOUND ON INWARD OR OUTWARD INTERNATIONAL FLIGHTS</p> <p>The operator shall direct airlines to ensure that:-</p> <ol style="list-style-type: none"> 1. Accompanied baggage not claimed by passengers on their arrival is taken into care of the importing airline at the earliest opportunity and kept airside in secure storage 2. Such baggage may, within seven days, be <ol style="list-style-type: none"> 2.1 delivered to the passenger landside after clearance by the proper officer, or 2.2 re-exported under HM Revenue and Customs / UK Border Force control. 3. All such baggage, which is not dealt with under para. 2 above, are to be removed under control to approved storage premises provided by the operator until clearance by the proper officer. 4. <u>Lost property on international flights</u> <ol style="list-style-type: none"> 4.1 Any property found on inward or outward flights must be taken immediately to Border Force in the Baggage Hall by the appropriate agent and produced in the Red Channel for clearance by the proper officer. 		
Operational Impacts:		
<p>Excise goods must not be taken landside, it is the responsibility of airlines/GHAs to take responsibility for them. Under no circumstances should any excise goods recovered at Gatwick be auctioned by baggage handling companies.</p>		
Further Information:		
Please speak to an officer in the Red channel if you have a query.		
Signatory		
Peter Lederer for and on behalf of the Chief Executive Officer of Gatwick Airport Limited		
Consultation:		
Has consultation on this Directive taken place? Yes - Consultation record held by author		
Distribution:		
FULL		