

Defence Instructions and Notices	
(Not to be communicated beyond Crown Servants, and Government contractors, without authority)	
Title:	Diplomatic clearance visit procedures for Belgium and Luxembourg
Audience:	All Service and civilian personnel organising flights over/to, and visits to, Belgium and Luxembourg on Ministry of Defence (MOD) business.
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Content:	Procedures for obtaining Diplomatic Clearance for Belgium and Luxembourg
Sponsor:	Defence Section, British Embassy, Brussels
Contact:	Jocelyne Horrocks Tel:+32 (0)2 287 8227 E-Mail: BrusselsDefenceTeam@fcdo.gov.uk
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Local Keywords:	N/A
Annexes	Annex A: EU DIC Form Annex B: Request Form for Diplomatic Clearance to transit through or visit Belgium & Luxembourg and to wear uniform Annex C: Request Form for Naval Clearance
Related Info:	N/A
Classification:	OFFICIAL

Diplomatic Clearance for Overflights and Landings

BELGIUM

1. Permanent diplomatic clearance has been granted for overflights and landings in Belgium for RAF and UK MOD flights (See also para 2).
 - a. **GBR01** – For VIP Flights
Diplomatic clearance for flights intending to land in Belgium must be requested at least five (5) days prior to the actual landing by using the European Union Diplomatic Clearance (EU DIC) Form (column 4 – “request”).
 - b. **GBR02** - For Ordinary Flights
General PAX & Cargo flights (non-hazardous cargo/dangerous goods).
No need to request diplomatic clearance for these types of flights (unless the aircraft intends to land in Belgium – see procedure for GBR01). Inserting the clearance number “GBR02” in the ICAO Flight Plan is sufficient.
 - c. **GBR03** - For the transport of hazardous Cargo/dangerous goods/arms & ammunition.

Overflights must be notified at least ten (10) days prior to the actual flight by using the EU DIC Form (column 5 – “notification”). The same applies for flights intending to land in Belgium (column 4 – “request”).

d. **GBR04** – For Jet & Helicopter Training Flights.

No need to request diplomatic clearance for these types of flights (unless the aircraft intends to land in Belgium – see procedure for GBR01). Inserting the clearance number “GBR04” in the ICAO Flight Plan is sufficient.

2. The following flights are not covered by the permanent clearances and special permission must be requested at least 15 working days prior to the flight, using the EU DIC Form.

- a. Flights operating with or transporting electronic or photographic equipment and radioactive material.
- b. Flights operated by civilian agencies.

3. Notifications and requests for flights to be submitted by diplomatic channel should be sent to the Brussels Defence Section:

E-Mail: BrusselsDefenceTeam@fcdo.gov.uk

LUXEMBOURG

4. Diplomatic Clearance has to be requested for each overflight and landing. Requests must be made at least fifteen (15) days prior to the flight by using the EU DIC Form (column 4 – “request”).

E-Mail: BrusselsDefenceTeam@fcdo.gov.uk

Diplomatic Clearance for transiting through or visiting Belgium & Luxembourg and to wear uniform

5. Diplomatic Clearance is required when travelling to or through a country, and to wear uniform, in which you are not normally based.

Examples of events that require clearance are:

- a. Adventurous Training
- b. Exercises
- c. Expeditions
- d. Import/export of materiel via a sea port
- e. Port Visits
- f. Rededication Services
- g. Resettlement Courses
- h. Sports
- i. Staff Rides/Battlefield Tours
- j. Transportation of arms and ammunition
- k. Visiting an overseas Defence Supplier or Contractor where you may have to move materiel between countries
- l. Transiting through Belgium or Luxembourg to conduct any of the above

6. All applications for visits in (or transiting through) Belgium and Luxembourg and/or to wear uniform are to be sent to the Brussels Defence Section at least one month before the event, using the Request for Diplomatic Clearance Form (Annex B).

E-Mail: BrusselsDefenceTeam@fcdo.gov.uk

Transit Clearance

7. Any vehicle and passengers (including weapon moves) moving for military purpose must seek transit authority 21 working days prior to the movement. Authority for the transit in Belgium and Luxembourg is processed in Germany, e-mail a MOVVID 460A (E) to the Transit Control Group, e-mail: FdArmy-Sp-LogMov-TCG-Mailbox@mod.gov.uk in order to obtain transit clearance for the journey.
8. **Diplomatic Clearance is not Transit Authority and must be sought in addition to the former.**

Diplomatic Clearance for Ships

9. Requests for official/operational ship visits should be made by signal via Fleet Operations Division to the Admiralty Benelux (ABNL). However, Embassy staff may submit clearance requests prior to the visit, this function is carried out by the Hague Defence Section. Visits by ships and sailing vessels (including Adventurous Training or sports events/training or for other purposes) are to submit requests using the Request Form for Naval Clearance (Annex C), preferably 8 weeks before the event. Once the request has been successfully processed it will be notified in the form of an e-mail. Please note that the notification may contain instructions or conditions describing its validity and these should be heeded for the clearance to be effective.

10. Whilst sailing is subject to the elements which may require an amount of leeway with planning, a plan should be devised and submitted to enable the Host Nation Admiralty to accommodate the request.

E-Mail: TheHagueDefenceTeam@fcdo.gov.uk

General Information

11. It is important that the Defence Section is aware of all military visitors to Belgium and Luxembourg so that it may be reported accurately to our hosts. Additionally, if any incident occurs, it should be known who is in country and where they are. When in country, any incident that occurs that involves the local authorities (Police, Ambulance, Hospital etc) or has the potential to cause embarrassment to HM Armed Forces or the UK is to be notified to the Embassy at the earliest convenience.

12. It is important that all visitors receive necessary briefs on security risks and criminal activity. The responsibility for security advice is held by their own stations / formations in the UK. We strongly advise that visitors obtain appropriate advice prior to travelling.

13. Diplomatic Clearance is only necessary for serving Service Personnel or MOD Employees on Duty or representing MOD/HM Armed Forces. This includes Cadet organisations that are under MOD auspices. Additionally, serving Service Personnel that wish to wear uniform whilst not on duty (e.g. for a wedding) should apply for clearance.

Clearance is not required for people who are not travelling/visiting under MOD auspices, e.g. retired personnel, non MOD cadet organisations, serving personnel on leave etc.

14. All requests should be sent by e-mail, if e-mail is unavailable then telephone +32 (0)2 287 8227 to arrange an alternative method of communication.

15. Please note that whilst the vast majority of applications are granted, there may be a necessity to fail an application if it is considered as being unrealistic and/or not in the best interests of MOD and MOD policy. Any failed application will be notified to the originator accordingly.

16. Please note that permission may not be granted if the request is not submitted with enough time for it to be processed by Embassy and Host Nation staff.

Urgent Requests Outside of Normal Working Hours

17. The Embassy is open 0830-1700 LOCAL Mon-Fri except for Public Holidays. If you have an urgent request outside of normal working hours then please call:

Brussels Defence Section

Ms Jocelyne Horrocks

Work mobile: +32 (0) 470 90 49 13

Private mobile:

Diplomatic Clearance for Flights-Belgium:

E-Mail: CRC-11SQN-ADNC@mil.be

Tel: +32 2 752 4479

Diplomatic Clearance for Flights-Luxembourg:

E-Mail: flight.clearances@mae.etat.lu

Tel: +352 247 82814



Diplomatic Clearance for Ships – Belgium:

E-Mail: SOD.CZMNED1@MINDEF.NL

Tel: +31 (0) 223 658220

You should only contact the above if the matter is urgent and cannot be dealt with by the next working day.

For other emergencies contact the Global Response Centre +44 20 7008 1500.

	EUROPEAN UNION DIPLOMATIC CLEARANCE (DIC) FORM	
(1) Reference number:		(2) Amendment number:

(3) STATE	(4) R	(5) N	(6) L	(7) DG	(8) A	(9) FR	(10) EXISTING NUMBER	DIC	
									(3): DIC issuing Participant
									(4): this is a DIC request
									(5): this is a DIC notification
									(6): intention is to land in state
									(7): flight carrying dangerous goods
									(8): this is an amendment to an existing clearance
									(9): flight rules (I, V, Y or Z)
									(10): provide number

SE RI AL	REQUESTED INFORMATION	INFORMATION SUBMITTED
AIRCRAFT AND CREW		
(11)	Requesting state	
(11)	Operator	
(12)	Number and type of aircraft	
(13)	Aircraft registration	

(14)	Spare aircraft	
(15)	Callsign (including spare if different)	
(16)	Number of crew members	
(17)	Pilot rank and name	
(18)	Photographic sensors and/or cameras	
(19)	Armament	
(20)	Electronic warfare equipment	
FLIGHT DETAILS (Detailed routing in Appendix 1)		
(21)	Date of flight	
(22)	Purpose of flight	
(23)	Departure airport	
(24)	Destination airport(s)	
(25)	Alternate airport(s)	
(26)	Radio frequencies	
LOAD INFORMATION		
(27)	Number of passengers	
(28)	VIP title /rank and name	
(29)	DG details	
REMARKS		
(30)		
POINT OF CONTACT		
(31)	Rank, name, first name	

(32))	Telephone number	
(33))	E-mail	
(34))	Fax	

RESERVED FOR ISSUING STATE	
(35) STATE ISSUING	
(36) DIPLOMATIC CLEARANCE NUMBER	

Stamp issuing state:

Date:

Signature

DETAILED ITINERARY

State	Entry point and timing or airfield + ETD (DD MMM YY, HHMM Z)	Route over territory	Exit point and timing or airfield + ETA (DD MMM YY, HHMM Z)
(37)	(38)	(39)	(40)

DANGEROUS GOODS DETAILS

UN Nbr	Proper Shipping Name	Class or Division	Gross weight	Total Net Quantity	NEQ (Class 1)
(41)	(42)	(43)	(44)	(45)	(46)

**REQUEST FOR DIPLOMATIC CLEARANCE AND FOR THE WEARING OF UNIFORM
FOR BELGIUM AND LUXEMBOURG**

- A Unit:
.
- B Unit Address:
.
- C Exercise Leader:
Tel:
Email:
Mob:
- D Exercise Name:
.
- E Country / Countries to be visited:
.
- F. Dates (*Incl. RECCE dates if applicable*):
- G Detailed Itinerary (***Please attach if necessary***):
- H Details of Attendees (***Please attach a nominal roll***):
.
- I. Method of travel (*incl. Point of entry/exit*):
- J. Civilianised: Yes/No (***Details of uniformed personnel***)
- K Accommodation address/es:
.
- L. Any other comments / special requests:
- M. Weapons or Ammunition to be carried: Yes/No

NOTE THAT YOU ARE TO SEND AN A NOMINAL ROLL AND DETAILED ITINERARY, TO THE EMBASSY AS SOON AS IT BECOMES AVAILABLE. IT IS ESSENTIAL THAT THIS IS DONE PRIOR TO THE EXERCISE COMMENCEMENT IN ORDER FOR DIPCLEAR TO BECOME EFFECTIVE

ANY VEHICLE AND PASSENGERS (INCLUDING WPN MOVES) MOVING FOR MILITARY PURPOSE MUST SEEK **TRANSIT AUTHORITY 21 WORKING DAYS** PRIOR TO YOUR MOVEMENT. PLEASE EMAIL A MOVVID 460A (E) to Transit Control Group: FdArmy-Sp-LogMov-TCG-Mailbox@mod.gov.uk TO OBTAIN TRANSIT CLEARANCE FOR THE JOURNEY.

DIPLOMATIC CLEARANCE IS NOT TRANSIT AUTHORITY AND MUST BE SOUGHT IN ADDITION TO DIPLOMATIC CLEARANCE.

Send to: BrusselsDefenceTeam@fcdo.gov.uk

Request for Naval Clearance

Date of Visit	
Port of Visit	
Vessel Name	
CO Name	
Call sign	
Flag	
IMO No'	
Crew	
Ship's Guard Force	
Next Port	
Last Port	
LOA	
Beam	
Draft	
Depth Mast to Keel	
DWT	
Gross Tonnage	
Load	
Host Nation Support Requested (if any)	
Remarks	