

**Pre-action Protocol for Judicial Review**

**Letter before Claim for Asylum, Nationality and Immigration cases**

This proforma will not be appropriate in urgent cases, for example, when a person is about to be removed from the UK (Para 6 Pre-Action Protocol for Judicial Review). This form is also not appropriate for use as a letter before claim in Private Law Claims.

Please see link below to the Pre-Action Protocol for Judicial Review

<https://www.justice.gov.uk/courts/procedure-rules/civil/protocol/prot_jrv>

**To**

Home Office

**From**

**[**Authorised Legal Representative[[1]](#footnote-1) / Claimant in Person (delete as appropriate)**]**

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| Claimant/Sponsor Information (Sponsor relates to, e.g. employers or education providers) |

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**Full name of the Claimant/Sponsor(s)**

**[**Click or tap here to enter text.**]**

**Date of birth of the Claimant(s)**

**[**Click or tap here to enter text.**]**

**Nationality of the Claimant(s)**

**[**Click or tap here to enter text.**]**

**Address of the Claimant/Sponsor(s)**

**[**Click or tap here to enter text.**]**

**Post Code of the Claimant/Sponsor(s)**

**[**Click or tap here to enter text.**]**

**If applicable:**

**Full name of Claimant’s spouse/partner**

**[**Click or tap here to enter text.**]**

**Date of birth**

**[**Click or tap here to enter text.**]**

**Nationality**

**[**Click or tap here to enter text.**]**

**Address (if different to Claimant)**

**[**Click or tap here to enter text.**]**

**Post Code**

**[**Click or tap here to enter text.**]**

**If applicable:**

**Full name(s) of Claimant’s child(ren)**

**[**Click or tap here to enter text.**]**

**Date of birth(s)**

**[**Click or tap here to enter text.**]**

**Nationality**

**[**Click or tap here to enter text.**]**

**Address (if different to Claimant)**

**[**Click or tap here to enter text.**]**

**Post Code**

**[**Click or tap here to enter text.**]**

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| Authorised Representative (if any) |

Please complete the relevant box below, depending on your authority to act in immigration matters.

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| **Legal representative (authorised to provide immigration advice or services by a designated professional body/designated qualifying regulator under s84 of the 1999 Act, or equivalent in an EEA state)**  **Name**  **[**Click or tap here to enter text.**]**  **Address**  **[**Click or tap here to enter text.**]**  **Your reference number for the Claimant**  **[**Click or tap here to enter text.**]** |

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| **Other representative (person registered by the Immigration Services Commissioner, other person authorised to provide immigration advice or services under s84 of the 1999 Act, or equivalent in an EEA state)**  **Name**  **[**Click or tap here to enter text.**]**  **Address**  **[**Click or tap here to enter text.**]**  **Your reference number for the Claimant**  **[**Click or tap here to enter text.**]**  **Details of your qualification to provide immigration advice services or details of exemption under the terms of the 1999 Act.** |

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| **OISC Regulated Yes [****] No [****] Number [**Click or tap here to enter text.**]**  **Other [**Click or tap here to enter text.**]**  **Signed letter of authority attached (if not provided previously in relation to the Claimant) [****]**  Given our duty of confidentiality we are unable to enter into any correspondence on this matter unless you provide a signed letter of authority from the Claimant, unless previously provided. If sending by email, please attach a scanned copy. |

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| Reference numbers |

**Any previous judicial review reference numbers [**Click or tap here to enter text.**]**

**If known:**

**The Home Office or Port reference No. [**Click or tap here to enter text.**]**

**The Visa Application Form reference No. [**Click or tap here to enter text.**]**

**The Immigration Asylum Chamber reference No.[**Click or tap here to enter text.**]**

**The Asylum Support reference No. [**Click or tap here to enter text.**]**

**The Sponsor licence / Application reference No. [**Click or tap here to enter text.**]**

**Any other Home Office reference No. [**Click or tap here to enter text.**]**

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| Type of Claim |

Type of claim made by the Claimant (please tick the most relevant) –

**Asylum [****]**

**Home Office Travel Document [****]**

**Permanent Migration [****]**

**Temporary Migration (Family / Article 8) [****]**

**Temporary Migration (Points Based System) [****]**

**EEA (European Economic Area) [****]**

**ECAA (European Community Association Agreement with Turkey) [****]**

**Deportation [****]**

**Entry Clearance [****]**

**Enforcement [****]**

**Detention [****]**

**Older Live Cases Unit (Commonly known as “legacy”) [****]**

**Sponsorship Cases [****]**

**Nationality [****]**

**Section 95 (Asylum Support) [****]**

**Section 4 (Asylum Support/Accommodation) [****]**

**Refusal of Leave to Enter at Port [****]**

**Other [****]**

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| **Please specify:** **[**Click or tap here to enter text.**]** |

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| Substance of claim |

Date of action/decision being challenged or if challenging failure to make a decision, date of application or further submission outstanding: **[**Click or tap here to enter text.**]**

Is this Pre-Action Protocol proforma being submitted within 3 months of date of action/decision complained of, if any: YES **[****]** NO **[****]**

**The details of the matter being challenged**

Set out clearly the matter being challenged, particularly if there has been more than one decision.

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| **[**Click or tap here to enter text.**]** |

**The issue**

Set out a brief summary of the facts and relevant legal principles, the date and details of the decision, or act or omission being challenged, and why it is contended to be wrong.

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| **[**Click or tap here to enter text.**]** |

**The details of the action that you want the Home Office to take**

Set out the details of the remedy sought, including whether a review or any interim remedy are being requested.

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| **[**Click or tap here to enter text.**]** |

**The details of any interested parties**

Set out the details of any interested parties and confirm that they have been sent a copy of this letter.

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| **[**Click or tap here to enter text.**]** |

**The details of any information sought**

Set out the details of any information that is sought which is related to identifiable issues in dispute so as to enable the parties to resolve or reduce those issues. This may include a request for a fuller explanation of the reasons for the decision that is being challenged.

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| **[**Click or tap here to enter text.**]** |

**Alternative Dispute Resolution proposals (ADR)**

Set out any proposals the Claimant is making to resolve or narrow the dispute by ADR.

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| **[**Click or tap here to enter text.**]** |

**The details of any documents that are considered relevant and necessary**

Set out the details of any documentation or policy in respect of which the disclosure is sought and explain why these are relevant.

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| **[**Click or tap here to enter text.**]** |

**The address for reply and service of court documents**

Insert the address for the reply.

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| **[**Click or tap here to enter text.**]** |

**Proposed reply date**

The precise time will depend upon the circumstances of the individual case. However, although a shorter or longer time may be appropriate in a particular case, 14 days is a reasonable time to allow in most circumstances.

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| **[**Click or tap here to enter text.**]** |

**Additional documents attached**

If applicable – please give details of any additional documents attached and list them below.

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| **[**Click or tap here to enter text.**]** |

**Date [**Click or tap here to enter text.**]**

*The Court’s Civil Procedure Rules Pre-Action Protocol for Judicial Review sets out the information required as part of a Letter before Claim. It is not a requirement to provide the information on this form, although you are encouraged to do so. A person who is unable or who does not wish to use this form should still provide the information as indicated in the proforma, so far as relevant, in his or her letter to the Home Office and send it to the email or postal address specified below. Where the use of the protocol is appropriate, the court will normally expect all parties to have complied with it and will take into account compliance or non-compliance when giving directions for case management of proceedings or when making orders for costs.*

The letter before claim should be sent electronically to the following Home Office email address:

[UKVIPAP@homeoffice.gov.uk](mailto:UKVIPAP@homeoffice.gov.uk)

Alternatively, it may be sent by post to the following Home Office postal address:

Litigation Operations Allocation Hub

6 New Square

Bedfont Lakes

Feltham

Middlesex

TW14 8HA

1. This must be a person who is not prohibited from acting as a representative by Section 84 of the Immigration and Asylum Act 1999. [↑](#footnote-ref-1)