

# Immigration Advice Service Fee List (effective from Sept 2022)

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At Citizens Advice Bury & Bolton (CABB), we provide high quality advice services. We provide a low-cost, fee-paying service for clients seeking further advice and casework with their immigration and asylum case. The service is available to those who are not eligible for Legal Aid.

All clients receive **FREE** initial advice and assessment. We charge on a fixed fee basis only. We are transparent about any costs in relation to the services we provide. This ensures that you can make an informed choice about using CABB to manage your case on your behalf. At CABB, we are proud that we are not a profit-making organisation. This means that our fees are consistently lower than many other providers.

## What do our fees include?

- All attendance, written and telephone correspondence with client and relevant 3<sup>rd</sup> parties, including making representations to the Home Office on your behalf,
- Informing you of any developments as and when they arise,
- Consideration, preparation, and submission of all necessary documentation (this includes time spent working on your case, inclusive of emails & telephone calls, to you and any third party in your case, e.g. Home Office).
- Copies of documents and postage

You will be responsible for all Home Office application fees. We have no control over Home Office fees. Disbursements are charged in addition to our fees. Disbursements are costs relating to your matter which are payable to third parties. Disbursements commonly incurred in immigration matters include:

- Home Office and official fees which vary depending on the type of application you are making. You pay these to the Home Office directly as part of the application process, we may be able to support this. You can find a list of [Home Office fees here](#).
- Other expenses where applicable to your case, such as payments for medical/expert evidence/ barristers where required,
- Interpreter fees, which vary depending on your spoken language and the amount of time spent by the interpreter,
- Official translation fees. These can vary depending on the language and the number of documents requiring translation,
- We will let you know as soon as practically possible whether any costs apply and before any costs are incurred on your case.

For full details – please see our [Immigration Advice Service Information Leaflet](#).

A copy is on our website and given to clients once we have received instructions to act on their behalf.

**Please note, should you wish to withdraw instruction's part way through your case, we will charge you for all work we have undertaken on your behalf, to date, at an hourly rate of £97.50 plus VAT.**

CABB is VAT Registered (768 2794 72). If you are exempt from paying VAT, the fee shown below will be the total fee amount payable to CABB.

Service/ Type of Application	Citizens Advice Bury & Bolton Fee (excluding VAT)	Home Office Applications Fee
Entry Clearance (e.g. Fiancée, Spouse/Dependent Children, if in receipt of disability benefits) – Advice and Assistance	£1105 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£1846.00 + £1872 for NHS Fee If under 18 years old (dependents) NHS Fee - £1175.00
Entry Clearance (e.g. Fiancée, Spouse/Dependant Children, not in receipt of disability benefit) – Advice and Assistance	£1560 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£1846.00 + £1872 for NHS Fee If under 18 years old (dependents) NHS Fee - £1175.00
Discretionary/Further leave to Remain (FLR with current leave) (husband, wife, civil partner, unmarried partner, parent) – Advice and Assistance	£1170 (plus VAT) first two people + £97.50 each additional person in household	£1048 Per Person + £1560 for NHS Fee If under 18 years old (dependents) NHS Fee - £1175.00
Discretionary/Further leave to Remain (FLR without current leave) (husband, wife, civil partner, unmarried partner, parent) – Advice and Assistance	£780 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£1048 Per Person + £1560 for NHS Fee If under 18 years old (dependents) NHS Fee - £1175.00
Settlement (M, O, LR) – Advice and Assistance	£1170 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£2885 Per Person
Paper EU (No ID) Pre-Settled/Settled Status Application	£780 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
Paper EU (ID) Pre-Settled/Settled Status Application	£585 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge

Online EU Settled Status Application	£390 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
Online EU Pre-Settled Status Application	£585 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
EU (EUSS) Family Permit	£975 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of charge
Family Reunion – Advice and Assistance	£975 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
Windrush Application	£780 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
UN Refugee Travel Documents – Advice and Assistance	£227.50 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£82 Per Person £53 Per Child
Home Office Certificate of Travel – Advice and Assistance	£227.50 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£280 Per Person £141 Per Child
Form NTL – Advice and Assistance	£390 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	Free of Charge
Form BRP (RC) – Advice and Assistance	£260 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£154 Per Person (Free if Refugee)
Naturalisation – Advice and Assistance	£1105 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£1500 Per Person

Registration (British Citizenship for a person under the age of 18 years) – Advice and Assistance	£910 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£1214 Per Person
British Passport Application (in-Country)	£325 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£82.50 In-Country £53.50 Child
British Passport Application (Overseas)	£910 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£94 Per Person £61 Child
Visit Visa Application	£1040 (plus VAT) first two people + £97.50 (plus VAT) each additional person in household	£115 Per Person
Change of Conditions	£250 (plus VAT)	N/A
One off Advice – Confirmed in Writing	£260 (plus VAT)	N/A
Checking Service	£260 (plus VAT)	N/A
Set DV		£2885 (if applicable)

### Appeal Cases

The above fixed fee does not include any associated appeal work that may be required on your file – any such work will incur additional fees:

Service/ Type of Application	Citizens Advice Bury & Bolton Fee	IAC Appeal Fee	Counsel Fees for Representation at hearing	Description of work included in fixed fee
Appeals to the Immigration & Asylum Chambers – First Tier Tribunal	£1625 (plus VAT)	£182 (plus VAT)	£474.50 (plus VAT)  (Adjournment Fees £251.16*(plus VAT)	Fixed fee includes: all attendances and written and telephone correspondence with the client and relevant 3rd parties; consideration, preparation and submission of appeal and relevant supporting documents. Copies of documents and postage.  *Please note that your case may not be heard on a specific date for reasons beyond our control (e.g. internal Court pressures). If your case does not go ahead as planned a separate fee to Counsel will need to be paid)
Appeals to the Immigration & Asylum Chambers – Upper Tribunal	Charged at Hourly Rates (£71.50 per hour (plus VAT)) - £715 (plus VAT) up front on account	No charge	Variable – dependent on case	

**The fees we charge are exclusive of VAT at 20% (current rates as notified by HMRC).**

We are fully registered with the Office of Immigration Services Commissioner (OISC), our Registration number is F201400861.