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SCHEDULE

Regulation 3(2)

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PART II

ONE-STOP NOTICE Section 75, Immigration and Asylum Act 1999

To:

You have made a claim for asylum, or a claim that it would be in breach of your human rights for you to be removed from, or required to leave, the United Kingdom.

You are also one of the following:

- an illegal entrant, **or**
- a person who is liable to be removed as an overstayer under section 10 of the Immigration and Asylum Act 1999, **or**
- a person who has arrived in the United Kingdom without leave to enter, an entry clearance, or a current work permit in which you are named.

Alternatively you have applied for leave to enter or remain in the United Kingdom as the spouse or dependant of such a person, or because such a person is dependent on you.

Under section 75 of the Immigration and Asylum Act 1999 I must give you this **one-stop notice**. It requires you to state any **additional** grounds which you have or may have for wishing to enter or remain in the United Kingdom.

If you have not yet taken advice on your position, I strongly advise you to do so now.

The STATEMENT OF ADDITIONAL GROUNDS should be completed and returned to arrive within 10 working days of receipt by you or your representative.

Additional grounds

You are now required to state any reasons you think you have or may have for staying in the United Kingdom which you have not previously disclosed when making your application: these will be your "additional grounds". They will be considered together with the application which you have already made.

If you are claiming asylum personally you should now put forward any human rights arguments you may have. If you have made a claim based on your own human rights, you should now put forward any reasons you have for thinking that you qualify for asylum. If your overall claim is refused, you will have the opportunity to appeal that decision to an adjudicator. Your appeal would address both issues at once. You should also mention any other reasons you have for wishing to stay here, but you may not be entitled to raise them at an appeal.

If you are not the person who has made an asylum or human rights claim and their application is refused, your application will also be refused. If you have any reason to think that you have grounds to make an asylum or human rights claim in your own individual right, you should give them now. If your claim is refused, you will have the chance to appeal to an independent adjudicator. You should also mention any other reasons you have for wishing to stay here, but you may not be entitled to raise them at an appeal.

Your statement

You must use the form **STATEMENT OF ADDITIONAL GROUNDS** which accompanies this notice.

The form must be:

- completed in English

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- completed in full
- signed by yourself or your representative if you have one
- returned as instructed below so as to arrive within 10 working days of when you or your representative received it. Saturdays, Sundays, bank and public holidays are not included when counting the 10 days.

Consequences of failure to disclose additional grounds

The purpose of this procedure is to make sure that there is no unnecessary delay in dealing with your case. Where you have a right of appeal, it is important that the adjudicator should be able to deal with all the aspects of your case which he is entitled to consider on one single occasion. If you believe you qualify to stay in the United Kingdom, then it is clearly of benefit to you to have a final and comprehensive decision as quickly as possible.

If you raise additional grounds after the period allowed, you may lose the chance to have any decision on them reviewed by an independent adjudicator. It may be concluded that they were put forward late to delay your removal from the United Kingdom or the removal of a member of your family. Even if you still have an opportunity to appeal, the appeal may be limited and the fact that you had not disclosed your grounds when required to do so would not be in your favour.

There are safeguards for exceptional circumstances: for example if you only become aware of a reason for staying in the United Kingdom when it is too late or you can give a reasonable excuse for not mentioning additional grounds when asked to do so.

The consequences of raising additional grounds late may be serious: you should always disclose your reasons for wishing to stay here and any change of circumstances without delay.

Service of statement of additional grounds

The statement may be returned by post to the following address:

[to be inserted by signatory]

The statement may be returned by hand to the following address:

[to be inserted by signatory]

The statement may be sent by fax to the following fax number:

[to be inserted by signatory]

If you are detained the statement may be served by giving it to the person who has custody of you.

Please remember:

- keep any evidence of posting or receipt which you are given
- use a reliable postal service which offers speedy delivery if you can
- keep this notice

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Family applications

If you have received this notice in a package of notices and forms relating to yourself and other members of your family, please return all the statements and appeals forms together if possible. An envelope was enclosed with the package.

[Signature]

[Immigration Officer/On behalf of the Secretary of State]

[Date]

If you have not seen, or need a further copy of the guidance on how to obtain help ("Getting Advice on Immigration Matters") your nearest Citizen's Advice Bureau can assist. The leaflet is also available at the Immigration and Nationality Directorate's website:

<http://www.homeoffice.gov.uk/ind/hpg.htm>.