



If you wish to apply for an extension of stay in the UK on form FLR(BUS), please read these guidance notes and the separate UK Visas and Immigration photograph guidance before making your application.

## CONTACTING US

OUR WEBSITE:  
[GOV.UK](http://GOV.UK)

For information about immigration law and policy, and to see and download application forms and related guidance.

The premium service at our Premium Service Centres is not available for FLR(BUS) applications.

## GUIDANCE NOTES

### 1. FOR WHICH APPLICATIONS MUST YOU USE FORM FLR(BUS)?

Form FLR(BUS) must be used if you are applying for an extension of stay in one of the following categories:

- **retired Person of Independent Means**
- **Representative of an Overseas Business or Overseas Media Organisation**

You and any dependants applying with you must be in the UK to apply.

If you wish to apply for indefinite leave to remain in either of these categories, you must do so on form SET(BUS).

### 2. QUALIFYING FOR AN EXTENSION OF STAY

To qualify for an extension of stay in the categories of the Immigration Rules for which you must use form FLR(BUS), you must meet the requirements set out in the following parts of the Immigration Rules, which are on our website:

Part 5 - Representative of an Overseas Business or Overseas Media Organisation

Part 7 - Retired Person of Independent Means

### 3. WHO CAN APPLY ON THIS FORM?

You and your partner and/or children under 18 if

they are applying as your dependants. "Partner" means a spouse, civil partner, unmarried or same-sex partner.

Children aged 18 or over may not be included; they must each apply individually and pay the specified fee, as must any children under 18 if there is some reason preventing them from applying with you.

### 4. THE FEE

If you are applying as a representative of an Overseas Media Organisation or as a Sole Representative of an Overseas Business the specified fee for an application by post or courier is £664. If any dependants as defined in part 3 above are applying with you, there is an additional fee of £664 for each applicant.

If you are applying as a Retired Person of Independent Means the specified fee for an application by post or courier is £1530. If any dependants as defined in part 3 are applying with you, there is an appropriate fee of £1530 for each applicant.

The premium service at our Premium Service Centre's is not available for applications on form FLR(BUS).

Please note the following:

- Please note that when making large or multiple payments using your credit card, the anti fraud

measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you submit your application.

- If you do not pay the specified fee, the application will be invalid and will be returned to you.
- We will not refund the fee if we refuse the application or if you withdraw it.

For information about methods of payment, please see the payment details guidance on page 2 of the form.

For more information about the current fees, please go to our website.

## 5. WHEN TO APPLY

You and any dependants who are applying with you should apply before the end of your/their permitted stay in the UK.

## 6. MAKING SURE YOUR APPLICATION IS VALID

Paragraph 34 of the Immigration Rules specifies certain requirements with which an application on a form specified for the purpose of the Rules must comply. To make a valid application, you must:

- apply on the correct version of the form FLR(BUS);
- pay the specified fee by one of the methods specified in the payment guidance;
- provide your valid passport, national identity card or travel document and those of any dependants applying with you;
- provide photographs of yourself and any dependants who are applying with you as specified in the application form and which meet the mandatory format standards specified in the photograph guidance;
- ensure the correct payment has been made towards the [Immigration Health Surcharge](#), if applicable;

Complete sections 1, 4 and 6 as required - and section 2 if any dependants are applying with you.

- send the application by prepaid post or courier to Home Office.

If you fail to do any of these things, your application will be invalid and we will return it to you. This could result in the loss of appeal rights if your permitted stay has run out by the time you make a valid application.

## 7. ENSURING YOUR APPLICATION IS COMPLETE

You do this by completing every relevant section of the form as required and providing all the documents specified for your particular application.

**If you do not do this, we reserve the right to decide your application on the basis of the information and documents provided.**

It is important, therefore, to provide an explanation if you cannot give us all relevant information or documents when making your application.

## 8. COMPLETING THE FORM

Please use a black pen to complete the form; write names, addresses and similar details in capital letters. In the payment details and other sections where you give personal details and addresses, leave an empty box between each part of the name and of the address.

Please note that we always use the personal details in an applicant's passport, national identity card or travel document for official purposes, including any residence permit if the application is granted.

Take care to complete all sections as required, including the Personal History section. Follow the guidance on page 2 of the form when completing the payment details. Read the notes in various sections of the form.

As already emphasised in part 7 of these notes, you must enclose a letter of explanation if you are unable to provide all the required information or any relevant specified documents.

## 9. PHOTOGRAPHS

For your application to be valid, it is mandatory to provide the following photographs:

- Two identical passport-size photographs of yourself with your full name written on the back of each one.
- Two identical passport-size photographs of any dependants applying with you with their

full name written on the back of each one.

The photographs you provide must also comply with **the mandatory format requirements specified in the separate UK Visas and Immigration photograph guidance**. The application will be invalid if they do not.

Please ensure that you place the photographs in a small sealed envelope and attach it to section 1 of the form as instructed there - and without any staples, clips, pins or anything else which could mark or damage the photographs.

The photographs will be checked against the facial image(s) taken when your biometrics and those of any dependants applying with you are enrolled - see pages 5 and 6.

## 10. DOCUMENTS

Documents provided with the application **must be originals**.

Copies of any kind are not acceptable unless there are valid reasons for not being able to provide the original document. In such circumstances, we may accept a copy certified by the body or authority which issued the original (for example, a copy of a savings book certified by the building society or bank), or by a notary.

The reasons for not being able to provide the original document must be explained in a covering letter. We are unlikely to grant your application without the original document.

All documents must be in English, or you must provide the original and a full translation that can be independently verified. The translation must:

- (i) confirm that it is an accurate translation of the original document;
- (ii) be dated;
- (iii) include the full name and original signature of the translator or an authorised official of the translation company;
- (iv) the translator or translation company's contact details; and
- (v) if you are applying in the UK, be fully certified and include details of the translator or translation company's credentials.

Make sure passports or travel documents are signed.

## 11. APPLYING BY POST - THE ADDRESS

If you are applying by post, the address to which you must send an application on form FLR(BUS) is:

### Home Office

Leave to Remain - FLR(BUS)

PO Box 495

Durham

DH99 1WR

Posting it to any other address will not only delay your application but could make it invalid. This address is only to be used when sending your application. Please use the address given in part 15 for any other correspondence about your application.

If you use Recorded or Special Delivery, this will help us to record the receipt of your application. Make sure that you keep the Recorded or Special Delivery number.

We will return your passport(s) and other documents by Recorded Delivery. If you would like them to be returned by Special Delivery, you must provide a prepaid Special Delivery envelope which is large enough.

You will receive a letter of acknowledgement within a few days of your application being received, unless there is a problem concerning the payment of the fee. The validity of your application will then be checked and we shall contact you in writing if your application is invalid.

## 12. SENDING YOUR APPLICATION BY COURIER

Applications made on this form may be delivered by courier at the following address between 9.00 and 5.00 on Monday - Friday (excluding public holidays).

### Home Office

Leave to Remain - FLR(BUS)

Millburngate House

Durham

DH97 1PA

## 13. DECISION TIMES

For the latest information on our service standards for deciding charged applications please go to our website. Applications which are not straightforward and/ or which require further enquiries take longer to decide. These include applications by people who have remained here unlawfully after the expiry of their permitted stay. As we cannot tell in advance how long it will take to decide particular cases, our general advice is not to make any non-urgent travel arrangements until your passport(s), national identity card(s) or travel document(s) are returned to you, followed by your permit(s) if your application is successful.

#### **14. YOUR STATUS WHILE YOUR APPLICATION IS BEING CONSIDERED**

If you and any dependants apply before the end of your permitted stay in the UK, your/their existing immigration status, including any permission to work, will continue until your/their application(s) is/are decided.

#### **15. REQUESTING THE RETURN OF YOUR PASSPORT FOR TRAVEL PURPOSES.**

If you need your passport because you have to travel urgently and unexpectedly, use the return of documents request form from [GOV.UK](#).

Your application will be treated as withdrawn if your passport is returned for travel abroad before we are able to decide the application.

#### **16. OBTAINING APPLICATION FORMS**

You can obtain application forms, the accompanying guidance notes and the UK Visas and Immigration photograph guidance from [GOV.UK](#).

#### **17. OTHER ENQUIRIES**

For enquiries other than obtaining an application form, consult [GOV.UK](#).

#### **18. CHOOSING AN IMMIGRATION ADVISER**

Immigration advisers are regulated by the Office of the Immigration Services Commissioner (OISC). Their [website](#) contains a list of authorised advisers. It also has links to websites for solicitors, barristers and legal executives.

If you have a complaint about an immigration adviser or need other information, the OISC contact details are:

**Office of the Immigration Services Commissioner (OISC)**

**5th Floor**

**21 Bloomsbury Street**

**London**

**WC1B 3HF**

**Telephone: 0345 000 0046**

Alternatively the Solicitors Regulation Authority, which regulates solicitors in England and Wales, can help you find a solicitor if you contact them on

#### **19. COMPLAINTS ABOUT OUR SERVICE**

If you wish to make a complaint about our service, please refer to the complaints page on our website for detailed information on how to do so.

#### **20. DATA PROTECTION NOTICE**

We will treat all information provided by you in confidence but may disclose it to other government departments, agencies, local authorities, the police, foreign governments and other bodies for immigration purposes or to enable them to perform their functions.

We may also use the information provided by you for training purposes.

The information in the Payment Details page will be known to the private contractor engaged by the Home Office to process application payments.

#### **21. BIOMETRIC RESIDENCE PERMITS (BRP)**

Everyone applying for an extension of leave under FLR (BUS) must also apply for a Biometric Residence Permit (BRP). BRP enrolments are processed by the Post Office Ltd. You will be charged an additional handling fee for your biometric enrolment, payable to the Post Office Ltd. You must pay the fee by cash or debit card when you attend Post Office Ltd to enrol your biometrics. Each dependant included on your application must also pay this fee when they enrol their biometric information. Do not send the biometric enrolment fee with your application fee.

If you were exempt from paying an application fee, you are also eligible to claim a refund of your biometric enrolment fee after you have registered your biometrics.

Your application may be rejected as invalid if you do not enrol your biometrics when requested. For more information about enrolling biometrics and the current fee, please visit the following section of [GOV.UK](#).

**You have the right to [administrative review](#) if this application is refused.**