

IMMIGRATION ACTS

A GUIDE TO COMPLETING IAFT-4 APPLICATION FORM

FIRST-TIER TRIBUNAL APPLICATION FOR PERMISSION TO APPEAL TO THE UPPER TRIBUNAL (Immigration and Asylum Chamber)

Information on making an application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (Immigration and Asylum Chamber)

You **must** apply to the First-tier Tribunal for permission to appeal to the Upper Tribunal using form IAFT4. If your application to the First-tier Tribunal is unsuccessful or granted on limited grounds only, you can then apply directly to the Upper Tribunal using form IAUT-1.

Please read the notes at the beginning of the application form before you start. Further information is provided to help you to complete each section.

If you require an extra copy of the application form, you can obtain the form from:

- www.tribunals.gov.uk
- Tribunals Customer Service Centre on 0845 6000 877 or Minicom text phone on 0845 6060 766.

Procedure Rules

You can find the Tribunal Procedure Rules at www.tribunals.gov.uk. Select Immigration and Asylum from the drop down list and click the Rules and Legislation tab, locate the Procedure Rules from the list. You should be aware that the Rules provide that a representative acting on your behalf may on your behalf do anything that the Rules require or allow you to do.

Where and when should I lodge my application?

You must lodge your application with the First-tier Tribunal:

First-tier Tribunal (Immigration and Asylum Chamber)

IA Field House

15 Breams Buildings

London

EC4A 1DZ

Or by Fax 0207 073 0350

Completed applications relating to **Fast track cases** should be sent or faxed to:

First-tier Tribunal (Immigration and Asylum Chamber)

IA Harmondsworth

Colnbrook By Pass

Harmondsworth

Middlesex

UB7 0HD

Or by Fax 0208 750 7771

First-tier Tribunal (Immigration and Asylum Chamber)

IA Yarlswood

Top of Twinwood Road

Clapham

Bedfordshire

KM41 6HL

Or by Fax 0123 422 4411

Your completed application must be received at the **First-tier Tribunal** within the deadline relevant to your circumstances as set out in Section B of the application form.

If you are posting your application, please ensure you leave sufficient time from the day you post your application for it to be received by the Tribunal. Please allow more time if you do not use first class post. If possible, you are advised to send your application by recorded delivery or some other service where a receipt of postage and an acknowledgement of receipt can be obtained.

Note: Your application is not lodged until it has been received by the Tribunal. An application that is late may only be considered if the Tribunal decides to extend time.

Further information about specific sections

Section A: Applicant's details

Please enter all the information requested.

Section B: Time limit for making a First-tier application for permission to appeal

Enter the date of the First-tier Tribunal's determination.

Please read the notes on time limits specified on the application form and decide which apply to you. If your application is being submitted outside of the time limit, you must explain why.

Section C: Reasons for appealing

Use this section to explain what **error(s) of law** you think the First-tier Tribunal made in its decision. Use additional sheet(s) if necessary.

Note: You should enclose with form IAFT-4 any documents you are relying on to show an error of law and which the First-tier Tribunal does not already have.

Section D: Application for Permission to Appeal to the Upper Tribunal

Complete this section, crossing out the second line relating to a representative if you do not have a representative.

After you have completed the form

Once you have completed the form you should send it to the relevant address stated on page 2 of this guide and on the application form.

Who do I contact if I have any questions after I have sent my form to the Upper Tribunal?

If you have queries after you have lodged your application you can contact the Tribunal:

By post: First-tier Tribunal (Immigration and Asylum Chamber)
IA Field House
15 Breems Buildings
London
EC4A 1DZ

Fast track cases: The detention centre at which you are located (address on page 2).

By telephone: Tribunals Customer Service Centre on 0845 6000 877.

By email: Customer.Service@tribunals.gsi.gov.uk

Please have your appeal number available.