

LIVING AND WORKING IN THE UK RIGHTS AND RESPONSIBILITIES OF NATIONALS FROM CROATIA FROM 1 JULY 2013

What is this leaflet about?

This leaflet explains how Croatian nationals can enter, live and work in the UK. It tells you how to get more information if you need it. Croatia joined the European Union (EU) on 1 July 2013 and as a national of one of these countries, you enjoy certain rights of movement between, and residence in, other EU Member States. These are set out in this leaflet. You will not, however, necessarily be free to take employment in the United Kingdom (UK). If you wish to work in the UK, it is your responsibility to ensure that you have permission to do so, and this leaflet will help you to understand how to go about doing this. You may face severe penalties if you work without permission. If you do need to obtain permission to work in the UK, you will generally need to have an offer of employment in order to obtain that permission. If you intend to travel to the UK to seek work, you should consider carefully whether you are likely to find work that will meet the requirements of the UK's work authorisation arrangements. In most cases, this means that you will need an offer of skilled employment.

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ENTERING THE UK

Do I need a visa to enter the UK?

No. From 1 July 2013, Croatia will be members of the European Union (EU). As a result, Croatian nationals can enter any EU Member State (including the UK) without a visa.

Do I need to show my passport or identity card when I enter the UK?

Yes, you will need to show your passport or national identity card when you enter the UK. When you arrive at the port or airport, you should use the channel marked EEA/EU where it is available.

Can my family come with me to the United Kingdom?

Yes, if you have the right to live in the UK, your family may join you. However, if your family members are Croatian nationals and they wish to work in the UK, they may require permission to do so unless they can show that they are exempt from worker authorisation.

Family members who are not nationals of the European Economic Area (EEA) should obtain an EEA family permit for travel to the UK, including if they are accompanying or coming to join you in the UK. They must get the permit before they travel to the UK. If they try to enter the UK without an EEA family permit they may be refused entry.

For details on who is defined as a family member under EU law visit:

www.ukba.homeoffice.gov.uk/sitecontent/documents/policyandlaw/ecis/

If I or my Croatian family members need permission to work in the UK, can we apply for it from Croatia?

Yes. If you require permission to work, you can download form CR3 which is available from the website. You should then complete all the relevant sections and send it with the required original documents and fee to the address on the form. You are advised to read the guidance notes **before** completing the form. These are available via the link below:

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

How long can I stay in the UK?

You have a right of free movement as an EEA citizen. This means you have the right to move to any member state (provided you do not have a deportation or exclusion order against you) and to reside for up to 3 months following arrival. If you want to live in a member state for longer than 3 months you need to exercise a Treaty right or have permission from the member state to reside there.

EXERCISING TREATY RIGHTS IN THE UK

What is ‘exercising a Treaty right’?

Under European law, EEA nationals can have a right to reside in a member state if they do one of the following:

- work
- look for work (i.e. are a job seeker)
- study
- are self-employed
- are self-sufficient

These are known as Treaty rights. European law sets out the conditions for each of these. Not every EEA national is able to exercise all of these Treaty rights. The Accession Treaties of countries who have recently joined the EU allow Member states to prevent nationals from Accession countries (e.g. Bulgaria/Romania/Croatia) from having unrestricted access to work or having a right to reside as a job seeker.

If I am living in the UK how do I show I am exercising a Treaty right?

If you are exercising a Treaty right you may apply for documentation (a “registration certificate”) confirming this. You are able to exercise Treaty rights as:

- a worker, if you obtain permission to work or are exempt from the requirement to do so;
- a student;
- a self-employed person;
- a self-sufficient person.

If you need permission to work in the UK you will need to apply for a registration certificate. If you do not intend to work in the UK (for example because you are here as a self-sufficient person) having a registration certificate is not mandatory

What do I do if I want to exercise Treaty rights as a student?

If you want to exercise Treaty rights in the UK as a student, you will need to meet the relevant criteria of the EEA Regulations. This includes that you are studying at an appropriate educational establishment and that you hold comprehensive medical insurance.

If you wish to work in the UK while you are a student, please see the following section of this leaflet: WORKING IN THE UK- Students. This section will also tell you if you need to hold a registration certificate.

What do I do if I want to exercise Treaty rights as a self-employed person?

You do not need a document confirming that you have permission to be self-employed, but you will need to be able to demonstrate that you are genuinely self-employed if you are challenged. You must register with HM Revenue & Customs immediately by telephoning their Self-Employment Helpline on 0845 915 4515. There is a penalty of £100 for late registration.

What do I do if I am exercising Treaty rights as a self sufficient person?

In order to exercise Treaty rights as a self sufficient person, you will need to have sufficient funds to maintain yourself and your family without relying on public funds. You will also need to hold comprehensive medical insurance. You do not need a document confirming that you are self sufficient.

Can I exercise Treaty rights as a worker?

Croatian nationals will not have an automatic right to work in the UK and may need to have worker authorisation before taking up a post. If you need worker authorisation you will not be able to exercise Treaty rights as a worker **until you have acquired a worker authorisation registration certificate and you are working in accordance with it.**

Can I exercise Treaty rights as a job seeker?

If you require worker authorisation to work in the UK, you will not be able to exercise Treaty rights as a job seeker.

Do I need a registration certificate?

If you are exercising a Treaty right and you are not subject to worker authorisation, you are not required to obtain a document confirming this, but you are entitled to a registration certificate confirming your status if you wish. If you think you are exempt from worker authorisation because you are a highly skilled person you will need to meet the relevant requirements and apply for a registration certificate before you start work. Applications can be made on form CR1 if you are exercising a Treaty right, or in the case of a highly skilled person, on form CR2.

Application forms can be downloaded from the Home Office website via the link below.

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

The application form and accompanying guidance notes set out the information you must supply, the process you must follow to obtain the appropriate document, and how you can confirm your status in the UK.

Is there a fee if I want to apply for a registration certificate or other European documentation?

There will be a charge of £55 for an application for European documents issued by the Home Office to Croatian nationals and their family members. For further details on the fee see our website via the link below.

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

WORKING IN THE UK- Worker Authorisation

What is worker authorisation?

If you wish to work in the UK, you will generally need permission from the Home Office before you take up a post, unless you fall into one of the exempt categories. This permission to access the UK labour market is called worker authorisation. In order to demonstrate you have worker authorisation you will need to hold a purple registration certificate.

Which groups are exempt from needing worker authorisation?

Under the transitional arrangements that came into force on 1 July 2013, Croatian nationals will not have a right to be a worker under EU law. However, you are able to exercise a Treaty right as a worker in the United Kingdom without restriction in the following circumstances:

- On 30 June 2013, you had leave to enter or remain that did not place any restrictions on taking employment in the United Kingdom (see below).
- You have been working with permission in the UK on 30 June 2013 and have done so for a continuous period of 12 months ending on that date.
- You have been working with permission in the UK for a continuous period of 12 months ending after 30 June 2013.
- You have acquired a right of permanent residence under European law (see below).
- You are also a national of the United Kingdom or another EEA Member State other than Croatia or, (until the end of December 2013) Bulgaria and Romania.
- You are the family member of an EEA national exercising Treaty rights in the UK. If you are a Croatian national and you are the family member of a Croatian national who is subject to worker authorisation and has permission to work, you will be exempt from worker authorisation if you are the spouse or civil partner, or unmarried or same-sex partner, of that Croatian national or if you are a descendant aged under 21 or dependant of that Croatian national.
- You are the spouse, civil partner or unmarried or same-sex partner of a UK national or a person settled in the UK.
- You are the spouse, civil partner, unmarried or same-sex partner or child under 18 of a person who has leave to enter or remain in the UK that allows a person to work in the UK.
- You are a posted worker.
- You are a member of a diplomatic mission or are in another specified category exempt from immigration control.
- You are in the United Kingdom as a student and either:
 - a) hold a registration certificate confirming that you are exercising a Treaty right as a student and that you shall not work for more than 20 hours per week, except where following a course of vocational training and are working as part of that training or you are working during vacation periods; or

- b) have leave to enter or remain under the 1971 Act as a student and are working in accordance with any conditions attached to that leave. This will apply in circumstances where you had leave as a student before 1 July 2013, continue to meet the criteria as a student and this leave is still valid.

You may also apply for a registration certificate granting you unrestricted access to the labour market if you are highly skilled. More information concerning who is considered to be highly skilled can be found on our website via the link below:

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying/highlyskilled>

Which leave allows a person to work in the UK without any restrictions?

Leave which does not restrict a person's right to work includes:

- indefinite leave to enter or remain

- limited leave to enter or remain on code 1A conditions, such as:
 - leave as a refugee
 - humanitarian protection
 - discretionary leave, or
 - exceptional leave to enter or remain

- limited leave to enter or remain on code 1 conditions, such as:
 - leave as the spouse, civil partner, unmarried partner or same-sex partner of a British citizen or person present and settled in the UK
 - leave as a dependant of a worker permit holder
 - leave under the Highly Skilled Migrant Programme (HSMP), or
 - leave under the pre-Tier 4 postgraduate doctors and dentists scheme.

If the leave has a restriction (or prohibits employment) then it does not count under this exemption. Leave that restricts or prohibits a person's right to work includes:

- code 2 leave (work permit holders, students)
- code 3 or 5N leave (visitors – no right to work),

How does someone get permanent residence under European law?

When you have lived in the UK for a continuous period of 5 years in accordance with the European regulations, you automatically acquire permanent residence under European law. It is not sufficient simply to remain in the UK for 5 years. Instead that period of residence has to be in accordance with the conditions of European law. Further information can be found via the link below

<http://www.ukba.homeoffice.gov.uk/eucitizens/rightsandresponsibilites/>

If I am exempt from worker authorisation and want to work, do I need a registration certificate?

If you are not subject to worker authorisation (other than on the basis of being highly skilled) and want to work, you are not required to obtain a document confirming you have unrestricted access to take employment. However, you are entitled to such a registration certificate confirming your status if you wish to have one.

If you think you are exempt from worker authorisation because you are a highly skilled person, you will first need to meet the relevant criteria and be issued with a registration certificate stating that you are highly skilled before you start work.

Applications for a registration certificate for those exempt from worker authorisation can be made using form CR1. In the case of those who think they meet the highly skilled criteria, they should apply for a registration certificate using form CR2.

You can download application forms together with guidance notes from our website via the link below

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

The application form and accompanying guidance notes will set out the information you will have to supply, the process you have to follow to obtain the appropriate document, and how you can confirm your status in the UK.

If I am subject to work authorisation, what documents do I need to prove I have permission to work in the UK?

If you do not qualify for a registration certificate giving you unrestricted permission to work in the UK (known as a blue registration certificate), or do not have leave to remain granted before 1 July 2013 that gives you permission to work, you will normally need to obtain an accession worker registration certificate (a purple registration certificate). A purple registration certificate will be endorsed with either the specific employer you have permission to work for or the particular type of job that you have permission to undertake. If you are required to obtain one and you commence working without doing so, you may be committing a criminal offence.

Who can get a purple registration certificate?

Those qualifying for a purple registration certificate will generally be skilled workers who meet the criteria for the issue of a certificate of sponsorship under the existing points based system for Tiers 2 and 5.

How can I get a purple registration certificate?

Before you apply for a purple registration certificate, in most cases your employer will first need to give you a certificate of sponsorship which means they must be licensed by us as a sponsor under the points based system arrangements. For the purposes

of your application, your sponsor must give you the certificate of sponsorship unique reference number and you must then quote this number in your application for a purple registration certificate. You can apply for a purple registration certificate by completing the application form CR3.

Full details of who needs permission to work in the UK together with more detailed information leaflets can be found on our website via the link below.

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/liveworkuk>

You can download application forms from our website through the link below

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

Is there a fee if I want to apply for a purple registration certificate?

There will be a charge of £55 for an application of this type. For further details on the fee see our website via the link below.

<http://www.ukba.homeoffice.gov.uk/eucitizens/croatia/applying>

Once I have applied for a purple registration certificate when can I start work?

Only when the purple registration certificate has been issued will you be allowed to start work.

What do I do if I get issued a purple registration certificate and want to change jobs?

The purple registration certificate will be issued for a specific job. If you are still subject to work authorisation and then wish to change jobs, you will need to obtain a new purple registration certificate.

What happens if I stop working?

If you are a purple registration certificate holder, your permission to reside as a worker will cease when that work ceases.

What do I do if I lose my purple registration certificate?

If you lose your purple registration certificate within the first 3 months of it being issued, we will grant you a new one. We will also replace your purple registration certificate if you can prove that it was not delivered to you by the Royal Mail. You will need to write in explaining your circumstances and providing evidence of identity and where appropriate evidence that the Royal Mail lost the delivery. You should send all requests for re-issuing of the purple registration certificate to:

PO Box 4160

Sheffield

S1 9DZ

If you lose your purple registration certificate more than 3 months after it was issued and you cannot show it was not because the Royal Mail lost the delivery, you will need to make a fresh application. There will be a charge of £55 for the new application.

What should I do if I need further information on Croatian applications?

If your query is not answered by published guidance or Home Office website, you may email your query to the address below.

email CroatiaEnquiries@homeoffice.gsi.gov.uk

Any email query which is answered by our website or published guidance will not receive a response.

Why should I get a purple registration certificate?

You will be breaking the law (working illegally) in the UK if you are required to have a purple registration certificate and you are working, but do not have one. Working illegally can result in an on-the-spot fine of £1,000 or a term of imprisonment or both.

Once you have been legally employed on a continuous basis for 12 months you are no longer subject to the worker authorisation requirement. This means you have a full right to reside under EU law as a worker in a Member State and have an unrestricted right to access that Member State's labour market. If you do not obtain authorisation for your work it will be illegal and will not count towards 12 months legal employment.

What counts as 12 months' work without interruption?

You will be treated as having worked in the UK without interruption for a period of 12 months if you were legally working in the UK at the beginning and end of that period, and any intervening periods in which you were not legally working in the UK do not, in total, exceed 30 days.

What happens if I take time off work?

Provided your time off work is paid holiday or it is for less than a total of 30 days that period will not count as an interruption in employment.

Do I have to pay tax and National Insurance?

You have to pay tax and National Insurance contributions when your UK income reaches a certain level. This is arranged through your employer and is usually taken from your salary. If you have worked in the UK before and are concerned about your

tax and National Insurance contribution position for earlier periods, you can contact the HM Revenue & Customs tax and benefits confidential helpline on 0845 608 6000.

Do I have to have a National Insurance number?

You do not need a National Insurance number in order to start work. You are required to apply for one if you are working in order for your employer to make sure any National Insurance contributions are correctly recorded. If you do not already have a number, you should contact your nearest Department for Work and Pensions office if you are in England, Scotland or Wales. If you are in Northern Ireland you should contact the Department for Social Development. Your employer may help you do this, though applying for a National Insurance number is your responsibility. You should keep a copy of your National Insurance application as evidence that you have complied with this requirement. If you have worked in the UK before, such as on a Work Permit, a Sectors Based Scheme permit, under the Highly Skilled Migrant Programme or on a Seasonal Agricultural Workers' Scheme work card, you should already have a National Insurance number.

A National Insurance number cannot be used as proof that you have permission to work in the UK.

WORKING WITHOUT AUTHORISATION

Under the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013 it is an offence for a Croatian national subject to worker authorisation to engage in employment without the appropriate permission.

How will I be committing an offence under these regulations?

You will be committing an offence if you are subject to work authorisation and:

- You work without holding a valid work authorisation document (for instance a purple registration certificate); or
- You work while holding a work authorisation document but don't stick to your work conditions. This could be where you work for a different employer other than that stated on the document or you work for more hours than is permitted (for instance if you are a student); or
- You have used deception in obtaining a registration certificate.

What are the penalties?

If you commit an employee offence as outlined above you can be:

- Fined £1000; or
- Imprisoned for up to 3 months; or
- Both.

Who imposes these fines?

Either a policeman or an Immigration Officer has the power to impose a fine on you if s/he is satisfied that you have committed an employee offence.

WORKING IN THE UK- Students

If I am a student can I work?

Yes. If you have current leave to enter or remain as a student, you will be able to work in accordance with the conditions attached to that leave. If you do not currently have leave that allows you to work, but you want to work, you must first obtain a yellow registration certificate. This will contain an endorsement confirming that you are an EEA national exercising a Treaty right as a student and have permission to work for up to 20 hours a week during term time and for an unrestricted period during vacations and as part of a vocational training course. We will only issue yellow registration certificates to those people studying at genuine educational establishments included in the Department for Innovation, Universities and Skills Register of Education Providers. A list of these establishments can be found at:

www.dfes.gov.uk/providersregister/

I am a student but don't want to work. Do I need a yellow registration certificate?

No. You do not need the yellow registration certificate to have a right of residence as a student. You only need the document if you want to work part-time whilst studying.

WORKING IN THE UK – know your rights

Workers in the UK benefit from a range of workplace rights and protections. This leaflet only covers the main points. In the UK, you can approach a range of organisations for advice, including the Advisory, Conciliation and Arbitration Service (Acas), or the Trades Union Congress (TUC). Citizens Advice Bureaux are another good source of help. You will find a list of useful contacts at the end of this leaflet.

How much should I be paid?

Most people who work in the UK have a right to be paid at least the national minimum wage. If you are hired to do agricultural work you are entitled to the agricultural minimum wage. If you do not know how much you should be paid under this law, or you think that your pay is less than the national minimum, call the national minimum wage helpline on 0845 6000 678 or the agricultural minimum wage Helpline on 0845 000 0134.

Can my employer make deductions from my wages to bring me below the national minimum wage?

Apart from tax and National Insurance, employers can only take money from your wages for accommodation. The law limits the amount that they can take for accommodation. Your employer may ask you to sign a separate agreement for deductions. These deductions may be illegal. If in doubt about an agreement you have been asked to sign, or for further information call the national minimum wage helpline on 0845 6000 678 or the agricultural minimum wage helpline on 0845 000 0134.

Can my employer keep my passport or identity card?

Your passport belongs to your national government and no one else should keep it.

How many hours can I work?

There are legal limits governing average working hours, rest breaks, and rules relating to paid annual leave in the UK. You cannot be required to work more than 48 hours a week, averaged over 17 weeks (over 26 weeks if you are working on a farm) unless you have agreed in writing that you are willing to do so. For further information call the Acas helpline on 08457 47 47 47.

Will I get time off?

You are entitled to 4.8 weeks paid holiday a year; for example if you have a one year contract and work five days per week (full time), you are entitled to 24 days holiday. If your contract is for one year and you work two days a week you are entitled to 9.6 days holiday. These days may include bank/public holidays – check what is in your contract. If you work in the agricultural sector you are entitled to 31 days paid holiday a year (15.5 if you are on a six month contract) including public holidays. If you have not taken all the holidays that you are entitled to when your employment ends, your employer must pay you for the days that you have not taken.

Are there protections for pregnant women at work?

UK law gives special protection to pregnant women at work. They have rights to paid time off for ante-natal care, statutory maternity leave, and may get maternity pay or a maternity allowance. They are also protected against unfair treatment. For more information visit: www.direct.gov.uk/Employees

What should I do if I am worried about my health and safety at work?

Your employer and the person who controls your workplace have a duty to protect your health, safety and welfare. They must control any risks from your work that will cause injury or ill health. Your employer has to give you information about any risks to your health and safety and instruct and train you where necessary. If you are worried about health and safety in your workplace, tell your boss or you can contact the Health and Safety Executive's Infoline on 0845 345 0055. If you would like to speak to someone in your own language, tell the operator which language. They treat all contacts in strictest confidence.

What should I look out for if I work through a temporary work agency or gangmaster?

If you work through an agency or gangmaster in agriculture or food processing and packing, you should check that they have a licence issued by the Gangmasters Licensing Authority (GLA). You can check on the GLA website at www.gla.gov.uk or by telephoning 0845 602 5020. If you work through a temporary work agency to undertake work other than in agriculture or on food processing, the agency is not required to have a licence. Its behaviour towards its workers is regulated by the Employment Agency Standards (EAS) Inspectorate. If you have any concerns about the behaviour of such an agency, you can get help and advice from the EAS Helpline on 0845 955 5105.

What if my employment ends?

If you are claiming child benefit or tax credits and your employment ends, you should contact the Child Benefit enquiry line on 0845 302 1444.

WHO TO CONTACT FOR MORE INFORMATION

General immigration enquiries

Website: www.ukba.homeoffice.gov.uk

Department for Work and Pensions

Tel: 0207 712 2171

Website: www.dwp.gov.uk

Jobcentre Plus website: www.jobcentreplus.gov.uk

National Minimum Wage Helpline

Tel: 0845 6000 678

Email: nmw@hmrc.gov.uk

Website: www.hmrc.gov.uk/nmw/help.htm

Agricultural Wages Board Helplines

England or Wales 0845 0000 134

Scotland 0131 244 6392

Northern Ireland 02890 520813 or 02890 524492

Newly Self-employed Helpline

Tel: 0845 915 4515

Website: www.hmrc.gov.uk/pdfs/ir56.htm

Direct.gov

Public service information online: www.direct.gov.uk

Health & Safety Executive

HSE Infoline, Caerphilly Business Park

Caerphilly CF83 3GG

Tel: 0845 345 0055

Minicom: 0845 408 9577

Email: hse.infoline@natbrit.com

Website: www.hse.gov.uk

Police

If you think your employer is exploiting or mistreating you or other workers, contact your local police station. The telephone number is in the local telephone directory.

ACAS

Acas provides free, impartial and practical advice on employment issues and on solving problems in the workplace. If you want further advice on an employment-related issue or problem, contact the Acas helpline on 08457 47 47 47, or visit www.acas.org.uk

Citizens Advice Bureau

The Citizens Advice Bureau provides free, confidential and impartial advice. They can help you solve problems including debt, housing, legal matters and employment matters. Citizens Advice Bureaux are in most towns. You can

find them in the local telephone directory, or visit: www.citizensadvice.org.uk

HM Revenue and Customs

HM Revenue and Customs provides advice on taxation, National Insurance Contributions, National Minimum Wage, Tax Credits and Child Benefit. You can find the nearest office in the local telephone directory, or visit: www.hmrc.gov.uk

Trade Unions

In some jobs there will be a trade union representing people who work there. Those trade unions and their local workplace representatives can advise on employment rights. It is not compulsory to join a trade union in the UK, but you are free to do so, if you choose. If you wish to join a union you should contact a trade union, or the Trades Union Congress (TUC), the main federation of trade unions in the UK. The TUC also runs a 'Know Your Rights Line' on 0870 600 4882. You can get more detailed information about rights from: www.tuc.org.uk

Learn Direct

Learn Direct is an organisation that can provide free advice on English language learning in your area. There may be a charge for the courses that are available.

Helpline: 0800 100 900

Website: www.learndirect.co.uk

Employing Croatian nationals

Further guidance for employers is available from the employers' helpline on 0845 010 6677 or at:

[http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pr
eventingillegalworking](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/pr
eventingillegalworking)