

Upper Tribunal Immigration and Asylum Chamber

Application notice – with consent

Fee: £100

For office use only

UTIAC case reference number

Applicant(s) name(s)

Applicant(s) reference number

Respondent(s) name(s)

Respondent(s) reference number

Interested party/ies (if any)

Interested party/ies reference number

Home Office reference number

This form **must only** be used to make an application for **non-urgent** orders or case management directions **and** where you have an agreement from the party(ies). Use form **UTIAC6** if you do not have any evidence of agreement.

This form **must** also be used to apply for an adjournment of a hearing that is less than 14 days away and all parties agree. Use form **UTIAC9** if the hearing is at least 14 days away and you have evidence of agreement.

You **must** complete **every** section of this form and ensure that Section 4 is signed and Section 5 is completed.

All other forms are available at www.gov.uk/government/collections/immigration-and-asylum-chamber-upper-tribunal-forms

Section 1 – Details of the party making this application

Give your details in the boxes below.

1.1 Name

1.2 Contact email address

1.3 Contact phone number

1.4 Postal address

Building and street

Second line of address

Town or city

County (optional)

Postcode

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Section 2 – Details of the next hearing in the case (if known)

2.1 Date

Day

Month

Year

If your case is listed for a hearing, provide as much detail as you know. This will help with processing the application.

2.2 Time

2.3 Type of hearing (reconsideration, substantive, case management)

2.4 Name of Judge(s)

Section 3 – Details of the application

3.1 Give details of the

- order(s) or case management direction(s) sought.
- state any material facts relied upon
- identify any rule or statutory provision applicable

3.2 Are you are attaching any draft order

Yes

No

3.3 List the correspondence and document(s) attached to this form (**you must include** evidence that the other party(ies) consent to this application).

You must send a **sealed** (stamped) copy of this form to the other party(ies) as soon as it has been **sealed** (stamped) by the tribunal. Failure to do so, without good reason, may lead to your application being struck out.

Section 4 – Statement of truth

I understand that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

- I believe** that the facts and matters stated in this application are true and complete.
- The applicant believes** that the facts and matters stated in this application are true and complete. **I am authorised** to conduct litigation in the High Court and am authorised by the applicant to sign this statement.
- The respondent believes** that the facts and matters stated in this application are true and complete. **I am authorised** to conduct litigation in the High Court and am authorised by the respondent to sign this statement.
- The interested party(ies) believes** that the facts and matters stated in this application are true and complete. **I am authorised** to conduct litigation in the High Court and am authorised by the interested party(ies) to sign this statement.

This section must be completed in full, otherwise the application/form is not valid and it will be returned to you.

Rule 11(5A) requires the representative to be authorised to conduct litigation in the High Court under the Legal Services Act 2007.

Signature

Name of legal representative

Name of firm

If signing on behalf of firm or company give position or office held

- Applicant
- Respondent
- Interested party
- Legal representative
- Litigation friend

Name of litigation friend

Day

Month

Year

Section 5 – Tribunal fee

What you need to pay

The fee due for this application is

£100

How to pay the tribunal fee

1. I have not included payment because

- I have applied for Help with Fees online and my reference number is

H	W	F							
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- I am applying for Help with Fees, see attached form **EX160**
- Other – please explain why

2. **Prepayment** – I have already made a payment, and the reference number provided to me by HMCTS is

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3. I attach a **cheque, banker's draft or postal order**, made payable to 'HMCTS'

4. I am attending in person at the court/office counter

5. **Fee account details – for use by legal professionals**

Your account number

P	B	A							
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Your reference (if applicable)

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Check the details you have provided carefully and pay as soon as possible so that any issues regarding payment can be resolved before the expiry of any deadlines in your case.

If you cannot afford the tribunal fee

You may not have to pay a fee, or you may get some money off it if you only have a small amount of savings and investments, receive certain benefits or are on a low income. You can apply for help with court and tribunal fees online at www.gov.uk/help-with-court-fees or through the 'EX160 Apply for help with fees' form and 'EX160A – How to apply for help with fees' guidance.

Prepayment – This can be via a bank transfer, please contact the Upper Tribunal's regional office for details.

Card payments - this can be taken over the phone if your case is in Birmingham, Manchester, Leeds or Cardiff.

By post or DX – cheque, banker's draft or postal order.

In person – cash, credit/debit card or one of the ways listed above.

Fee account – a way for solicitors, local authorities and other regular users to make payments relating to civil and family cases.

What to do next

If you are **legally represented or a public body, you must** send this form and any supporting documents using the HM Courts and Tribunals E-Filing service.

For those that are **not legally represented**, the **preferred method** is the E-filing service. Alternatively, unrepresented applicants can **email or send** the signed and completed form with the **appropriate arrangements for payment of the fee** and any supporting documents to the Upper Tribunal's regional office which is closest in connection to the applicant. Contact details for all the hearing centres are provided below:

London Email utiacjudicialreviewapplications@justice.gov.uk
Post Upper Tribunal, Field House, 15–25 Breems Buildings, London EC4A 1DZ

Birmingham Email utiac.birmingham@justice.gov.uk
Post Civil Justice Centre, Priory Courts 5th floor, 33 Bull Street, Birmingham B4 6DS

Cardiff Email utiac.cardiff@justice.gov.uk
Post Civil Justice Centre, 2 Park Street, Cardiff CF10 1ET

Leeds Email utiac.leeds@justice.gov.uk
Post Leeds Combined Court Centre, 1 Oxford Row, Leeds LS1 3BG

Manchester Email utiac.manchester@justice.gov.uk
Post Civil Justice Centre, 1 Bridge Street West, Manchester M60 9DJ

How to use HM Courts and Tribunals E-Filing service

To register and access the E-Filing Service, go to: <https://efile.cefile-app.com/login>.

For guidance, support and information about the E-Filing Service, go to:
www.gov.uk/guidance/hmcts-e-filing-service-for-citizens-and-professionals.

Next steps

The Upper Tribunal will check this form and let you know if you need to provide any more information. Once you have received a **sealed** (stamped) copy, you **must** also immediately provide the same to all other parties, together with any supporting documents and draft order(s).