



IAFT-4

Make an application

Use this form to ask the tribunal or Home Office for more time to complete a task, to change any personal details or for something else.

Before you start

You can ask the tribunal for something at any time during your appeal. Ask as early as you can to give the tribunal enough time to decide.

Guidance on completing this form

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

Phone:

+44 (0) 300 123 1711
(Monday to Friday,
9am to 4pm)

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 – What you are asking for

2.1 Select what you want to ask the tribunal for.

Choose all that apply:

Ask for more time to do something

You should:

- tell the tribunal how much more time you need
- continue working to the date you were given in case the tribunal does not give you more time

Ask to correct your name, date of birth, address or contact details

Ask to change the hearing date, location or the support you need at the hearing

Ask to withdraw your appeal

Ask for a fee remission

Include evidence that you did not have to pay the fee for this appeal. For example, an asylum support number or a letter from a local authority.

Ask for anonymity

The tribunal may publish the names of people involved in this appeal on documents that can be viewed publicly. If you do not want your name, or any other person's name, to be published, you can apply to the tribunal for anonymity.

Ask the tribunal to tell the Home Office to do something

You should include the exact wording of what you want the tribunal to tell the Home Office to do and the reasons why you think the Home Office should do this.

Ask for something else

2.2 Explain what you are asking for and why.

Include any supporting evidence when sending this form.

Note 2.2: If you have ticked more than one box on the previous page, explain the reasons for each different thing you are asking for.

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

How to send the form

You can **email, 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

Appealia@justice.gov.uk

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

Post address

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

What happens next

The tribunal will look at the information in this form and decide to either grant or refuse what you asked for.

The tribunal will contact you to tell you what it has decided.

You should continue working on your appeal after you send this form in case the tribunal decides to refuse what you asked for.

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