



Home Office

Asylum Support Application (Form ASF1) – Help and Guidance

Statement of Confidentiality

We will treat information you give us in confidence. However, we may give it to other government departments, agencies and local authorities. We will give information to our accommodation providers; cash support providers; the voluntary sector reception assistants, and the Post Office. This is so they can give you the support we ask them to provide. We will give the police information, if necessary, so they can prevent, detect, investigate or prosecute criminal offences.

1 How to make an application

When you have filled in the Asylum Support Form (ASF1), you should send it to your Regional asylum support team or to the Case Assurance and Audit Unit (if your asylum claim was made before 5 March 2007). You should include any documents we need as evidence.

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

You do not have to send your application by fax, but if you do, we can consider your application as early as possible. This means you will know what help we can give you in a short time.

1.1 Eligibility

You may be eligible for support if:

- you have made a claim for asylum in the United Kingdom under the Refugee Convention and are waiting for a decision;
- you have made a claim for asylum under Article 3 of the European Convention on Human Rights, and are waiting for a decision;
- you are the dependant of an asylum seeker, as defined in Regulation 2 of the Asylum Support Regulations 2000. , and no application for support has been made for you; or
- you have appealed against the refusal of your asylum claim, and a special adjudicator; the Tribunal; the Court of Appeal (or Court of Session in Scotland), or the House of Lords have not made a decision yet; and
- You are a failed asylum seeker as defined by section 4 of the Immigration and Asylum Act 1999 and wish to apply for support whilst you are making arrangements for a voluntary departure or there is another temporary barrier to you leaving the UK.
- you, and any dependants, are, or are likely to become homeless or lose all financial resources within the next 14 days.

1.2 What happens next?

When we receive your application, an officer will check to see if you are eligible for support. When we complete the assessment, we will tell you the decision by writing to you. If you are successful, we will provide a support package for you, and will send the details to you as soon as they are agreed. Sometimes, it will be possible to decide the case, and to complete support arrangements within a short period. If this is the case, we will tell you about the decision and support package at the same time.

If we refuse your application, we will write to you and tell you why. You will have the right to appeal to an adjudicator against this decision, and we will provide information on how to appeal.

1.3 How long will an application take?

Each case will be different so it is difficult to say how quickly we will make a decision. If you are an asylum seeker with nowhere to live you can access full board initial accommodation while we are considering your application for longer term asylum support.

If you are a failed asylum seeker and have applied for section 4 support a decision will be made on your application within five working days as long as you have given us all the information we need to make a decision. We will write to you immediately or use one of the contact numbers you provide in this form to ask for further information if necessary.

Should you need to, you can contact your Regional asylum support team or the Case Assurance and Audit Unit for an update on your application.

2 Completing Individual Sections - Guidance

You must answer all the mandatory questions asked in the sections as denoted with an asterix, to be able to continue with your application. Failure to do so may delay consideration of your application.

Destitution Message

You must read this message and ensure that you fully understand what it means and the implications should you provide false information. Incomplete or misleading information may delay consideration of your application. You must tick the box to confirm that you have read and understood the message. If you fail to tick this box your application will not be accepted.

Customise your form to the type of Support are you applying for?

You should show the support you are applying for by ticking the box provided:

- a). Section 95:- if you have made an asylum claim and have not yet received a decision on it. (if you are applying for section 95 you should also tell us which kind of section 95 support you want in the next question). Or;
- b). Section 4:- if you have been refused asylum, have no outstanding appeal, and are a failed asylum seeker. You may be eligible to apply for S4 support if you are destitute and comply with at least one of the 5 criteria's shown under section 4 help and guidance. This application only applies to S4 (2)/(3);
- c). You must tell us the date you last entered the UK and the date you claimed asylum;
- d). You must tell us how many dependants (spouse and children etc) will be included on your application for support;
- e). You must tell us if you are currently in work (have a job) in the UK and if you have worked in the last six months;
- f). You must tell us if you have a legal representative. We will ask for further details about this person later in the form.

Section 1 - Your Current Circumstances

You must tell us if you are street homeless or destitute tonight or if you are not, you must tell us if you will be street homeless or destitute in the next 14 days.

You must tell us who is providing you with accommodation. If you are currently living in initial accommodation provided by the Home Office you should tick the box, "Home Office".

Section 2- Personal Details

You should give all the names that you have used or been known by, that is shown on any official documents e.g. passport, travel documents etc. This includes your first name, middle name, personal names and religious names.

Give any other names you have used, if they are different from the ones you have given earlier. This should include: your name when you were born (if different from above); your maiden name (the name you used before you got married), and any other names that you have used.

You must tell us your marital status. A civil partnership is a legally recognised union which gives many of the legal rights of marriage to same-sex couples. The term is synonymous with other forms of legal recognition such as civil union, registered partnership and domestic partnership.

If you are living with a partner but not legally married or in a civil partnership please select Never married; Widowed; Divorced or Civil partnership dissolved as appropriate.

Date of birth: Please enter your date of birth in the following format - (DD / MM /Year) for example a birth date of the 16th February 1971 should be written as 16 /02 /1971.

Where you were born; you must provide all the details as requested

Asylum Support Reference numbers

You should always provide your Support Reference number (previously NASS reference number) if you have one.

Section 3- Contact details in the UK

You must tell us about your current accommodation and support situation. You should give us your current address in the United Kingdom if you have ticked yes. This should be the address you are living at when you make this application for support. You must tell us where you will be staying tonight and who is providing you with that accommodation. If you have not been receiving accommodation and support from the Home Office in the last six months you must tell us where you have been staying, and how you have been able to support yourself.

You may live at more than one address: You may spend part of one week with one relative or friend and the rest of the week with another. You should give us the address you want us to send all correspondence to.

Previous addresses

You should give any other addresses used, with the dates you resided there, since you have been in the UK, use annex C if you have more than 1 previous address, and tell us why you have more than one address.

Rented Accommodation

This is accommodation that you rent from either a private landlord (including relatives) or from a local authority. It can be self-contained accommodation, a hostel, bed and breakfast or a hotel. You should provide details of the amount you pay in rent, for example, £400 a month, and give details of the landlord. If someone else pays the rent for you, you should give details of this person. If you are in a hostel or bed and breakfast you should provide a bill or invoice. If you do not do so, your application may be delayed.

Do you live in any other kind of accommodation?

If you are being detained, you can still apply for support if you are being released or have made a bail application from detention under any provision of the Immigration Acts. You should not use this application form; instead, you should use the form Section 4 Bail Application Form

Section 4- Reference Numbers

You should also provide any other reference numbers that you may have, for example, a Home Office or Port reference number. If you have an Application Registration Card (ARC), please ensure you tell us this and also provide the number which is written on the card. If you have more than one reference number, please provide them all.

Section 5- Passport or Travel document

If you have ticked yes to this question, you must answer all the questions and provide any supporting documents you have or explain why you no longer have them in your possession.

Section 6- Representative Details

If you have legal representation as defined by the below, you must provide full details as requested.

Office of the Immigration Services Commissioner (OISC)

Immigration advisers are regulated by the Office of the Immigration Services Commissioner (OISC). Their website at www.oisc.gov.uk 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
5th Floor
21 Bloomsbury Street
London
WC1B 3HF

Telephone: 0345 000 0046.

Section 7- Your National Insurance Number

If you have ticked yes to this question, you must answer all the questions and provide you current and any past National Insurance numbers

Section 8 - Your Employment details

In this section you should give details of any current or previous employment you have or have had in the last 6 months, this includes permanent, temporary, full-time or part time employment. You must provide the employers full name and address. Work includes permanent employment and self employment, including temporary work, part time or full time working. You will only be requested to provide further information in exceptional circumstances.

If you or they are paid every week or every month, you should send your or their last five wage slips. If you do not do this, your application may be delayed. We may contact your employer to confirm how much you earn and how many hours you work.

Additional employers' details

If you, your partner/spouse, child dependant or adult dependant have additional employers to add, complete annex D or E.

Section 9- Monetary Assets

We will take account of any cash, savings and or investments that belongs to you, your partner/spouse and or dependants when you apply for support, whether the funds/assets are in the United Kingdom or elsewhere. If you, your partner and or dependants have savings, or investments you should send us the relevant documents.

You should tell us if you think your assets are not reasonably available to you, or it is not reasonable that you use any of them, and give reasons on a separate sheet of paper. We will then decide whether these items are reasonably available to you or whether it is reasonable for you to use the item.

Cash

If you, your partner/spouse (section 9) and or dependants (section 12), have cash in the United Kingdom or elsewhere, you should say how much you have. For example, if you, or your dependants, have 100 Euros, you should tick the relevant 'Yes' box in section 6/9/12. Enter the amount (in Euros) in the table below it. You should say in the 'Description' box that the currency is "Euros".

There is no need for you to work out how much your currency is worth in pounds sterling. We will do that for you. You should give details of any cash you, or your dependants, have outside the United Kingdom. If you think that you can't use it, you should say why.

Savings

You should say if you, your partner/spouse and or your dependants, have any savings. These may be in a bank, building society, Post Office account or other financial institution. You should say if the account is in the United Kingdom or abroad. You should also say how much is in the account and send us the relevant documents (i.e. account statements covering the last 6 months). You may give the value in the actual currency. You do not have to change the value into pounds sterling.

You should say if you or they can get any money that is held in a financial institution abroad. If you think it would not be possible for you to get your money, you should say why in the section marked 'Description'. We may ask you to send us the relevant documents in these circumstances.

Investments

You must tell us if you, your partner/spouse and or your dependants, have any investments. This includes any businesses, investment and income bonds, life insurance policies, national savings certificates, personal pension scheme, premium bonds, stocks and shares and unit trusts.

These investments may be in the United Kingdom or abroad. You should tell us the value of your investments and send us the relevant documents. You do not have to change the value into pounds sterling. If your investments are outside the United Kingdom, and you think that you cannot access them you should give the reasons for believing that. We may ask you to send us the relevant documents.

Section 10- Material assets

Property and/or land

You, your partner/spouse and or dependants may have land, a house, outbuildings, a garage, business assets or goods, in the United Kingdom or elsewhere. If so, you should tell us how much it is worth and send us the relevant documents. If you, or your dependants, own a car, van, lorry, boat or other motorised vehicle, you must tell us about them. You must include the age, type; model and how much it would be worth if you sold it. In some circumstances we may ask you to send us the relevant documents that show you have tried to sell your property.

If you, your partner/spouse and or dependants have property outside the United Kingdom, you should also say if it is available to you. You may not be able to use the property. If so, you should tell us. For example, you may own a house in your country of origin.

If you, your partner/spouse and or dependant/s live in a property that you or they own, you will have to arrange to sell the property within six months of making your application. We will treat any money from the sale of your or their property as cash or savings. You should send evidence that shows you or they have tried to sell your property three months after you applied to us. If you do not think that it is reasonable to sell your property, you should say why on a separate sheet of paper. You should send this with your application form.

Valuable jewellery

Although we will not consider the value of jewellery, you must tell us about it in section 6/9 and or 12. You should list any jewellery, including watches, which belong to you, your partner/spouse and or your dependants if they are worth over £1,000. You should describe the item (or items), say where they are and, if known, give an estimate of the current market value.

You must tell us immediately if you sell any of the jewellery you or they have described on the application form. You must say which item (or items) you sold, and how much money you got. We may take action against you if you do not tell us.

TV, DVD, electrical goods

You must declare in this section if you, your partner/spouse and or dependants have any of the items except fridge/freezers and cookers which you require for essential living needs.

Car, vehicle

You must declare any car/vehicle you, your partner/spouse and or dependant/s own

Section 11 & 12- Public funds

If you receive any public funds (state benefits), you must tell us about them by selecting any or all that you or they are in receipt of. You will need to send us a copy of your or their benefit book or advice letter. If you or they have recently lost your or their benefit because you or they are no longer eligible, you will need to send us documents to show this.

Section 13 to 20 - Your dependants details

Other people you wish to include in your application

This section is about who you want to include in your application as a dependant. Dependants must be in the United Kingdom and may be someone who:

- is your partner/spouse;
- is your child, or a child of your husband or wife, who is under 18 and depends on you;
- is under 18 and is a member of your, or your husband or wife's close family;
- is under 18 and has been living as part of your household since they were born or for at least 6 of the 12 months before the day you applied for support for them;
- needs care and attention from you or a member of your household because of a disability and would fall within either of the two categories in the two bullet points before this bullet point, except that they are not under 18;
- has been living with you as a member of an unmarried couple for at least two of the three years before the day you claimed for support for them;
- lives as part of your household and received help from a local authority under section 17 of the Children Act 1989 immediately before 6 December 1999.

- lives as part of your household and received help from a local authority under section 22 of the Children (Scotland) Act 1995 or Article 18 of the Children (Northern Ireland) Order 1995 immediately before 3 April 2000; or
- has claimed for leave to enter or stay in the United Kingdom based on their relationship to you.

If you are making this application for support because you are the dependant of an asylum seeker, you may only include as your dependants either that asylum seeker or dependants of that asylum seeker. (The application form itself only allows you to give details of one of your dependants. If you have more than 1, please give the details in annex A and B.)

For each dependant, you should give their full name, nationality, date of birth, gender and their relationship to you, for example your mother, father or sister. You should provide their current address if it is different from your own. Please explain why they do not live with you in the appropriate section.

We need to know if your child dependants already attend school, college or university. You should provide the address of the school and say how long the dependant has been there.

If you have a husband or wife or partner who:

- is in the United Kingdom; but
- is not included in your application for support; and
- is not able to provide you with support);

If you receive support for a dependant you have listed in this application, it does not guarantee that they will be treated as a dependant for immigration purposes.

Additional dependants

You must use annex A & B, if you have additional dependants to declare

Section 21- Support from friends and relatives

We will consider any support that your friends or relatives in the United Kingdom, or elsewhere, give you when you apply for support.

You should say whether any friends or relatives can give you financial support, other than accommodation. If they can, you should give details in section 21. You should include:

- their current address;
- their relationship to you.

If you receive financial support, you should give the amount you receive and how often you receive it, for example, '£30 a week'.

If a friend or relative provides you with accommodation, you should also give details, for example, " I am staying with my brother in his two-bedroom flat'.

Section 22 & 23- Special accommodation and/or circumstances questions

Pregnancy

Support will not be granted on this basis unless you provide medical evidence. Women in the late stages of pregnancy should provide medical documentation stating their expected date of delivery. For pregnancy this must be either a maternity certificate given to you by your midwife or doctor (MATB1) or certified medical evidence providing it shows the date your baby is due (or Expected Delivery Date – EDD).

Mental Health/Serious Health Problems

You, or your dependants, may have on-going medical or psychological conditions. If you receive any treatment, medication or counselling, you should tell us in the space provided. It is important that you tell us so that we can consider any factors that affect your wellbeing when we decide what accommodation to give you. You should tell us if you have any special requirements because of your medical condition. For example, you have a very bad skin condition which means that you need a bath rather than a shower or, you may need to put your medicine in the fridge. You must provide a letter from medical facility that is providing you with care to prove this.

Victims of Domestic violence

You should tell us if a person who normally stays with you as a member of your family is likely to cause you or your dependant(s) harm. Domestic violence may be:

- physical assault;
- sexual abuse; or
- threats and intimidation.

In these circumstances it may not be reasonable for you to stay in your current accommodation.

Victim of trafficking

You should tell us if you are a victim of trafficking and provide any evidence from the Police or other sources to which support this claim.

Section 23- Additional details

You should use this space to provide any other information that you feel we should consider. You may want to give us more information about any of the areas mentioned above. You should tell us if you, or your dependants, receive help from any organisation that we have not already mentioned. You should say if the support is medical or non-medical, and how they help you. You should also tell us if you think you may face problems with domestic arrangements, for example, you may not be able to cook.

You may want to give us more information about your support and accommodation needs. This may include information about medical conditions, cultural needs and mobility needs. In this section you can tell us about anything you think we should know.

If you do not have enough room you can use page 32, "Additional details" or another sheet of paper. If you do give us more information, you should show which section on the application form your information relates to. For example, put 'continued from section 8' at the top of the new sheet. You may also use this section to include information that you do not feel has been covered by the form, but is important.

You should list in this section any documents you have sent us with this application.

If someone helped you fill in the form

Someone may have helped you to fill in this form. For example, an assistant from a voluntary organisation such as Refugee Council, Refugee Action, British Red Cross or Migrant Helpline or a solicitor or other legal representative.

If so, you should give the details of the person or the organisation that has helped you. We need these details because we may have to contact them to check the information they have given.

Please tell us which asylum support team you will be sending your application form to. Your asylum caseowner or voluntary agency will be able to provide a list of asylum support teams and their contact details.

Section 25- Section 95 Warning and declaration

You should read this section carefully. It is important that you understand what will happen if you give us false information.

You must sign and date this section. We will return your application to you if you do not do this as it will not be valid. This will delay your application.

If you cannot write, you should place your mark in this section. This may be a thumbprint or any symbol that you are identified by. If you cannot write because of a disability, the person who has filled in the form for you must sign the declaration, explain that you have a disability, and say that they have signed the form for you.

The Prescription Pricing Authority will also use the information you have given in this form to decide whether you can get help with health costs, for example, free NHS prescriptions. It is an offence to provide false or incomplete information. The Prescription Pricing Authority may also take action if you have made a false declaration to get the HC2 certificate. More information about the HC2 certificate is in the general note.

When you make this application, you are giving us permission to give your and your dependant(s) personal details to the people who will be involved in providing you with support. We may give this information to reception assistants, accommodation providers, cash support providers and the Post Office.

Also, we have asked for permission to pass on details about you to service providers in the area where you currently live (if you have not applied for accommodation), in the area where we may offer you accommodation or in the area where you may seek support when asylum support ends.

We do this to make sure that you can use all the services, such as health and education. You are responsible for contacting these services to make arrangements for your individual needs, but they will know that you are living in their area.

We will provide the following details about you.

- Your name, nationality and date of birth (and the details of any dependant you have included in your claim);
- The language you speak (this will help the service provider work out if you need an interpreter);
- The address where you will be living (this will help them find local doctors or schools for you if you cannot do so);
- The date you will be arriving in the area if you do not already live there;
- That you are seeking asylum (but we will not give information about your asylum claim).

You decide whether we can give your personal details to service providers. However, if you do not let us, you may have problems when you try to arrange local services for you and your family.

We may pass information to other agencies and public organisations so they can prevent, detect, investigate or prosecute criminal offences.

Section 26- Section 4 Support (further information)

Criteria for S4 eligibility

A reminder that to be eligible for support under section 4 you will need to demonstrate that you are destitute.

In addition to being destitute (as defined above) you must fulfil at least one of the following eligibility criteria. If you fulfil more than one of the criteria, you should specify this on the form.

- I am taking all reasonable steps to leave the UK voluntarily or I am placing myself in a position in which I will be able to leave.

For you to fulfil this criteria you must provide evidence to support this, for example, that you have made an application for a voluntary return and that you are proactively working with the Home Office to facilitate arranging your return, or are complying with attempts to obtain any travel documents to facilitate departure.

- I am unable to leave the UK by reason of a physical impediment to travel or for some other medical reason.

Support will not be granted unless there is documented medical evidence that your medical condition prevents you from travelling to your country of origin. Where possible, the medical evidence should indicate when you will be able to travel. Women in the late stages of pregnancy should provide medical documentation stating their expected date of delivery.

Women unable to leave the UK because they have a new-born child should provide a full birth certificate.

- I am unable to leave the UK because in the opinion of the Secretary of State there is no viable route of return available.

You can only qualify under this criterion if the Secretary of State has stated that in his/her opinion there is no viable route of return to the country to which you are expected to return.

- I have made an application for Judicial Review of a decision in relation to my asylum claim and in England/Wales/ N. Ireland been granted permission to proceed/leave.

You should provide confirmation that you have applied for Judicial Review of a decision in relation to your asylum claim (in Scotland), or that you have applied for Judicial Review of such a decision and have been granted permission to proceed (in England and Wales) or granted leave (in Northern Ireland).

- I require support in order to avoid a breach of my rights under the European Convention on Human Rights (ECHR).

Support will not be granted solely on the grounds that you are a failed asylum seeker and are without access to support. You must be able to demonstrate that it would not be reasonable to expect you (or your dependants) to leave the UK, and that to remain in the UK without support would result in a breach of your ECHR rights.

You must answer all the questions fully to enable the Home Office to make a decision on your application. You should also provide any documents you may have to verify what you have stated.

All applications for support under this criterion will be considered on their merits. You should, if required, provide information on a separate sheet of paper and submit it together with your completed application form and any supporting evidence. The fact that you may disagree with the decision to refuse your asylum claim will not be taken into account when considering whether to provide support under section 4.

If you are destitute and you meet any of these criteria and are provided with support under section 4, you must continue to meet the criteria set out above in order to remain eligible for and be provided with support. If a decision is taken not to provide you with support under section 4, or to discontinue that support on the grounds that you are no longer eligible, you have a right of appeal to the Asylum Support Tribunal against this decision under section 103(2A) of the Immigration and Asylum Act 1999.

If none of these criteria apply, you are not eligible for support from us. You should get independent advice on your position

Section 27- About your steps to leave voluntarily

You must complete section 27 in full if you indicated in “Criteria for S4 eligibility”, above, that: I am taking all reasonable steps to leave the UK voluntarily or I am placing myself in a position in which I will be able to leave.

You should provide information to support this, for example that you have made an application to the Home Office for Assisted Voluntary Return (AVR), and are proactively working with them to facilitate arranging your return, or are complying with attempts to obtain travel documentation to facilitate departure.

Help and advice for asylum seekers and those whose asylum claim has been refused who wish to return home voluntarily can be obtained from the Home Office Voluntary Departure Service. The Home Office Voluntary Departure Service can discuss your return, obtain your travel document and send it to the port of departure, help with the cost of your tickets or provide other practical assistance:.

Telephone: 0300 004 0202 (Monday – Friday between 09.00 and 17.30)

Fax: 0870 336 9544

E-mail: voluntarydeparture@homeoffice.gsi.gov.uk if you are planning a voluntary departure from the UK and need help with your travel document or cost of flight but do not require any special assistance. Or;

AssistedVoluntaryReturn@homeoffice.gsi.gov.uk if you are planning a voluntary departure from the UK but require special assistance which includes help with your medical needs or reintegration into the country of your return.

Please note you must provide documentary proof if you have applied for AVR e.g. recorded delivery number, fax confirmation, letter from the Home Office. This must be enclosed with this application.

Failure to complete Part 4 fully (where appropriate) can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Section 28- About your impediment to travel

You must complete Section 28 in full if you indicated in “Criteria for S4 eligibility” that: I am unable to leave the UK by reason of a physical impediment to travel or for some other medical reason.

Support will not be granted unless you provide medical evidence that clearly demonstrates your medical condition prevents you from returning to your country and, where possible, when you are expected to be able to travel.

For pregnancy this must be either a maternity certificate given to you by your midwife or doctor (MATB1) or certified medical evidence providing it shows the date your baby is due (or Expected Delivery Date – EDD). Women unable to leave the UK because they have a new-born child should provide a birth certificate or medical documentation stating the child’s birth date.

If you are applying for support due to pregnancy or a new born baby you may be entitled to additional payments. You should apply for additional payments on the “Application for Provision of Services or Facilities for Section 4 Service Users”, which can be found on the GOV. UK website. You will only be entitled to the additional payments if your initial claim for support is accepted. You will need to complete the form fully.

<https://www.gov.uk/government/publications/asylum-support-section-4-policy-and-process>

Please note you must provide a completed Medical Declaration in all other cases. This must be enclosed with this application. Failure to do so will lead to a refusal of your application (the form can be located on the Home Office website at

<https://www.gov.uk/government/publications/asylum-support-section-4-policy-and-process>

Failure to complete Part 6 fully and provide a completed Medical Declaration or maternity document can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Section 29- No viable route of return

There are currently no countries to which the Secretary of State considers there is no viable route of return available and support would not normally be provided on the basis of this criterion. Should you believe this situation has changed and you are aware of a recent statement by the Secretary of State about the country you are expected to return to, you should tell us about this and detail the date of the Secretary of State's statement that it is considered there is no viable route for your return.

Section 30- About your Judicial Review

You must complete this section in full if you indicated in Criteria for S4 eligibility that: I have made an application for Judicial Review of a decision in relation to my asylum claim.

Support will not be granted unless you provide evidence of the Administrative Court's Reference Number" issued by the Administrative Court Office of the Royal Court of Justice where the Judicial Review is in England/Wales/Northern Ireland. (Information on the Royal Court of Justice can be found at www.hmcourts-service.gov.uk) Where the Judicial Review is in Scotland you must provide evidence of your petition (application for Judicial Review) to the Court of Session (Information on the Court of Session can be found at www.scotcourts.gov.uk).

Failure to complete this section fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Section 31- Avoiding a breach of ECHR

You must complete this section in full if you selected this criterion in Criteria for S4 eligibility. I require support in order to avoid a breach of a person's rights under the European Convention on Human Rights (ECHR).

Breach of ECHR – Further Submissions

Further submissions means any further evidence or fresh evidence that you have submitted and that you have asked to be considered by the Home Office. You should only be claiming under this section where you either have further submissions outstanding and the Home Office has not yet decided whether the further submissions amount to a fresh claim, or you have made an appointment with the Home Office to submit further submissions.

If you have arranged an appointment to submit further submissions but this appointment has not yet taken place, you must provide details of the date and location of the further submission appointment.

You are required to make any further submissions in person at a reporting centre or further submission unit specified by the Home Office in the region responsible for your case. If you submit submissions by post, these will not be recorded.

To Note: Support will not be provided in cases where a person has entered further submissions where they are manifestly unfounded, merely repeat previous grounds, or do not disclose any claim for asylum at all.

Breach of ECHR - Other

If you consider that it will be a breach of the UK's obligations under the ECHR if the Home Office does not support you under section 4, you must explain why and provide supporting evidence if appropriate. Support will not be granted solely on the grounds that you are a failed asylum seeker and are without access to support.

Failure to complete Section 31 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

If you are unable leave the UK because you have submitted an out-of-time appeal to an Appellate Authority, you must provide copies of the appeal forms.

Section 32- Previous Section 4 applications

In this section you should tell us about any previous applications you have made for section 4 support. If you previously made an application but it was refused, discontinued, or you failed to accept an offer of support, you should explain why.

Section 33- Section 4 statement and declaration

You should read this section carefully. It is important that you understand what will happen if you give us false information. If you provide false information on the application form then your support may be discontinued.

You must sign and date this section. We will return your application to you if you do not do this as it will not be valid. This will delay your application. If you cannot write, you should place your mark in this section. This may be a thumbprint or any symbol that you are identified by. If you cannot write because of a disability, the person who has filled in the form for you must sign the declaration, explain that you have a disability, and say that they have signed the form for you.

Please be aware that when you make this application, you are giving us permission to give your personal details [and your dependant[s]' details] to the people who will be involved in providing you with support. We may give this information to reception assistants, accommodation providers and other support providers.

Conditions of continuing support under Section 4

If you are provided with support under section 4 you must comply with the conditions set out below. These conditions will also be set out in a notice in writing. You should be aware that the Home Office will review the provision of your support on a regular basis and a failure to comply with these conditions may result in the discontinuation of the support provided to you.

- You may be required to participate in community activities. This condition of support is not currently being applied and we will write to notify you if that changes.

- You must comply with standards of behaviour specified by your accommodation provider, for example in an occupancy agreement, and must not commit acts of antisocial or violent behaviour;
- You must comply with any reporting requirement set by an Immigration Officer or the Secretary of State.
- You must reside at the accommodation provided to you and must not be absent without permission from the accommodation for more than seven consecutive days and nights or for more than a total of 14 days and nights in a six-month period.
- You must comply with steps specified by the Secretary of State to facilitate your departure from the UK as specified in a notice in writing. You will be required to comply with attempts by the Home Office to return you to your country of origin, and to take all reasonable steps to obtain travel documents to facilitate your departure.

You will be notified in writing of the requirement to comply with such specified steps. If you are eligible for support under section 4 because you have applied for judicial review and been granted permission in England and Wales or leave in Northern Ireland, or being supported on the basis that not to do so would be a breach of your rights under the European Convention on Human Rights, your continued support may not be subject to this condition.

Confirmation of Documents

Use this Part to confirm which documents are being enclosed with the application form. Failure to supply documents will lead to delays in reaching a decision and may lead to a rejection of your claim.