



Guidance Notes for ‘Applications for support under section 4 of the 1999 Immigration Act for failed asylum seekers’

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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 reception assistants, our accommodation providers and other support providers. 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.

Section 4 Support

All asylum seekers whose applications have been refused and whose appeal rights are exhausted are required to leave the United Kingdom. These guidance notes explain how you may qualify for support because there is a temporary barrier to you leaving the United Kingdom. This is known as **section 4 support** because it is given under the terms of section 4 of the Immigration and Asylum Act 1999. There are strict requirements you must meet in order to qualify for section 4 support.

You must be destitute and satisfy one of the following requirements:

- you are taking all reasonable steps to leave the United Kingdom or placing yourself in a position where you can do so. This could include complying with attempts to obtain travel documentation to facilitate departure.
- you are unable to leave the United Kingdom because of a physical impediment to travel or for some other medical reason;
- you are unable to leave the United Kingdom because in the opinion of the Secretary of State, there is currently no viable route of return available;
- you have made an application in Scotland for Judicial Review of a decision in relation to your asylum claim or, in England and Wales or Northern Ireland, have applied for such a Judicial Review and been granted permission or leave to proceed; or
- the provision of accommodation is necessary to avoid a breach of your convention rights, within the meaning of the Human Rights Act 1998.

What does destitute mean?

Destitute has the same meaning as in section 95(3) of the IAA 1999. A person is destitute if:

- he does not have adequate accommodation or any means of obtaining it (whether or not his other essential living needs are met); or
- he has adequate accommodation or the means of obtaining it, but cannot meet his other essential living needs now, or within 14 days

If you are being detained, you can still apply for support if you are being released or are making an application for bail from detention under any provision of the Immigration Acts. You should not use this application form; instead you should use the form 'APPLICATION FOR SUPPORT UNDER SECTION 4 OF THE IMMIGRATION AND ASYLUM ACT 1999 FOR BAIL ADDRESSES.'

How to make an application

When you have filled in the section 4 Support application form, you should send it to the relevant department listed on the application form.

You should include any documents that are required as evidence. Any documents submitted will be returned to you in due course. You should also keep a copy of any application that you send to UKBA for your own personal records.

What happens next?

When we receive your application, an officer will assess your application form to check if you are eligible for support. When we complete the assessment, we will tell you the decision by writing to you.

If we refuse your application for section 4 support, 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.

How long will an application take?

We aim to make a decision within a reasonable time period after receipt of your application. Each case will be different and it is impossible to specify exactly the time it will take to make a decision on each case.

Detailed Notes

Please read these notes completely before completing the application form.

Note 1 – Personal details

You should fill in Part 1 with the details of the person who is applying for support. We will ask you to give details of any dependants to be included in your application for support in Part 4.

1. Name

You should give all the names that you have used. This includes your first name, middle name, personal names and religious names.

Names that you previously used/aliases

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.

2. 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

6. Reference numbers

You should always provide your Home Office reference number and your Support Reference number (previously NASS reference number) if you have one. You should also provide any other reference numbers that you may have, for example, a 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 (use a separate sheet if necessary).

Note 2a – Destitution

11. You are destitute

Section 4 support is only provided to applicants who are destitute and fulfil at least one of the eligibility criteria identified in note 2b. By ticking the 'I am destitute' box (Part 2a) you are confirming that you are without adequate accommodation or the means of obtaining it, or, if you have adequate accommodation, that you cannot meet your other essential living needs now, or within 14 days.

If you have been without support from the United Kingdom Border Agency (UKBA) (formerly the Immigration and Nationality Directorate – IND), you will be expected to explain how you have supported yourself during this period. In Part 3 onwards, the form will request further information which will support your claim for support. You must complete all the Parts of the form unless instructed not to do so by a UKBA officer.

Note 2b – Other Criteria

12. 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 to the International Organization for Migration (IOM) for an assisted voluntary return and that you are proactively working with them 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 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 a person's 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 a person's Convention rights. If you are unable to leave the UK because you have submitted an out-of-time appeal to an Appellate Authority, you must provide copies of the appeal forms.

Please note that with effect from 14th October 2009, if your case is being managed by the Case Resolution Directorate (CRD), you are required to make any further submissions by appointment and in person at the Liverpool Further Submissions Unit. With effect from 14th October 2009, if your case is being managed by a regional asylum team, you are required to make any further submissions in person at a reporting centre specified by the UK Border Agency in the region responsible for your case. If after these cut off dates you submit

submissions by post, these will not be recorded. This does not apply to further submissions submitted before 14th October 2009..

[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.]

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.

Conditions of 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 UKBA 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 UKBA 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.

Note 3 - Your current position

Please note that you will only be expected to provide details for the previous 6 months however, you may be requested to provide further information in exceptional circumstances.

18-19. Previous applications for section 4 support

If you have been declined support and your circumstances have not changed you should not apply for section 4 support again. If you do not know exactly when this was, give us as much information as you can remember.

20. Failure to take up or discontinuation of support

If you have previously been granted support and then failed to take the offer up or had the support discontinued you will need to provide reasons for this.

21. Previous support from the UKBA

If the UKBA has previously provided section 4 support but this has been discontinued you should tell us why.

22-24. Current and previous accommodation and support

We need you to tell us more about your current accommodation and support situation. 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 UKBA in the last six months you must tell us where you have been staying and how you have been able to support yourself.

25-30. Address

You should give us your current address in the United Kingdom. This should be the address you are living at when you make this application for support.

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. You should give any other addresses used on a separate sheet 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 'APPLICATION FOR SUPPORT UNDER SECTION 4 OF THE IMMIGRATION AND ASYLUM ACT 1999 FOR BAIL ADDRESSES' form.

If you were recently released from detention, please give details of the release date and where you were being held.

You should tell us about accommodation that a charity provides, other than emergency accommodation, in this section. If a charity is providing your current accommodation then please provide a letter from the charity confirming this and contact details for a person there that we may contact.

If you cannot afford your accommodation, or, if you live with a relative and you do not have enough money to pay what they have asked, you should give a brief explanation detailing how long you have not been able to afford the accommodation and how long you have been staying in the accommodation without paying. You can continue on a separate sheet if necessary.

32. 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. If they can, you should give details in question 32.

You should include:

- their name;
- their current address;
- their relationship to you.

If they are here temporarily, you should give more details, for example, if they are a visitor, student or asylum seeker.

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 house'.

Warning

The information about your circumstances must be true. If you give false information your support may be discontinued.

Failure to complete Part 3 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim if we have insufficient information to make a decision as to whether you are eligible.

Note 4 – Other people included in your application

This Part is about the people you want to include in your application for support as a dependant.

Dependants must be in the United Kingdom and may be someone who:

- is your husband/wife or civil partner;
- is your child, or a child of your husband or wife or civil partner, who is under 18 and depends on you;
- is under 18 and is a member of your, or your husband or wife or civil partner'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 or same sex 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 assistance 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 assistance 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 made a claim for leave to enter or remain in the United Kingdom which is being considered on the basis of their relationship to you.

It is important that you complete Part 4 for each dependant in full. The application form only allows you to give details of four of your dependants. If you have more than four, please give details on a separate sheet.

You should provide evidence for any dependants on your claim for support i.e. original marriage/civil partnership certificate, full original birth certificates, proof of shared occupancy for unmarried partners such as utility bills. If you have included your husband or wife or partner or civil partner as a dependant, please write their details in the box marked 'Dependant 1'.

In each case, you should give their full name, nationality, date of birth and their relationship to you, for example your mother, father or sister. You should provide all relevant details if the dependant is in education. You should provide their current address if it is different from your own. Please explain why they do not live with you on a separate sheet if necessary.

Details should be given in Part 12 'Additional Information' 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. (see Part 6).

Note 5 – Your Financial Position - Income

In this Part you should give details of any other income that you have not already told us about. The income may be from you, or your dependants, if you have any. For example, payments from a pension. If you receive an income from a friend or relative, you should make sure that you tell us in Part 12a 'Additional Information'.

You should not have taken employment, paid or unpaid, unless you have permission to do so from the Home Office. If you had or currently have permission to work you should tell us:

- your employer's name and address;
- the number of hours you work(ed) every week; and
- the amount you earn(ed) every week.

If you are paid every week or every month, you should send your 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.**

You should also tell us if you (or anyone you are claiming for) receive support. This may be accommodation, financial support or other support (such as food or clothing). This would include income from a pension, investments, university grants or support from voluntary organisations. You should also say how often you receive the support.

Please note that you will only be expected to provide details for the previous 6 months however, you may be requested to provide further information in exceptional circumstances.

34. Other Income

State Benefits - If you or a dependant receive state benefits, you must tell us about the benefits you receive. You will need to send us a copy of the benefit book or advice letter. If you or your dependant has recently lost their benefit (i.e. had the benefit discontinued) because you or your dependant is no longer eligible, you will need to send us documents to show this. State benefits include:

- Income Support

- Jobseeker's Allowance
- Retirement Pension
- Severe Disablement Allowance
- Invalid Care Allowance
- Disability Living Allowance
- Income Support
- Working Families' Tax Credit
- Disabled Person's Tax Credit
- A Social Fund Payment
- Child Benefit
- Housing Benefit
- Council Tax Benefit

But you should tell us about any other benefit not on this list.

You should also tell us about any assistance which you have received from a local authority including any help received from social services; for example, support given under the Children Act 1989, Children (Scotland) Act 1995, Children (Northern Ireland) Order 1995, National Assistance Act 1948, Social Work (Scotland) Act 1968 and the Health and Personal Social Services (Northern Ireland) Order 1972. You should tell us if this support is no longer given to you and you must include copies of any letters you have received from the local authorities with your application form.

Cash, saving & assets - We will take into account your cash, savings and certain possessions when we decide whether or not you are eligible for support. You should give details of cash, savings and assets in this section.

We will take account of any of the following that belongs to you or your dependants when you apply for support (whether in the United Kingdom or elsewhere):

- cash;
- savings;
- investments; or
- certain types of property.

If you have savings, investments or property, you should send us the relevant documents i.e. savings books, bank statements, details of the investments/properties owned. 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, or your dependants, have cash in the United Kingdom or elsewhere, you should say how much you have. For example, if you, or your dependants, have 200 Euros, you should tell us about this and give us the total value (in Euros) in the 'Total Value' box. There is no need for you to work out how much your currency is worth in pounds sterling. We will also work out how much it will cost you to change your money into sterling. You should give details of any cash you, or your dependants, have outside the United Kingdom. You should tell us if you can use it. If you can't use it, you should say why.

Savings - You should say if you, 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.

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 can gain access to any money that is held in a financial institution abroad. If you think it would not be possible for you to gain access to your money, you should say why.

Investments - You must tell us if you, 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 may give the value in the actual currency. You do not have to change the value into pounds sterling. If your investments are outside the United Kingdom, you should also say if there is any reason you cannot access them on a separate sheet of paper. We may ask you to send us the relevant documents.

Property - You, or your 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.

We may give you temporary support of up to three months to give you enough time to sell some types of property. In these circumstances we may ask you to send us the relevant documents that show you have tried to sell your property.

If you have property outside the United Kingdom, you should also say if you can sell the property and use the funds to support yourself in the United Kingdom. You should also state if you are not able to do this and the reasons why. You should provide details about this on a separate sheet of paper.

If you live in a property that you 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 property as cash or savings. You should send evidence that shows you 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.

Failure to complete Part 5 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 6 – Reasonable steps to leave the UK

35-37. You must complete Part 6 in full if you indicated in Part 2b ‘Other Criteria’ 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 International Organization for Migration (IOM) 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.

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

If you did not select this criterion you should move to Part 7.

Failure to complete Part 6 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 7 – Medical Condition

38-41. You must complete Part 7 in full if you indicated in Part 2b ‘Other Criteria’ 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. 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 birth certificate or medical documentation stating the child’s birth date.

Please note you must provide certified medical evidence to prove this. This must be enclosed with this application. Failure to do so will lead to a refusal of your application. 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).

If you are applying for support due to pregnancy 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”. You will only be entitled to the additional payments if your initial claim for support is accepted.

Failure to complete Part 7 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 8 – No viable route for return

42. 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 in question 42 and detail the date of the Secretary of State’s statement that it is considered there is no viable route for your return.

Note 9 – Judicial Reviews

43-45. You must complete this section in full if you indicated in Part 2b ‘Other Criteria’ 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 the ‘AC (Administrative Court) 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).

If you did not indicate this in Part 2b you should move to Part 10.

Failure to complete this Part 9 fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 10a – Breach of ECHR - Further Submissions

46-47. You must complete this section in full if you have further submissions awaiting consideration by UKBA and you selected this criterion in Part 2b ‘Other Criteria’.

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

Further submissions means any further evidence or fresh evidence that you have submitted and that you have asked to be considered by UKBA. You should only be claiming under this section where you either have further submissions outstanding and UKBA has not yet decided whether the further submissions amount to a fresh claim, or you have made an appointment with UKBA to submit further submissions. If you have made an appointment to submit further submissions, but this appointment has not yet taken place, so you have not yet submitted these, you will not be provided with section 4 support on this basis until after you have submitted the further submissions, and then only if the further submissions cannot be responded to within a reasonable time.

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.

Please note that with effect from 14th October 2009, if your case is being managed by the Case Resolution Directorate (CRD), you are required to make any further submissions by appointment and in person at the Liverpool Further Submissions Unit. With effect from 14th October 2009, if your case is being managed by a regional asylum team, you are required to make any further submissions in person at a reporting centre specified by the UK Border Agency in the region responsible for your case. If after these cut off dates you submit submissions by post, these will not be recorded. This does not apply to further submissions submitted before 14th October 2009.

Failure to complete this Part 10a fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 10b – Breach of ECHR - Other

48. You must complete Part 10b in full if you do not have further submissions awaiting consideration by UKBA and you selected this criterion in Part 2b ‘Other Criteria’.

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

If you consider that it will be a breach of the UK’s obligations under the ECHR if the UKBA 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 Part 10a or 10b fully can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

Note 11a – Additional Information

49. Use this section to provide any additional information that may be relevant to your application, including any specific accommodation requirements. You should provide evidence

to support any specific requirements. Failure to disclose information in support can/will lead to delays in reaching a decision and may lead to a rejection of your claim.

You should **not** use Part 11a to provide details of your asylum application.

If you do not have enough room you can use 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 4' 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.

Warning - Reporting requirements

Please note that your reporting requirements will be reviewed as part of this application and compliance with them is part of the conditions of support. (Note: reporting conditions will be set out in a notice in writing) Failure to comply with your reporting requirements may mean your support is discontinued for breach of conditions.

Note 11b – Confirmation of Documents

50. 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.

Note 12 - Warning and Declaration

51. You should read Part 12 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.

52-54. 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.

Note 13 - If someone helped you fill in the form

55. Someone may have helped you to fill in this form. For example, an assistant from a voluntary organisation such as Refugee Action or Citizens Advice Bureau or a solicitor or other legal representative. If so, you should give the details of the person or the organisation that has helped you in Part 13. We need these details because we may have to contact them to check the information that has been given.

Note 14 – Additional Payments

This guidance is intended to be used when making an application for additional non-accommodation related needs. The guidance sets out the criteria for each provision and the supplementary evidence needed in order to qualify for the provision. You must use this guidance in order to help you decide which additional payments you may qualify for **if** your

application for support is accepted. Please note that if you qualify for support but **do not** tick any of the additional payment boxes then you will **not** receive the additional payments

PROVISIONS:

TRAVEL

- A section 4 supported person may apply for assistance towards travel to either receive healthcare treatment or to register the birth of a child.
- The supported person should include the cost of travel for either healthcare treatment or registering a birth where known.
- The supported person may also apply for assistance towards travel for one or more dependants or a parent or guardian if the person requiring healthcare treatment is under 18 years old. All those claiming travel assistance must be receiving support under section 4. The applicant must explain why the additional person(s) need to travel.
- The supported person will need to complete this application form and submit it to the relevant asylum team.
- Supplementary evidence required - In the case of registering the birth of a child, proof of the child's birth will need to be attached to this form such as the original hospital delivery notes or verification from the accommodation provider. In the case of healthcare treatment, evidence of the appointment should be attached to this form.
- An application for assistance towards travel should be made before travel. However in an emergency, this form may be completed after travel has occurred, attaching the relevant supplementary evidence, e.g. a doctor's note.

BIRTH CERTIFICATE

- A supported person may apply for travel to obtain a child's full birth certificate;
- Supplementary evidence required – e.g. a the original note from the hospital where the child was born. Attach this note to the application form.
- To enable a child to be recorded as a dependant of the supported person, please ensure that the appropriate section in Annex B is fully completed.
- Application for additional weekly payments for children under the age of 3 and additional assistance with clothing can be made at the same time.

ONE-OFF PAYMENT FOR PREGNANT WOMEN / NEW MOTHERS (£250)

- This one-off payment is for pregnant women during the ante-natal period (eight weeks before the expected date of birth until the actual date of birth); **or**
- For new mothers (if such support has not been provided under paragraph 3.1), during the post-natal period (from the child's date of birth until six weeks after the birth);
- The value of this additional support payment is £250;
- Supplementary evidence required - If the supported person is in the ante-natal period when making an application for a one-off payment, then the original MATB1 form must be enclosed. The form MATB1 is a maternity certificate which is issued by a doctor or midwife. If the supported person is in the post-natal period when making an application for a one-off payment, then the child's original Birth Certificate must be submitted.

ADDITIONAL WEEKLY PAYMENTS (£3 or £5 PER WEEK)

- For the duration of pregnancy, a supported person may apply for additional weekly payments to the value of £3 per week;
- A parent or guardian may apply for additional payments for supported children up to the age of three. The additional payment amount is £5 per week for babies under one year

old and £3 for children aged over one year until their third birthday. The parent or guardian may apply for this provision at the same time as applying to add the child as a dependant using Annex B of this form.

- Supplementary evidence required - If the supported person is in the ante-natal period when making an application for the additional weekly payment, the original MATB1 form must be submitted. If the supported person is in the post-natal period when making an application for the additional weekly payment, the child's original Birth Certificate must be submitted.

CLOTHING FOR CHILDREN (£5 PER WEEK)

- Applicants with dependant children may apply for additional weekly payments to the value of £5 per week per child redeemable for clothing for the child up until his/her sixteenth birthday;
- If the child is not already supported as a dependant, the parent or guardian should apply to add the child by using Annex B of this form. Where the child is a newborn, this can be done at the same time as applying for assistance with the birth certificate.

EXCEPTIONAL SPECIFIC NEEDS

- A supported person may apply for additional support in the case of an exceptional need for certain services or facilities;
- Supplementary evidence required - The supported person must state the reason why the additional assistance is required and explain clearly why the need is exceptional. Any supporting evidence should be submitted alongside this form.