



Home Office

UK Border Agency

WORK PERMITS

GENERAL INFORMATION

Guidance for Employers

From 1 April 2008

This leaflet provides some background information on work permits and general immigration matters. This supersedes all previously issued guidance. For the purpose of these guidance notes, the terms 'we', 'us' and 'our' refer to the UK Border Agency.

Please note: The arrangements in this Guidance Note will be superseded by the Points Based System (PBS) during the course of 2008/2009. Please check our website www.ukba.homeoffice.gov.uk for updates and further information.

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Section 1 - Overview

Work permit arrangements

1. There are six separate sets of work permit guidance notes. The UK Border Agency also administers the Highly Skilled Migrant Programme for which there is also a guidance note (Please note: The HSMP arrangements will be superseded by Tier 1 of the Points Based System (PBS) during the course of 2008. Please check our website www.ukba.homeoffice.gov.uk for updates and further information). You must ensure that all applications are made on the correct form, and that the work permit route for which you are applying is appropriate for the post you wish to fill. Should you wish to change the type of work permit for which you are applying after an application has been submitted, you should withdraw the initial application and submit a fresh application on the appropriate form for the correct type of work permit you require.

If you chose to withdraw your application, you will be charged at the full cost, no refunds are available in these circumstances.

(a) Business and Commercial

The Business and Commercial arrangements allow employers in this country to recruit people from outside the EEA who are going to be filling a vacancy that may otherwise be filled by a 'resident worker' (see paragraph 2 for a definition). Please use form WP1 when applying for Business and Commercial work permits, Multiple Entry Work Permits and for changes of employment or use form WP1X for extensions to existing work permits. For Sponsored Researchers use form SR1 to apply for new, change of employment and extension applications. For Postgraduate Doctors and Dentists use form PD1 to apply for a new or change of employment or extension application.

Please see the work permits 'Business and Commercial guidance for employers' for further details.

(b) Training and Work Experience Scheme

The Training and Work Experience Scheme (TWES) arrangements enable people from outside the EEA to undertake work-based training for a professional or specialist qualification, or a period of work experience. Please use form WP1 when applying for TWES permits and for changes of employment or use WP1X for extensions to existing work permits. For medical specialists use form MTI1 to apply for new, change of employment and extension applications.

Please see the work permits 'Training and Work Experience scheme guidance for employers' for

further details.

(c) Sports and Entertainments

The Sports and Entertainments arrangements allow employers in this country to employ established sportspeople, entertainers, cultural artists and some technical/support people from outside the EEA. Please use form WP3 when applying for Sports and Entertainments work permits, Multiple Entry Work Permits and for changes of employment or use WP3X for extensions to existing work permits.

Please see the work permits 'Sports and Entertainments guidance for employers' for further details.

(d) Student Internships

The Student Internship arrangements allow students from outside the EEA studying first or higher degree courses overseas to undertake an internship with an employer in this country.

Please use form WPSI when making an Internship application. Please see the work permits 'Student Internship guidance for employers' for further details.

(e) General Agreement on Trade in Services

The General Agreement on Trade in Services arrangements allow employees of companies that are based outside the European Union to work in the UK on a service contract awarded to their employer by a UK-based organisation. The company abroad that is contracted to provide the service needs to apply using the application form GATSA. The UK based organisation who has awarded the service contract to the overseas service supplier needs to apply using the application form GATSB.

Please see the work permits 'General Agreement on Trade in Services guidance for employers' GATSA, and associated guidance in GATSB if necessary for further details.

(f) Sectors Based Scheme

The Sectors Based Scheme (SBS) arrangements allow UK based employers to recruit Bulgarian and Romanian Nationals only, to fill certain, specified posts within the Food Manufacturing sector. You may apply for a letter of approval under SBS for the employment of a Bulgarian and Romanian national that is already in the United Kingdom. Currently, for non-Bulgarian and Romanian nationals SBS operates in the food manufacturing and hospitality sectors for extension and change of employment applications only. SBS only covers those posts within a given sector that are

recognised as hard to fill within the UK, and are specified in the SBS Guidance Notes. The posts specified in the guidance notes are at a level that would not meet the skills criteria of the Business and Commercial arrangements.

The SBS is issued on a quota basis. Quota levels will be reviewed regularly by the UK Border Agency in light of take up, the needs of each sector, and the prevailing economic conditions. Customers should always refer to our website www.ukba.homeoffice.gov.uk for up to date information as quotas may change.

(g) Highly Skilled Migrant Programme

The Highly Skilled Migrant Programme (HSMP) allows highly skilled individuals from outside the EEA to migrate to the UK. Further details can be obtained from British Embassies, High Commission, or Consulates, or from our website: www.ukba.homeoffice.gov.uk. Please note: The HSMP arrangements will be superseded by Tier 1 of the Points Based System (PBS) during the course of 2008. Please check our website www.ukba.homeoffice.gov.uk for updates and further information.

2. For the purposes of these guidance notes a 'resident worker' is a person who is a European Economic Area (EEA) national (member countries are: Austria, Belgium, *Czech Republic, Cyprus, Denmark, *Estonia, Finland, France, Germany, Greece, *Hungary, Iceland, Republic of Ireland, Italy, *Latvia, Liechtenstein, *Lithuania, Luxembourg, Malta, the Netherlands, Norway, *Poland, Portugal, *Slovakia, *Slovenia, Spain, Sweden, UK) or has settled status in the UK within the meaning of the Immigration Act 1971, as amended by the Immigration and Asylum Act 1999, and the Nationality, Immigration and Asylum Act 2002.

* Nationals of these countries other than Malta and Cyprus, who joined the EU on 1 May 2004 who wish to take employment in the UK do not require a work permit but are required to register under the Worker Registration Scheme (see Section 5 'Useful Contacts and Addresses' for further information about this scheme).

3. For the purpose of these guidance notes Bulgarian and Romanian nationals are classified as resident workers where they are not subject to accession state worker authorisation. Details of the accession state worker authorisation scheme can be found in the guidance for Bulgarian and Romanian nationals available on our website at www.ukba.homeoffice.gov.uk

Who requires a work permit?

4. Any non-EEA national seeking entry or permission to remain in the UK for the purpose of employment will normally require a work permit. There are, however a number of exceptions to this (see paragraph 7).

5. If you have any doubts as to whether a non-EEA national whom you wish to employ requires a work permit or already has permission to work in the UK, you can contact our Employer Helpline on 0845 010 6677. You should be aware that Section 8 of the Asylum and Immigration Act 1996 makes it a criminal offence to employ a person aged 16 or over who is subject to immigration control unless:

- that person has current and valid permission to be in the UK and that permission does not prevent them from taking the job in question; or
- the person comes into a category where such employment is otherwise allowed.

More information about this offence, and the steps that employers should take to establish a defence against it, is set out in our document "Prevention of Illegal Working: Guidance for Employers" which may be accessed on our website: <http://www.ukba.homeoffice.gov.uk/lawandpolicy/preventingillegalworking/>.

6. The following people do not need work permits:

(a) European Economic Area (EEA) nationals (for member countries see paragraph 2).

(b) Citizens of Switzerland.

(c) British Overseas Territories Citizens except those from Sovereign Base Areas in Cyprus. (Those included are Anguilla, Bermuda, British Antarctic Territory, British Virgin Islands, British Indian Ocean Islands, Cayman Islands, Falkland Islands and dependencies, Gibraltar, Montserrat, Pitcairn Islands, St. Helena and Dependencies and Turks and Caicos Islands).

(d) Commonwealth citizens who were allowed to enter or to remain in the UK on the basis that a grandparent was born here.

(e) Spouses or civil partners, unmarried or same sex partners and dependant children under 18, of people who hold work permits, or who qualify under any of the above categories or those listed in paragraph 7 as long as the endorsement in their passport places no restriction on their employment here.

(f) Those who do not have any conditions attached to their stay in the UK.

7. Under the Immigration Rules a non-EEA national seeking entry for the purposes of employment does not require a work permit if they qualify under one of the following immigration categories and they have obtained prior entry clearance at a British Diplomatic Post abroad, where necessary:

(a) those coming to the UK to set up a new business or to take over or join an existing business as a partner or director, or as a sole trader.

(b) those receiving training in techniques and work practices used in the UK, providing that the training is confined to observation, familiarisation and classroom instruction only.

(c) ministers of religion, missionaries, visiting religious workers, religious workers in a non pastoral role and members of religious orders.

(d) representatives of overseas newspapers, news agencies and broadcasting organisations.

(e) private servants in diplomatic households.

(f) representatives of overseas firms who are seeking to establish a UK branch or subsidiary.

(g) teachers and language assistants under approved exchange schemes.

(h) employees of an overseas Government coming to do a job for their Government or international organisation of which the UK is a member.

(i) seamen under contract to join a ship due to leave British waters on an international voyage.

(j) senior operational ground staff of overseas-owned airlines based at international airports.

(k) seasonal workers at agricultural camps under approved schemes.

(l) doctors and dentists who are a graduate from a UK recognised medical or dental school and who are going on to undertake a 2 year Foundation Programme.

(m) entertainers and sportspeople participating in benefit matches and charity events for which there is no fee, or in international competitions.

(n) entertainers and sportspeople attending trials and auditions which do not involve a performance to a fee-paying audience. (Paid rehearsals do require a work permit).

(o) entertainers participating at certain festivals (a list is available from our website: www.ukba.homeoffice.gov.uk).

(p) Working Holidaymakers undertaking employment as an incidental part of their holiday.

(q) those coming to the UK under the Highly Skilled Migrant Programme.

(r) Innovators.

(s) Investors.

(t) Au Pairs.

(u) Domestic Workers.

(v) Writers, Composers and Artists.

(w) Kirtani performers.

Further information on these categories can be found on UK Visas' website: www.ukvisas.gov.uk or on our website: www.ukba.homeoffice.gov.uk

What entry categories fall under the Business Case Unit?

8. The Business Case Unit deal with self employed persons in the following categories;

- Business Person – a person intending to establish a business in which they will invest £200,000
- Investor – a person intending to invest no less than £1 million into the UK
- Innovator – a person with entrepreneurial flair who intends to establish a business.
- Sole representative – a representative of an overseas company who wishes to establish a branch or subsidiary
- Retired person of independent means – a person over 60 who has an income of £25,000 per annum
- Lawyers concession – for self employed solicitors, barristers or consultants in overseas law

Please use form BUS when making an application for any of these categories, along with an Innovators self assessment form (Annex E) for Innovator applications. Please see our website at www.ukba.homeoffice.gov.uk for forms and guidance, or alternatively call 0114 274 3045,

Valid from 01/04/2008

**fax 0114 274 3291 or E-mail
bcu@ind.homeoffice.gsi.gov.uk
for further information or advice.**

**Please note: The BCU arrangements will be
superseded by Tier 1 of the Points Based
System (PBS) during the course of 2008.**

**Please check our website
www.ukba.homeoffice.gov.uk for updates and
further information.**

Section 2 – Making an application

Where can I get a work permit application form?

9. You can 'download' both e-forms and postal application forms and guidance notes for your own use, at no cost from our website:
www.ukba.homeoffice.gov.uk

10. You can also get forms and guidance notes by phoning the distribution centre on 0117 344 1471 between 9.00am and 5.00pm, Monday to Friday.

11. You may make photocopies for personal or in-house use.

12. If you wish to sell the forms or guidance notes to a third party you must first obtain a license from The Office of Public Sector Information (OPSI) at the following address:

OPSI
Information Policy Team
St. Clements House
2-16 Colegate
Norwich
NR3 1BQ

Telephone: 01603 621000
Fax: 01603 723000
E-mail: hmsolicensing@cabinet-office.x.gsi.gov.uk

13. We only accept copies/versions you produce if they are good quality, clearly legible, A4 size and the layout and the content are the same as the printed version, published by us. This applies whether the forms are copied or downloaded from our website.

How much does a work permit cost?

14. Applications for Business and Commercial, Training and Work Experience, Sports and Entertainments, Sectors Based Scheme, Student Internships and General Agreement on Trade in Services (GATS) work permits are subject to a charge of £190 for each application. Further details of the charge and the process that will need to be followed, when making applications under these arrangements, can be found in the Payment Guidance Notes. These are available from the distribution centre on 0117 344 1471 or from our website www.ukba.homeoffice.gov.uk.

What if I need general information about applying for a work permit?

15. Further details on employing migrant workers can be found at www.businesslink.gov.uk. The site includes information on how to check staff, an

outline of the legal requirements, case studies covering a range of sectors, a series of frequently asked questions and advice about Romanian and Bulgarian migrants.

16. For general enquiries, advice about completing an application form or clarification of these guidance notes please contact our Customer Contact Centre at:

Telephone: 0114 207 4074
Fax: 0114 207 4000
E-mail: wpcustomers@ind.homeoffice.gsi.gov.uk

Or write to us at:

UK Border Agency
Customer Contact Centre
PO Box 3468
Sheffield
S3 8WA

17. To contact one of our teams, please see contact details below. However, please note that these contact details do not necessarily indicate the team dealing with the applications; they are for contact purposes only.

For employers beginning with the letters;

A - B

Phone: 0114 207 6002
Fax: 0114 207 6003
E-mail:
bt2.workpermits@ind.homeoffice.gsi.gov.uk

C - E

Phone: 0114 207 6004
Fax: 0114 207 6005
E-mail:
bt3.workpermits@ind.homeoffice.gsi.gov.uk

F - I

Phone: 0114 207 6006
Fax: 0114 207 6007
E-mail:
bt4.workpermits@ind.homeoffice.gsi.gov.uk

J - M

Phone: 0114 207 6008
Fax: 0114 207 6009
E-mail:
bt5.workpermits@ind.homeoffice.gsi.gov.uk

N - R

Phone: 0114 274 3307
Fax: 0114 274 3200
E-mail:
bt9.workpermits@ind.homeoffice.gsi.gov.uk

Valid from 01/04/2008

S - T

Phone: 0114 274 3308

Fax: 0114 274 3201

E-mail:

bt11.workpermits@ind.homeoffice.gsi.gov.uk

U - Z

Phone: 0114 207 6880

Fax: 0114 207 6448

E-mail:

bt13.workpermits@ind.homeoffice.gsi.gov.uk

Section 3 – Immigration

Visas and Entry Clearance

18. Work permit holders who are either a British National (Overseas), a British Overseas Territories Citizen, a British Overseas Citizen, a British Protected Person or a person who under the British Nationality Act 1981 is a British subject are not required to gain entry clearance. However, individuals who fall into the above categories will only be granted 6 months leave to enter and will therefore need to apply for a new work permit and leave to remain before this 6 month period has elapsed.

19. Work permit holders who are non-EEA nationals (including non-visa nationals) who wish to come to the UK for more than 6 months must obtain entry clearance before travelling. If clearance is granted it will normally be for the full period of their stay as stated on the work permit.

20. Work Permit holders who have a permit for six months or less are not required to obtain entry clearance unless they are a visa national. If a work permit holder has not obtained entry clearance and they leave the Common Travel Area (the UK, Channel Islands, Isle of Man and Republic of Ireland collectively form a common travel area) during the validity of their work permit, their landing permission will lapse.

21. They may be allowed to re-enter during the period of validity of a work permit by presenting the permit again to gain leave to enter. However, the possession of a work permit does not guarantee them automatic re-entry to the UK. The decision to grant re-entry is for the Immigration Service to make. Where an Immigration Officer refuses re-entry, for example because the basis on which the work permit was first issued has changed, a new work permit would be required for re-entry to the UK.

22. If a work permit holder who needs to travel outside the Common Travel Area within the period of validity of their work permit has reason to believe their permit may not be accepted for the purpose of re-entry, they may wish to consider obtaining entry clearance before they travel.

23. Therefore, you need to allow enough time, not only for you to get the work permit to the person, but also for them to meet any visa requirements. Some people may need the work permit to get an exit visa to leave their country. The visa will include details of the time limit and restrictions as appropriate.

24. They should apply for a visa or entry clearance at the British Embassy, High Commission or Consulate in their country of normal residence. In a country where there is no British Mission, visas must be obtained at a mission designated to accept visa applications on that country's behalf.

25. Please Note: The criteria for issuing a visa or entry clearance are separate from those of work permits. The granting of a work permit does not guarantee that a visa or entry clearance will be issued. In addition the granting of a work permit does not guarantee entry to the UK.

26. At the port of entry the person will need to present both the work permit and, if appropriate, the visa or entry clearance to an Immigration Officer, who will stamp their passport.

27. For non-visa nationals seeking entry for 6 months or less, details in the passport stamp will indicate the time limit on their stay and restrictions.

28. For all those required to gain prior entry clearance, the immigration officer will confirm the leave to enter granted by the entry clearance officer.

29. You can obtain information on visa and entry clearance requirements either from a British Embassy, Consulate or High Commission overseas or from the UKVisas website: www.ukvisas.gov.uk.

30. You can download leaflets on immigration matters from the websites listed above or by phoning our Immigration Application Forms Unit on 0870 241 0645 or UKVisas Public Enquiry line on 0845 010 5555.

31. If you want advice on the Nationality, Immigration and Asylum Act 2002 you can contact our Nationality Call Centre on 0845 010 5200 or E-mail: nationalityenquiries@ind.homeoffice.gsi.gov.uk.

32. People abroad can get advice from a Government representative overseas at the British Embassy, Consulate or High Commission in the country where they reside.

What if the person has dependants?

33. With the introduction of the Civil Partnership Act 2004 the term partner now includes 'civil partner' and 'same sex partner'. The term 'dependant' now includes 'spouse', 'civil partner', 'unmarried partner', 'same sex partner' and 'child under the age of 18'.

34. The spouse or civil partner, unmarried or same sex partner and children of a work permit holder may be admitted to the UK as dependants. The spouse or civil partner, unmarried or same sex partner of a work permit holder will be given conditions of stay, which do not place any restrictions, other than those that would apply to a resident worker, on their taking employment or engaging in business. This normally applies when a dependant is granted more than 6 months leave. However, if a dependant is granted less than 6 months leave they will not normally be allowed to take up employment. Dependants over 18 years of age have to complete their own form and pay the appropriate fee.

35. The exceptions to this are the dependants of Multiple Entry and Sectors Based Scheme work permit holders who, if they wish to accompany a work permit holder to the UK, must qualify for entry in their own right under another category of the Immigration Rules.

36. A non-EEA national seeking entry to the UK as the dependant of a work permit holder must obtain prior entry clearance (see paragraph 19).

Section 4 – Frequently Asked Questions

How long is a work permit valid for?

37. We issue work permits for a specific period beginning on the date the person is given leave to enter the UK. If they do not enter the UK within six months of the date we **issue** the permit, it will no longer be valid. If this happens, or you foresee it happening, please contact us for advice at the address given in paragraph 16. You may need to make a fresh application.

38. People who also need a visa or entry clearance are normally expected to produce the work permit for visa or entry clearance within six months of issue.

39. We cannot issue copies of permits and can only normally issue a replacement if you return the original to us first as long as it has not been used.

40. When the person is already in this country, we issue a letter of permission rather than a work permit. This will be sent to you before we have made a decision on the immigration aspects of the case, i.e. to decide whether the person's conditions of stay may be varied from those originally granted on entry.

What if I want to employ a student?

41. Students will normally have a stamp in their passports stating that they cannot work "without the consent of the Secretary of State for the Home Department".

42. However, students studying at UK institutions, who are not nationals of an EEA country, can work subject to certain conditions. Neither you nor the student needs to obtain permission for this.

43. The conditions covering the hours and type of work the student may do are:

(a) they must not work for more than 20 hours per week during term time except where the placement is a necessary part of their studies and with the agreement of the education institution.

(b) they must not engage in business, self-employment or the provision of a service as a professional sportsperson or entertainer.

(c) they must not pursue a career by filling a permanent, full-time vacancy.

44. Overseas students (people studying at institutions outside the UK) still need permits to undertake work experience in this country.

45. We also consider applications for work placements for overseas students who need to complete an internship programme with an employer who has a significant trading presence in this country and abroad (see paragraph 1 (d)).

46. The employer must be considering recruiting the student as a trainee on completion of their course. In these cases, the employer in the UK must apply on form WPSI. You can download the guidance notes and application forms from our website or contact us (see section 5).

What if the person does not take up the post or the employment ends prematurely?

47. It is important that the UK Border Agency is notified at once if the person does not take up the post or if the employment of a work permit holder ends prematurely, whether the employee leaves voluntarily or is made redundant. The UK Border Agency should also be informed if your company ceases to trade while you still have work permit holders in your employ.

48. You should inform us by completing the "Notification of Premature End of Employment" form. The completed form should be sent to the team who dealt with your original application. See section 5 for details on how to obtain the form. If possible, you should also return the work permit.

49. If the employment for which the work permit was issued ends prematurely, or a person admitted as a work permit holder does not take up the employment for which the work permit was issued, the person may be deemed to no longer meet the requirement of the Immigration Rules under which they were admitted and action may be taken to curtail their stay, and the stay of any dependants, in the UK.

50. Where employment ends, the conditions attached to any remaining leave to remain will not confer permission to remain for the purpose of seeking alternative employment. If the person has found alternative employment, we may consider a work permit application from the new employer but may not grant further leave to remain in the UK unless it is satisfied that the individual has taken steps to find new employment as quickly as possible.

What if the person is currently in the Channel Islands or the Isle of Man?

51. Where a person has been given leave to enter or remain by the authorities of the Channel Islands or the Isle of Man and then proceeds directly to the United Kingdom, that leave and any conditions attached to it will be treated as if it had been

imposed in the United Kingdom. Provided this leave is still current, the person will not require entry clearance to enter the UK.

52. If you, the employer, seek to employ the person in the UK as a work permit holder, you will need to submit a work permit application in the normal way. If a work permit approval is granted, the person can travel to the UK (provided they are still in possession of leave granted by one of the island authorities) and, once here, can submit an application for leave to remain associated with the work permit.

53. Such an application for leave should, in all cases, be submitted:

- before the person's extant leave expires;
- within six months of the issuing of the work permit approval letter;
- before the person takes up work in the UK.

54. Once leave has been granted, the person can then take up the employment authorised on the work permit letter.

55. Applications of this sort are considered to be 'in-country' cases and leave will only be granted in circumstances where the Immigration Rules allow people to switch from the category within which their existing leave was granted, to the category into which they are seeking to move. This means that, only those people whose leave to enter or remain, granted by the authorities of the Channel Islands or the Isle of Man, was within a category from which they are permitted to switch into work permit employment, are likely to have their leave to remain applications approved.

56. Those people who are in the Channel Islands or the Isle of Man within a category from which switching into work permit employment is not permitted (for example, as a visitor) or those who are resident on one of the Islands but whose extant leave will expire before they can submit a fresh leave application, should be advised to leave the Common Travel Area and seek entry clearance under the appropriate category.

What if the person is in the Republic of Ireland?

57. Where a person has leave to enter or remain in the Republic of Ireland and wishes to enter the UK for the purposes of work permit employment, the UK organisation seeking to employ them will need to submit a work permit application in the normal way. If granted, an approval letter rather than a work permit, will be issued in such circumstances.

58. Once this approval letter has been obtained, the person should be advised, in all cases, to apply to the British Embassy in Dublin for the appropriate entry clearance before they travel to the UK. This applies whether the person is a visa national or non-visa national and irrespective of the length of duration of the permit sought. Further information can be found at the www.ukvisas.gov.uk website.

Section 5 – Useful Contacts

Our websites

59. Our websites provide a useful source of information on all matters relating to work permits, they can be found at:
www.ukba.homeoffice.gov.uk.

Customer Contact Centre

60. For enquiries about the work permit arrangements or about in country immigration decisions and passports, please contact our Customer Contact Centre at:

UK Border Agency
Customer Contact Centre
PO Box 3468
Sheffield
S3 8WA

Tel: 0114 207 4074
Fax: 0114 207 4000

E-mail: wpcustomers@ind.homeoffice.gsi.gov.uk

Our Distribution Centre

61. For printed copies of forms and guidance notes telephone: 0117 344 1471 (between 9.00am and 5pm, Monday to Friday). For electronic forms, see our website as above.

Where to send completed forms

62. If you have completed either the downloaded or the printed form please post it to:

UK Border Agency
PO Box 3973
Sheffield
S1 9BH

Address for courier delivery

63. If you wish to send your application by courier the delivery address is:

UK Border Agency
7th Floor
Fountain Precinct
Balm Green
Sheffield
S1 2JA

Compliance Team address

64. The compliance team can be contacted at:

UK Border Agency
Compliance Team
PO Box 3468
Sheffield
S3 8WA

Tel: 0114 207 6819
Fax: 0114 207 6828
E-mail: CVT@ind.homeoffice.gsi.gov.uk

Intelligence Unit address

65. The Intelligence Unit can be contacted at:

UK Border Agency
Intelligence Unit
PO Box 3468
Sheffield
S3 8WA

Tel: 0114 279 3480
Fax: 0114 279 3482
E-mail: workabuse@homeoffice.gsi.gov.uk

Reviews Team Address

66. The reviews team can be contacted at:

UK Border Agency
Reviews Team
PO Box 3468
Sheffield
S3 8WA

Telephone: 0114 274 3188
Fax: 0114 274 3103
E-mail:
reviews.workpermits@ind.homeoffice.gsi.gov.uk

Immigration Rules

67. For information on the Immigration Rules, please see either the UKVisas website at www.ukvisas.gov.uk or our website at www.ukba.homeoffice.gov.uk.

Information on prevention of Illegal Working

68. For information on illegal working see our website at <http://www.ukba.homeoffice.gov.uk/lawandpolicy/preventingillegalworking/> or contact our sponsorship and employers helpline on 0845 010 6677.

Employer Checking Service

69. The Employer Checking Service is a service that offers employers with the opportunity to check the status of individuals to work in the UK.

The Employer Checking Service will be offered initially through fax only (0114 207 6061). For further details see our website www.ukba.homeoffice.gov.uk/employingmigrants

Information about the Worker Registration Scheme

70. For information about the Worker Registration Scheme see our website at www.ukba.homeoffice.gov.uk:

UK Border Agency
Worker Registration Team
PO Box 3468
Sheffield
S3 8WA

Tel: 0114 207 4074
Fax: 0114 207 6023
Email: wrs@ind.homeoffice.gsi.gov.uk
Website: www.ukba.homeoffice.gov.uk

Information about work permits for the Isle of Man

71. For work permits to work in the **Isle of Man**, please contact:

Overseas Labour Section
Employment Services
Department of Trade and Industry
Hamilton House,
Peel Road
Douglas
Isle of Man
IM1 5EP

Telephone: 01624 682393
Fax: 01624 682388
E-mail: workpermit.dti@gov.im
(E-mails should be marked for the attention of work permits)
Website:
<http://www.gov.im/dti/employmentrights/workpermits.xml>

Information about work permits for Jersey

72. For work permits to work in **Jersey**, please contact:

Head of Service
Customs and Immigration Service
Maritime House,
La Route du Port Elizabeth
St Helier,

Jersey
JE1 1JD

Telephone: 01534 448000
Fax: 01534 448034
E-mail: immigration@gov.je
Website: www.immigration.gov.je

Information about work permits for the other Channel Islands

73. For work permits to work in the **other Channel Islands**, please contact:

The Immigration & Nationality Division
New Jetty,
White Rock
St Peter Port,
Guernsey
GY1 2LL

Telephone: 01481 741420
Fax: 01481 723442
E-mail: enquiries@nationality.gov.gg
Website: <http://www.gov.gg/ccm/home-department/customs-immigration/immigration-and-nationality-division/employment/work-permits.en>

Office of the Immigration Standards Commissioner

74. For enquiries regarding the OISC, please contact them at:

OISC
5th Floor,
Counting House
53 Tooley Street
London
SE1 2QN

Tel: 020 7211 1500
Fax 020 7211 1553
E-mail: info@oisc.gov.uk
Website: www.oisc.gov.uk

Information on the National Minimum Wage (NMW)

75. For information on the NMW please contact the Department for Business, Enterprise and Regulatory Reform (DBERR):

Minimum Wage Enquiries
Freepost PHQ1
Newcastle upon Tyne
NE98 1ZH

Telephone: 0845 600 0678
E-mail: DTI.Correspondence@dti.gsi.gov.uk
Website:
<http://www.dti.gov.uk/employment/pay/national-minimum-wage/index.html>

Information on the Working Time Regulations (WTR)

76. For information on WTR either telephone the Advisory, Conciliation and Arbitration Service (ACAS) helpline on 0845 747 4747 or visit the DBERR website at:
<http://www.dti.gov.uk/employment/employment-legislation/working-time-regs/index.html>

For information on weekly and night working time working time limits and health assessments from the Health and Safety Executive (HSE), please contact:

Health and Safety Executive
Rose Court,
2 Southwark Bridge
London
SE1 9HS

Telephone: 0845 3450055
Website: www.hse.gov.uk
Alternatively, contact the Environmental Health Department of your Local Authority. Details of these can be found in your local telephone directory or on your Local Authority website.

The Agricultural Wages Board (AWB)

77. For information on the AWB: Employers in England and Wales should telephone 0845 0000 134. Employers in Scotland should telephone 0131 244 6397 and employers in Northern Ireland should telephone 02890 520 813

Information on National Insurance (NI) contributions or tax

78. For information on NI contributions and tax from HM Revenue & Customs at your local Tax Office or Enquiry Centre. Details of these can be found in your local telephone directory or on the HM Revenue & Customs website at www.hmrc.gov.uk or at <http://www.hmrc.gov.uk/menus/contactus.shtml>.

National/Scottish Vocational Qualification Levels

79. For information about N/SVQ levels please see the Qualification and Curriculum Authority website at <http://www.qca.org.uk>

Jobcentres

80. In England, Scotland and Wales, please contact Employer Direct on telephone: 0845 601 2001 for assistance.

81. In Northern Ireland, please contact the Department for Employment and Learning on telephone: 0800 353530, Website: <http://www.jobcentreonline.com/>.

82. For information on how to advertise a vacancy in Europe, please see the EURES (European Employment Service) website at <http://europa.eu.int/eures>.

Guidance for Employers

Guidance Notes available:

- General Information - product code GI(G)
- Service Standards - product code SS(G)
- Payment Guidance - product code PAY(G)
- Business and Commercial - product code BC(G)
- Training and Work Experience Scheme - product code TWES(G)
- Sports and Entertainments - product code SE(G)
- Sectors Based Scheme (non Bulgarian and Romanian Nationals) Extensions and changes of employment - product code SBS(G) - Only available on our website
- Sectors Based Scheme (Bulgarian and Romanian Nationals only) - product code SBSBR(G)
- Student Internships - product code SI(G)
- General Agreement on Trade in Services for UK Contractors - product code GUK(G)
- General Agreement on Trade in Services for Overseas Employers - product code GOE(G)

If you wish to request copies of the guidance notes please contact our distribution centre on Tel: 0117 344 1471 or visit our website at: www.ukba.homeoffice.gov.uk

Welsh, Braille, large print, and other alternative formats are available on request. For further information on alternative formats, and how to obtain these, please contact the Customer Contact Centre on 0114 207 4074

Who can I contact for further Information?

For general information contact our customer contact centre on:

Telephone: 0114 207 4074
Fax: 0114 207 4000
E-mail: wpcustomers@ind.homeoffice.gsi.gov.uk

or visit our website: www.ukba.homeoffice.gov.uk

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