

# ILPA information sheet

---

Information sheets provide general information only.

ILPA members listed in the directory at [www.ilpa.org.uk](http://www.ilpa.org.uk) provide legal advice on individual cases. ILPA does not do so.

The ILPA information service is funded by the Joseph Rowntree Charitable Trust.

An archive of information sheets is available at [www.ilpa.org.uk/infoservice.html](http://www.ilpa.org.uk/infoservice.html)

**Steve Symonds** ILPA Legal Officer 020-4790 1553 [steve.symonds@ilpa.org.uk](mailto:steve.symonds@ilpa.org.uk)

**Immigration Law Practitioners' Association** [www.ilpa.org.uk](http://www.ilpa.org.uk) 020-7251 8383 (t) 020-7251 8384 (f)

---

## Making Asylum Claims and Further Submissions 2

30<sup>th</sup> October 2009

This information sheet is about changes made by the UK Border Agency on 14 October 2009 about how and where asylum claims and further submissions may be made. It should be read with the 15 October 2009 "Making Asylum Claims and Further Submissions" information sheet. It provides additional information, and does not repeat the information in that earlier information sheet.

### Making an asylum claim

This section applies to those who are in the UK, have never made an asylum claim and now wish do so. If you are in this situation, you are advised to seek legal advice. However, if you delay making your claim, this may be used as a reason to doubt that you are telling the truth or a reason to refuse you housing or financial support.

**Is it necessary to make an appointment:** It is not necessary to make an appointment in order to make an initial asylum claim – i.e. to claim asylum in the UK for the first time. You may make an asylum claim at the Croydon Asylum Screening Unit (ASU) at Lunar House, 40 Wellesley Road, Croydon CR9 2BY. The ASU is open between 8.00 AM and 1.00 PM for all new asylum-seekers. However, it is possible to make an appointment (see below).

**How to make an appointment:** You do not need to make an appointment. However, if you wish to, you can make an appointment by telephoning 020-8196 4524 between 09.00 AM and 3.00 PM.

**Exceptions:** You should seek legal advice if you cannot travel to Croydon to make your asylum claim. If, for example, you are in prison, detention or hospital different arrangements can be made.

### Making further submissions in a legacy case

A legacy case is where someone first claimed asylum before 5 March 2007 and his or her claim was not dealt with by a New Asylum Model (NAM) caseowner. This section applies if your case is a legacy case, you have been refused asylum, and you now wish to provide new or additional reasons why you should be allowed to stay in the UK (this is called making further submissions). You are advised to seek legal advice. However, if you delay making further submissions, this may be used as a reason to doubt you are telling the truth. Further submissions are usually made in writing. Before 14 October, further submissions could be sent by post.

**Is it necessary to make an appointment:** The UK Border Agency says that it is necessary to make an appointment to travel to Liverpool to make further submissions if your case is a legacy case. If you are unable to travel to Liverpool, you should seek legal advice. A legal representative may be able to challenge the UK Border Agency's requirement that you must travel to Liverpool, but it is too early to know whether or in what circumstances a challenge may be successful.

**How to make an appointment:** You can telephone 0151-237 0980. This telephone line is operated Monday to Friday between 09.00 AM and 4.00 PM.

**Who needs to attend:** If you wish to make further submissions, the UK Border Agency says you must attend in person. If you have family members who are dependent on you (e.g. you have a spouse or children whose claims are to be decided in line with your own), they do not need to attend with you. If they were not previously dependent on your asylum claim, the UK Border Agency says it would prefer if they did attend – but this is not a requirement.

**What will happen when you go to make your further submissions:** You may be asked to prove your identity. If you have an ARC (Asylum Registration Card) you may use this. You may be fingerprinted. There will not be an interpreter available. You will not be interviewed about your further submissions. You will simply be asked to hand these in. You should be given a written receipt. If you are not given a written receipt, you should ask for one. There will be no decision made while you are there.

**Can you get your travel expenses paid:** The UK Border Agency says it will not pay travel expenses for you to attend to make further submissions.

### **Making further submissions in NAM cases**

A New Asylum Model (NAM) case is where someone's asylum claim has been dealt with by a NAM caseowner. This applies if you first claimed asylum on or after 5 March 2007. This section applies if your case is a NAM case, you have been refused asylum, and you now wish to provide new or additional reasons why you should be allowed to stay in the UK (this is called making further submissions). You are advised to seek legal advice. However, if you delay making further submissions, this may be used as a reason to doubt you are telling the truth. Further submissions are usually made in writing. Before 14 October, further submissions could be sent by post.

**Is it necessary to make an appointment:** It is not necessary to make an appointment to make further submissions if your case is a NAM case. You can make your further submissions at your regular reporting event (unless you report to a police station). Otherwise, your NAM caseowner can tell you how to make your further submissions.

**Who needs to attend:** If you wish to make further submissions, the UK Border Agency says you must attend in person. If you have family members who are dependent on you (e.g. you have a spouse or children whose claims are to be decided in line with your own), they do not need to attend with you. If they were not previously dependent on your asylum claim, the UK Border Agency says it would prefer if they did attend – but this is not a requirement.

**What will happen when you go to make your further submissions:** You may be asked to prove your identity. If you have an ARC (Asylum Registration Card) you may use this. You may be fingerprinted. There will not be an interpreter available. You will not be interviewed about your further submissions. You will simply be asked to hand these in. There will be no decision made while you are there. Instead, your further submissions will be sent on to somebody else to make a decision. You should be given a written receipt for the further submissions you hand in. If you are not given a written receipt, you should ask for one.

**Can you get your travel expenses paid:** The UK Border Agency says it will not pay travel expenses for you to attend to make further submissions. However, if you make your further submissions at your regular reporting event you may benefit from the UK Border Agency policy on paying travel expenses for people to report.

### **Exceptions**

As explained in the 15 October 2009 "Making Asylum Claims and Further Submissions" information sheet, there are some exceptions where the procedures explained here will not apply.