



IAFT-3

Tell us what you need at your hearing

Use this form to ask the tribunal for support at your hearing such as an interpreter, wheelchair access or other support.

Time limit

This form must be received by the tribunal no later than the date in the notification telling you to complete this form. If you do not know the date, contact the tribunal.

If you need more time, use the **'Make an application'** form included in the notification. Contact the tribunal if you do not have the form.

Guidance on completing this form

You can find notes to help you understand questions on the right side of the page.

Use another sheet of paper if there is not enough space for you to say everything. Add your name at the top of any additional sheets.

Write clearly if you are completing this form by hand.

If you need help

Contact the First-tier Tribunal (Immigration and Asylum Chamber) if you have questions about your appeal, this form or how the tribunal works.

The helpline cannot give you legal advice.

Email:

contactia@justice.gov.uk

Telephone:

+44 (0) 300 123 1711
(Monday to Friday,
8:30am to 5pm)

Section 1 – Your appeal

1.1 Your details

Given names

Family name

Date of birth

Day

Month

Year

1.2 Appeal reference

For example: PA/12345/2023

Note for Section 1

This information will help the tribunal to identify your case.

Note 1.2

You can find the appeal reference on any notifications from the tribunal about this appeal.

Section 2 – Your witnesses

Note for Section 2

A witness is someone who speaks in support of your appeal at the hearing.

2.1 Will any witnesses attend the hearing?

Yes

Add the names of any witnesses who will attend the hearing:

No

2.2 Will you or any witnesses take part in the hearing from outside the UK?

If you answer yes, the tribunal will contact you for more information.

Yes

Add any countries that you or any witnesses will be in when the hearing takes place:

No

Section 3 – Language and access support

If you or any witnesses need an interpreter, step-free access or a hearing loop, it will be provided.

3.1 Will you need a spoken or sign language interpreter at the hearing?

Yes

Language (include dialect, if needed):

No

3.2 Will any witnesses need a spoken or sign language interpreter at the hearing?

Yes

Add the name of each witness and the language they need (include dialect, if needed):

No

3.3 Will you or any witnesses need step-free access?

Yes

No

3.4 Will you or any witnesses need a hearing loop?

Yes

No

Note 3.3

If you or any witnesses are in a wheelchair or have any other mobility issues, the tribunal will provide step-free access.

Note 3.4

A hearing loop is a sound system designed to help people who use hearing aids.

Section 4 – Other support

The tribunal will consider any other support you need but it might not be possible to provide the support at the hearing.

4.1 Would you and any witnesses be able to join the hearing by video call?

Yes

No

Explain why you or any witnesses would not be able to join a video call:

Note 4.1

The tribunal may decide to have the hearing by video call. You should consider if you or any witnesses:

- have a disability that would make it difficult to join a video call, like being blind or deaf
- do not have access to a computer or mobile device
- do not have a good internet connection
- do not have a quiet, private room to use for a video call

4.2 Will you bring any video or audio evidence to the hearing?

For example, video or sound recordings.

Yes

No → go to question 4.4

4.3 Will you bring the equipment to play this evidence?

For example, a laptop computer or DVD player.

Yes

No

Explain why you cannot bring the equipment to play your evidence and tell us what you will need to play it:

4.4 Will you need an all-female or all-male hearing?

Yes, all-female hearing

Yes, all-male hearing

Explain why you need an all-female or all-male hearing:

No

4.5 Will you need a private hearing?

Yes

Explain why you need a private hearing:

Note 4.5

A private hearing means the general public (people not taking part in the hearing) will not be allowed to attend.

No

4.6 Do you have any physical or mental health conditions that may affect you at the hearing?

Yes

Explain how any physical or mental conditions you have may affect you at the hearing:

No

4.7 Have you had any past experiences that may affect you at the hearing?

Yes

Explain how any past experiences you have had may affect you at the hearing:

Note 4.7

This might be an experience of physical or sexual abuse, trafficking or torture.

No

4.8 Will you need anything else at the hearing?

Yes

Explain what you will need and why you need it

No

Section 5 – Dates to avoid

- 5.1** List any dates in the next three months that you or any witnesses cannot attend a hearing and explain why.

The tribunal will try to avoid these dates when scheduling the hearing.

How to send the form

You can **email, fax or post** this form to the tribunal. If you are in detention, you can ask a staff member to help you.

Send the completed form and any supporting evidence using one of the options below.

Email address

IAGFAPPS3@justice.gov.uk

Include your appeal reference number in the subject line of your email to the tribunal.

Fax

+44 (0)870 739 4053

Post address

First-tier Tribunal (Immigration and Asylum Chamber)
PO Box 11205
Southfield Road
Loughborough
LE11 9PS
United Kingdom

What happens next

The tribunal will check this form and let you know if you need to provide any more information. If no further information is needed, the tribunal will contact you to confirm the hearing date and what support will be provided.

If you need to make any changes to the support you have asked for at the hearing, contact the tribunal.

You can find out more on: www.gov.uk/immigration-asylum-tribunal

For information on how HM Courts and Tribunals Service process and store your data visit:

www.gov.uk/hmcts/privacy-policy