

## **Customs procedures at LSGT (Gruyères)**

### **1. Legal basis**

The agreement between the General Customs Directory and the Société d'Aviation de la Gruyère SA on transborder without using a customs airport, airfields for category D, signed, dated August 28, 2009 serves as a legal basis.

The customs status of the Gruyères aerodrome, called "cross-border traffic", allows only international flights within the Schengen area without goods on board in excess of tax-free maximum allowable ( [see](#) ) and with identity documents valid for Switzerland (visa excluded).

### **2. Announcement**

The announcement of a transborder flight is done in two phases :

- 1) Filing of the customs declaration on our website : <http://www.aerodrome-gruyere.ch/custom>
- 2) Activation of the statement by phone at +41 26 921 00 40 no earlier than 24 hours before, but up until 1 hour before the scheduled departure.

No activation with SMS or message on phone answer  
WITHOUT TELEFON CONTACT NO AUTORISATION

### **3. Departure procedure**

- 1) Deposit from the customs declaration on the website
- 2) Activate filed declaration by phone no earlier than 24 hours before, but up until 1 hour before the scheduled departure at + 41 26 921 00 40
- 3) If no customs or police officials are present at filed time of departure, the flight is free to departure
- 4) Under no circumstance a flight leave before the filed ETD is allowed

### **4. Arrival procedure**

- 1) Deposit from the customs declaration on the website
- 2) Activate filed declaration by phone at + 41 26 921 00 40 no earlier than 24 hours before, but up until 2 hours before the scheduled arrival at + 41 26 921 00 40
- 3) In case of early arrival, all goods and luggage shall await in the plane. The pilot and the passengers are proceed to the « C » office and wait the filed ETA time and follow the instructions given by the delegated official.
- 4) In case of later arrival, follow the instructions given by the delegated official.

### **5. Irregularities**

Any delay of over 30 minutes, any cancellation or intermediate stop shall be notified without delay to the delegated official at +41 26 921 00 40 An in-flight delay such as in orderly headwind, bad weather conditions will be dealt with the delegated official.

### **6. Availability of Service**

The service of reception of the declarations is available on the following days during the year :

- 1) Weekdays from 8 :00 to 12 :00 and from 14 :00 to 18 :00 from June to September
- 2) Weekdays from 8 :00 to 12 :00 from October to may
- 3) Sunday and holidays from 9 :00 to 19 :00.

### **7. Taxes**

A fee of 10 Swiss francs for processing and sending the declaration to customs is perceived for the departure or for arrival. If the declaration must be completed by the delegated official fee will be increased from 10 Swiss Francs. More fees may be paid for special requests