

Please ensure that each field is completed and that this form is sent to the Government legal department on behalf of the Secretary of State for the Home Department (SSHD) and SASO by email and fax (020 7210 3433) and copied to SIAC as soon as the appellant becomes aware of the need for a request and **in any event, not later than five clear working days** prior to the date of the proposed request save in the case of genuine emergency. The more information that is provided, the quicker the request can be considered. Failure to provide sufficient notification may result in an objection by the SSHD and refusal of the variation requested by SIAC on that ground.

1	Date	
2	Appellant	
3	Solicitors contact details	Address:
		Phone:
		Email:
4	Date variation required for	
5	Nature of request (time of appointment, who appellant will be meeting and purpose of visit)	
6	Proposed time of departure from residence	
7	Proposed time of return to residence (unless agreed by SIAC, this will be the time the normal curfew starts)	
8	Proposed travel arrangements (specific route, timing and method of transport)	

9	Supporting documentation for variation. Alternatively, an explanation as to why it is not available and a proposal as to when it will be provided (with timescale)	
10	Previous outcome to similar request (please provide previous request and SIAC's order)	
11	Reason for late request	

SSHHD's response		
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For the avoidance of doubt, and in **all** cases:

- i) Any leaving of the boundary (or residence if after curfew hours) or time outside the usual curfew time is for the **sole** purpose of attending the appointment (that is the subject of the variation) and the appellant will travel directly there and back to the residence, telephoning SERCO upon departure and return to the residence.
- ii) Unless SIAC has authorised the variation, the appellant will adhere to his current bail conditions, even if the SSHD has no objections to the proposed variation.
- iii) You should inform the SSHD if you wish to cancel this variation request whether or not the appointment is to be rescheduled.