

Upper Tribunal Immigration and Asylum Chamber

Fee following grant of permission on papers

Fee: £847

For office use only

Use this form to continue your case when a judge has granted you permission to apply for judicial review on the papers. **You must pay the full fee (£847) within 9 days** of the tribunal sending the decision granting you permission to apply for judicial review. **If you do not, the case will be automatically struck out** under rule 8(1)(b) of the Tribunal Procedure (Upper Tribunal) Rules 2008 (as amended).

If you have already paid £424 to apply to reconsider permission at a hearing use form UTIAC13.

You **must** complete Section 1 and provide a copy of the decision granting permission which will show the date the tribunal sent you the decision notice.

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

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

Section 1 – Tribunal fee

What you need to pay

The fee due for this application is

£847

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

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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).