



## Administration Fees for Permits and Certificates from 3 April 2017

There is an administration fee for processing every type of application.

### Administration Fees by type

#### **Employment Permits**

An employer will usually need to go through an 'Employer Assessment' process only once every three years before they can access Short, Medium and Long Term Employment Permits for jobs that are listed in the Employment Permit Policy. The Employer Assessment Policy can be found at [www.gov.gg/employerassesspolicy](http://www.gov.gg/employerassesspolicy).

The Employment Permit Policy can be found in the 'Downloads' section at [www.gov.gg/populationmanagement](http://www.gov.gg/populationmanagement).

<b>Long-Term Employment Permit</b>	<b>Cost</b>
Long Term Employer Assessment	£500
Long Term Employment Permit - 'In Policy'	£700
Long Term Employment Permit - 'Out of Policy'	£900
Re-conversion of LTEP Approval (if holder leaves within 6 months of employment starting)	£50

<b>Medium Term Employment Permit</b>	<b>Cost</b>
Long /Medium Term Employer Assessment	£300
Medium Term Employment Permit - 'In Policy'	£400
Medium Term Employment Permit - 'Out of Policy'	£600
Re-conversion of MTEP Approval (if holder leaves within 6 months of employment starting)	£50

<b>Short Term Employment Permit</b>	<b>Cost</b>
Short Term Employer Assessment	£60
Short Term Employment Permit - 'In Policy'	£120
Short Term Employment Permit - 'Out of Policy'	£170
Re-conversion of STEP Approval (if holder leaves within 28 days of employment starting)	£30

<b>Open Market Live-In employees</b>	<b>Cost</b>
Open Market Employment Permit (Part A) Private Home / (Part B) Hotel / (Part C) Residential/Nursing Home	£65

## Resident Certificates/Permits

<b>Local Market</b>	<b>Cost</b>
Permanent Resident Certificate	£10
Established Resident Certificate	£50
Established Resident Permit	£50
Family Member Resident Permit	£50

Please note the Resident Certificate/Permit application fee is waived if the applicant is part of a household receiving Supplementary Benefit at the time of application.

<b>Open Market Part A</b>	<b>Cost</b>
Open Market Resident Certificate (A) Private Home	£50
Open Market Family Member Resident Permit (A)	£50
Open Market Employment Permit (A) Private Home	£65
Open Market Employee Family Member Resident Permit	£50
Open Market Lodger Resident Permit (Part A)	£150

<b>Open Market Part B</b>	<b>Cost</b>
Open Market Resident Certificate (B) Hotel	£50
Open Market Resident Family Member Resident Permit (B)	£50
Open Market Employment Permit (B) Hotel	£65

<b>Open Market Part C</b>	<b>Cost</b>
Open Market Resident Certificate (C) Residential/Nursing Home	£50
Open Market Resident Family Member Resident Permit (C)	£50
Open Market Employment Permit (C) Residential/Nursing Home	£65

<b>Open Market Part D</b>	<b>Cost</b>
Open Market Resident Certificate (D) HMO	£50
Open Market Resident Family Member Resident Permit (D)	£50
Open Market HMO Resident Permit (Part D)	£150

## **Discretionary Resident Permits**

Discretionary Resident Permit - 'In Policy'	<b>£100</b>
Discretionary Resident Permit - 'Out of Policy'	<b>£200</b>

The Discretionary Resident Permit (DRP) Policies can be found under 'New Policies (from 3<sup>rd</sup> April 2017)' at [www.gov.gg/populationmanagement](http://www.gov.gg/populationmanagement).

## **Replacement Documents**

Replacement Documents	<b>£10</b>
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## **How can I pay?**

### **Do it online**

When you submit an online application for a Permit or Certificate online, it will automatically take you through to a payment area where you can pay by credit/debit card.

### **Via post**

By sending a cheque made payable to the 'States of Guernsey' to:

States of Guernsey Population Management Office, Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH

### **In person at Edward T Wheadon House**

You can pay in person by credit card, debit card, cheque or cash at the Cashier's Desk which is situated on Level 3 at Edward T Wheadon House and which is open from 8:30 a.m. to 4:00 p.m. Monday to Friday (with the exception of bank holidays).

## **What if the payment is not made?**

An application will not be treated as having been made if the relevant payment is not made.