



KENT ACCESS PERMIT: Information for hauliers and drivers

From 1 January 2021, drivers travelling to the Port of Dover or Eurotunnel will be required to use the Check an HGV is Ready to Cross the Border service and get a Kent Access Permit (KAP).

There is a £300 on the spot fine for drivers caught in the Kent area without the pass!

A KAP will be required regardless of the outcome of the negotiations.

<https://www.gov.uk/check-hgv-border/check-an-hgv-is-ready-to-cross-the-border>

It is the responsibility of the driver to do the check, but this can be facilitated on their behalf by their manager.

FTAI have completed the following sample entry to enable drivers and managers to understand the steps that must be followed in order to obtain a Kent Access Permit (KAP).

‘The new service is designed to make it quick and easy for you to check that you have the right customs documentation for the goods you’re carrying before setting off – preventing any unnecessary journeys and reducing disruption at the border.’ GOV.UK



Step 1: Access the GOV.UK website on your smartphone or mobile device, the start button is approximately halfway down the page

<https://www.gov.uk/check-hgv-border/check-an-hgv-is-ready-to-cross-the-border>

Check that you are ready to cross the border

It takes around 3 minutes to use the service.

Start now >

Step 2: Choose which route you will be using (for this example we will be using port of Dover or Eurotunnel)

GOV.UK **Check an HGV is ready to cross the border**

BETA This is a new service - your [feedback](#) will help us to improve it.

< [Back](#)

Where are you departing Great Britain?

Port of Dover or Eurotunnel

Other ports in Great Britain

Continue

[Use the online support form](#) if you need help or more information.

Step 3: Self declare that you have the correct documentation (if you have multiple documents you will be required to move to step 3a by clicking on the online envelope)

< [Back](#)

Do you have an EU import document with a barcode for all goods carried?

for example: EU import declaration document, Transit Accompanying Document (TAD). You will also need to submit an Entry Summary Declaration (safety and security declaration) into the Member State's Import Control System (ICS)

Yes No

If you have **more than one EU import document**, it will speed your progress through border controls to combine them in [an online envelope](#).

▶ [Help with document barcodes](#)

▶ [Help with TADs](#)

[Continue](#)

3a



Step 3a: Add the requested information into the Boxes and click save

A screenshot of a web application interface for creating an envelope. The header includes 'Home', 'Create envelope', and 'Search envelope'. The main heading is 'CREATE ENVELOPE'. Below this is a descriptive paragraph: 'Create an envelope of declarations or envelopes that will be transported in the same transport unit (truck, trailer, etc.). At check-in of the transport unit, the driver will be able to present the barcode of this envelope and will not have to present all the declarations or envelopes.' Underneath is the section 'Declarations and envelopes' with a text input field labeled 'MRN or declaration number or envelope number' and a trash icon. At the bottom are three buttons: '+ Add declaration or envelope', 'Add from barcode', and 'Save'.

Step 4: Add your email address (must be the driver's email as the pass will be mailed to them), click continue.

A screenshot of a GOV.UK web page titled 'Check an HGV is ready to cross the border'. It features a 'BETA' badge and a message: 'This is a new service - your feedback will help us to improve it.' A '< Back' link is visible. The main heading is 'To which email address should we send the permit?'. Below this is a sub-heading: 'We will only use this to send you the Kent Access Permit confirmation'. A text input field contains the email address 'pmaguire@ftai.ie'. A green 'Continue' button is positioned below the input field. At the bottom, there is a link: 'Use the online support form if you need help or more information.'



Step 5: Confirm what type of load you are transporting (for animals, animal products or fisheries there will be additional questions) for this example we are choosing none of the above. Click continue.

Is the vehicle carrying any of the following goods?

You will need to have a special licence or certificate to export some types of goods from the UK. Select all that apply

- Live animals
for example: horses, poultry under 72h old
- Animal products
for example: meat, dairy, eggs, honey, pet food
- Fishery products
for example: fresh fish and shellfish, live fish
- Plant and plant based products
for example: living plants, fruits and vegetables, trees, wood, bark
- Other restricted goods
for example: alcohol, tobacco, firearms, drug precursor chemicals, waste, CITES

OR

- None of the above

[Continue](#)

Related content

[Exporting animals and animal products to the EU](#)

[Export of fish and shellfish products](#)

[Export fishery products caught by member state vessels](#)

[Export plants, seeds, bulbs and wood](#)

[Exporting controlled goods](#)

[Export chemicals: licences and special rules](#)

[Export products made from endangered animals](#)

[Check if you need a CITES certificate](#)

[Exporting objects of cultural interest](#)

[Exporting waste](#)

[Exporting excise goods](#)



Step 6: Enter the date and time at which you expect to arrive at the Kent border (junction 1 on M2, junction 6 on the M25 or junction 1 on the M20 approx) (please note the pass is only valid one way and for a 24-hour period), click continue. See next page.

When should the 24hr permit start?

Your Kent Access Permit will be active for 24hrs from your selected date and time, for example: 02/03/2020 (DD/MM/YYYY). Drivers must reach Kent and cross the border whilst the permit is active.

Day Month Year

Time

Your Kent Access Permit will be valid from:

01:00 Thursday 17th December 2020 to 00:59 Friday 18th December 2020

All times are local

[▶ If an HGV is early or late to the port](#)

Step 7: Enter the vehicle registration number (VRN) and click continue.

GOV.UK Check an HGV is ready to cross the border

BETA This is a new service - your [feedback](#) will help us to improve it.

[◀ Back](#)

What is the registration number on the front plate of the vehicle?

The registration number can only include letters A to Z, numbers 0 to 9, hyphens and spaces, for example: HG123

[▶ Help with registration numbers](#)



8: Review and confirm your details (these can only be changed at this stage), click 'Accept and send'.

Email	pmaquire@ftai.ie	Change
Trip details		
Departure port	Port of Dover or Eurotunnel	Change
Kent Access Permit Validity	01:00 Thursday 17th December 2020 to 00:59 Friday 18th December 2020	Change
Vehicle details		
EU import document with barcode	Yes	Change
Special exports	None of the above	Change
Front plate VRN	06d12345	Change
<p>! By clicking 'Accept and send' you are declaring that the information given is accurate. If this is not correct then the vehicle may be turned away from port, or a fine of up to £300 for false declarations may be imposed on the driver.</p>		
Accept and send		



The permit will be emailed to the driver. The **Driver** must be able to present this QR code to the relevant authorities if requested. The driver can use the link provided to keep up to date on the latest traffic information in the Kent area.

Permit issued

HGV front plate number **06d12345**

Be prepared to present this QR code



Based on your responses the HGV has been issued a Kent Access Permit and **the HGV driver may travel to the Port of Dover or Eurotunnel**. Please check [Kent traffic management on M20 motorway to Dover and Eurotunnel](#) for any updated information regarding the routes to port.

Kent HGV parking ban

On 1st January 2021 the Kent County Council (KCC) Experimental Traffic Regulation Order (ETRO) will come into force.

This order will prohibit parking for vehicles in excess of 5 tonnes in the districts of Ashford, Canterbury, Dover, Folkestone and Hythe, Maidstone, Swale and Thanet from waiting at any time on all roads.

The ETRO will exempt the lay-bys along the A249 (between junction 7 on the M20 and junction 5 on the M2), A299 (between junction 7 on the M2 and junction 56 on the A2) and A256 (from the A299 junction to the junction with the A2). The ETRO will also provide an exemption (as per the current Ashford overnight order) to allow drivers to stop and take their short break from driving.

Enforcement officers of this scheme are permitted to clamp HGVs on a first offence, and the release fee is set at £150. This approval has been given so these measures can be applied exclusively in the seven named Kent districts from 1 January to 30 June 2021.

