

IMMIGRATION ACTS

A GUIDE TO COMPLETING IAUT-1 APPLICATION FORM

**APPLICATION FOR PERMISSION TO APPEAL
from First-tier Tribunal (Immigration and Asylum Chamber)**

Information on making an application 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 is refused or granted on limited grounds, you can then apply directly to the Upper Tribunal for permission to appeal using form IAUT1.

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 on Upper Tribunal, select the Rules and Legislation tab, locate the Upper Tribunal 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 to the Upper Tribunal:

Upper Tribunal (Immigration and Asylum Chamber)
IA Field House
15 Breems Buildings
London
EC4A 1DZ

Or by Fax 0207 073 0351

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

Upper Tribunal (Immigration and Asylum Chamber)
IA Harmondsworth
Colnbrook By Pass
Harmondsworth
Middlesex
UB7 0HD

Or by Fax 0208 750 7771

Upper Tribunal (Immigration and Asylum Chamber)
IA Yarlswood
Top of Twinwood Road
Clapham
Bedfordshire
KM41 6HL

Or by Fax 0123 422 4411

Your appeal form must be received at the **Upper Tribunal** within the deadline relevant to your circumstances as set out in Section D 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: About the applicant

Insert the personal information requested.

Section B: About the representative

If you have a Representative, you should give their details in the boxes provided. The Upper Tribunal will then correspond only with your representative.

Section C: First-tier Tribunal appeal details

All the details for this section can be found on the First-tier Tribunal's determination, your application to the First-tier Tribunal for permission to appeal to the Upper Tribunal or the First-tier Tribunal decision following your application for permission.

Section D: Reasons for any delay

The First-tier Tribunal decision following your application for permission to appeal will state whether your application was refused due to being out of time.

Please read the note on time limits and identify which applies to you. If your application is being made outside of the time limit, you must explain why.

Section E: Statement of truth

The statement of truth must be completed if your application is out of time and you have provided reasons in Section D.

If you have a representative, they will complete and sign on your behalf. If you do not have a representative, cross out the statements which do not apply and sign.

Section F: Reasons for appealing

In this section, you must set out your reasons for appealing to the Upper Tribunal stating what error(s) of law you consider the First-tier Tribunal has made.

If permission to appeal was granted on limited grounds, use this section to explain why you think permission should have been granted.

Continue on additional sheet(s) if you need to.

Section G: Request for an oral hearing of an application

If permission to appeal is granted, you can request an oral hearing of the appeal.

If you would like the application for permission to appeal to be dealt with at an oral hearing, please explain why.

Section H: Application for permission to appeal

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 address stated on page 2 and on the application form.

Please also note copies of the documents you **must** send with your completed application and others you are advised to send.

Keep copies of all documents for your records.

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: Upper 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.