



## Civil Penalty Accreditation Scheme Application Form

To help us evaluate the system you have in place please complete this form as fully as possible, giving explanations where necessary.

### Company

Name of company		
Name of owner		
Full registered address of company		
Operating address (if different)		
Telephone number of company		
Fax number of company		
e-mail address of company		
Name of company representative (with whom we can discuss this application) and position in company		
Approximately how many vehicles does the company own/hire?	Own:	Hire:
Approximately how many permanent drivers does your company employ?		
How often do you employ relief drivers?		
Approximately how often do your vehicles travel to the UK?		
Through which UK ports do most of your vehicles travel?		

### Subsidiaries

Does your company have any subsidiary companies?	
What are the names and addresses of these subsidiaries (continue on a separate sheet if necessary)	
Are your subsidiary companies applying to join this scheme? If yes, do you wish them to be included in this application?	
Names and addresses of subsidiary companies applying? (Continue on a separate sheet if necessary).	
Is their system regarding the prevention of clandestine entry the same as that detailed here? If not, please fill in a separate application form.	

### **Vehicle Security**

What equipment is provided to drivers to secure and check their vehicles? Please list.	
What instructions are given to drivers regarding the use of security equipment?	
Do you issue any written instructions regarding vehicle security? (If so, please attach)	
How often are vehicles checked for damage that may allow persons access (e.g. cuts to canvas sides)?	
Does your company provide replacement security devices for drivers to use in case of damage? If so, please list.	
If you hire/lease vehicles, does the leasing firm limit the use of security devices on its vehicles? Please detail.	
How do you monitor the use of security equipment on your vehicles?	

### **Vehicle checking**

What procedures are in place for checking that vehicles do not contain unauthorised persons at the time of loading?	
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Who makes these checks?	
What instructions are given to drivers regarding checks to be made en route to the UK? Please give details regarding the timing of checks and how they are to be carried out or attach any written instructions.	

### **Documentation**

Does your firm operate its own code of practice relating to the prevention of clandestine entrants? If so, please attach a copy.	
Do you have a copy of the Home Office Code of Practice?	
Do you issue checklists to your drivers? If so, please attach a copy.	
Do you monitor the use of these checklists to make sure the checks are carried out? If so, how?	

### **Training**

Do you give any training regarding the prevention of clandestine entrants to your drivers? If so, when, how often and what form does it take?	
Do you keep records of training given? If so, please provide evidence.	
What training do you provide to new/relief/sub-contracted drivers regarding the prevention of unauthorised entry to vehicles?	

### **Other Information**

Have you had any previous problems with clandestine entrants? If so, what measures have you taken to avoid further problems?	
If your company or driver have had a penalty/penalties imposed previously, please give the reference number(s).	
How do you keep your drivers up to date with changes to your system?	
If you have more than one depot how do you ensure that your procedures regarding the prevention of the	

carriage of clandestine entrants are followed?	
Documents to send with application.	<ol style="list-style-type: none"><li>1) European Operators License (EOL) for all companies listed on application including all subsidiaries.</li><li>2) At least 5 previously completed checklists.</li><li>3) Evidence of what driver training is offered by company.</li><li>4) Example of driver training records held by company.</li></ol>

**Please provide below any additional comments or information that you consider relevant**

When you have completed this form please send it with any supporting documents to;

Home Office  
Border Force South East & Europe  
Clandestine Entrants Civil Penalty Team  
2nd Floor, Martello House  
Shearway Road  
Shearway Business Park  
Folkestone, Kent  
CT19 4RH

**Email:** [BF.CECPT@homeoffice.gsi.gov.uk](mailto:BF.CECPT@homeoffice.gsi.gov.uk)

**Telephone:** +44 (0)1303 299 298

**Fax:** +44 (0)1303 299291