**Export Licence Advice Sheet** (Annex A)

Please provide a completed and signed copy of this Advice Sheet with all individual export licence applications. Please note that this is not an export licence application form.

If you have any questions about how to complete this form please contact the Export Licensing Unit on 0161 934 4317 or elu@artscouncil.org.uk .

1. **Which type of licence are you applying for?** Permanent ☐ Temporary ☐

2. **Date of proposed shipment:**

3. **Has the object been imported into the UK from any place other than the Channel Islands within the last 50 years, or had a previous permanent export licence issued by the ELU?** The answer should be ‘No’ for objects which have previously been licensed for temporary export and return, but which otherwise have been in the UK for the past 50 years.

Yes ☐ No ☐

If the object has been imported to the UK, go to question 4.

If the object has had a previous permanent export licence issued by the ELU, go to question 5.

If the object has not been imported to the UK within the last 50 years, go to question 6.

4. **If the object has been imported to the UK within the last 50 years, please indicate below the country it came from and the date it arrived here.** You must enclose with your application the appropriate paperwork to prove this. For details of what we require please see paragraphs 12 & 13 of our *Guidance for exporters* and our Notice to Exporters on Import Proof, Declarations and Provenance at [https://www.artscouncil.org.uk/export-controls/export-licensing](https://www.artscouncil.org.uk/export-controls/export-licensing#section-4)

Country: Date object entered UK:

5. **If the object has had a previous export licence issued by the ELU, please give the licence number.** You must enclose a copy of the licence with your application.

License number:

6. **Provenance must be provided with all applications.** Please supply all known information about the ownership history of the object.

7. **Please provide contact details in case we need to get in touch about your application:**

Name:

Signature:

Signatory reference number (if applicable):

Consignor/Shipping agent (if applicable):

Telephone number:

Email address: