



Common User Charge Administration

How the charge will apply
to imports entering Great Britain
through the Port of Dover and Eurotunnel from 30
April 2024

Horticultural Trades Association – 15/04/2024





Common User Charge Rates



Commodity type	Imports	Transits
Low-risk plants and plant products	no common user charge	no common user charge
Medium-risk plants and plant products	£29	no common user charge
High-risk plants and plant products	£29	no common user charge

- ☐ Rates will be charged per commodity line in a Common Health Entry Document (CHED). It will apply to separate commodity lines even if they share the same commodity code.
- ☐ The maximum common user charge for one CHED will be limited to 5 commodity lines: £145.
- ☐ VAT will not be added.
- ☐ Common User Charge rates will be reviewed quarterly and updated annually.



Calculation examples



Example 1

In this example, the CHED-PP contains **2 medium-risk** and **2 high-risk** commodity lines. The importer will be charged **£116** (4 x £29 charge).

Commodity Line	Commodity Type	Common User Charge
1	High-risk P&PP commodity	£29
2	High-risk P&PP commodity	£29
3	Medium-risk P&PP commodity	£29
4	Medium-risk P&PP commodity	£29
	Total Amount Payable	£116



Calculation examples



Example 2

In this example, the CHED-PP contains **4 high-risk** and **4 medium-risk** commodity lines. As a maximum of 5 commodity lines will be charged in a CHED, the importer will only be charged **£145** (5 x £29 charge).

Commodity Line	Commodity Type	Common User Charge
1	High-risk P&PP commodity	£29
2	High-risk P&PP commodity	£29
3	High-risk P&PP commodity	£29
4	High-risk P&PP commodity	£29
5	Medium-risk P&PP commodity	£29
6	Medium-risk P&PP commodity	£29
7	Medium-risk P&PP commodity	£29
8	Medium-risk P&PP commodity	£29
	Total Amount Payable	£145



Who pays the charge?



- ☐ If an importer is raising their own notifications on IPAFFS, they will be responsible for paying the common user charge.
- ☐ If an agent is raising notifications on IPAFFS on behalf of an importer, the importer will need to grant Delegation of Authority to the agent. The importer will be responsible for paying the common user charge.
- ☐ The importer's billing details (e-mail address, address, phone number) will need to be provided on IPAFFS notifications. This can be done by an agent on the importer's behalf. The agent must ensure they have the correct billing details and permission to use them.
- ☐ If an agent working under Delegation of Authority provides their own billing details, the agent could be charged for all notifications raised for that importer, including those raised by other agents.



Invoicing



- ☐ The first invoices will be issued no sooner than 12 weeks after 30 April 2024 to support business readiness. After this, traders will be invoiced monthly in arrears.
- ☐ Invoices will be issued by Shared Services Connected Ltd. (SSCL) using the billing email address provided in the IPAFFS notification.
- ☐ Each invoice will include: the CHED reference for each chargeable notification raised within the invoice period, the number of commodity lines and the total charge for the CHED.
- ☐ If multiple CHEDs have been raised within an invoice period, these will all appear on the same invoice as individual lines.
- ☐ Commodity line details for each CHED will not appear on the invoice. Traders can cross-reference the CHED reference on the invoice with their IPAFFS notification history if they require further detail relating to each CHED.



Payment



- ☐ Traders will have up to 30 days to arrange payment to SSCL either:
 - through a GOV.UK.PAY link provided on the invoice
 - by bank transfer/BACS
 - over the phone via debit/credit card
 - by cheque

- ☐ SSCL will provide a customer contact service for invoice or payment-related queries



Department
for Environment
Food & Rural Affairs



Questions

