



## Deleting Applications

If you have already made payment on the application you will not be able to delete it, please contact the population management on 715790

**Always check who you are "Working as" before doing anything.**

1. Login to the Portal <https://populationportal.gov.gg/>
2. Select the application you wish to delete

Appl No	Description	Job Title	Duration	Submission Date	Status
EA-0020-7355	Employer Assessment—Full—Test Company Limited				Awaiting payment
ER-0020-7301	Employer Registration—Test Company Limited				Awaiting registration
A-0020-7338	Medium Term Employment AIP—Bar Manager	Test	5 years 0 months		Awaiting payment
P-0020-7465	Medium Term Employment Permit		5 years 0 months		

3. Check for any related Permits

**A-0020-7338** Medium Term Employment AIP Bar Manager

Status: Awaiting payment  
Payment status: Pending payment

**Related applications**  
P-0020-7465: Medium Term Employment Permit

Decisions

- Begin Employer Assessment
- Find a post
- More information about the Bar Manager post
- Declaration

4. If present click on the related application, if not present go to step 7.
5. Click “Delete”

States of Guernsey Population Management

Working as Test Company Limited Logout

Apply for a permit Overview Employees Payments About You

**P-0020-7465** Medium Term Employment Permit

Overview Charges Outcome **Delete**

Status

Payment status  
Pending payment

Related applications  
[A-0020-7338: Medium Term Employment AIP—Bar Manager](#)

Decisions

**NOTE:** If you are only changing the name assigned to a permit [stop here.](#)

6. You will now be taken back to the ‘Overview’ screen
  - a. Go back into the application you wish to delete

States of Guernsey Population Management

Working as Test Company Limited Logout

Apply for a permit **Overview** Employees Payments About You

Applications in progress

Appl No	Description	Job Title	Duration	Submission Date	Status
EA-0020-7355	Employer Assessment—Full—Test Company Limited				Awaiting payment
ER-0020-7301	Employer Registration—Test Company Limited				Awaiting registration
A-0020-7338	Medium Term Employment AIP—Bar Manager	Test	5 years 0 months		Awaiting payment

7. Select “Charges”

States of Guernsey Population Management

Working as Test Company Limited Logout

Apply for a permit Overview **Employees** Payments About You

**A-0020-7338** Medium Term Employment AIP Bar Manager

Overview **Charges** Outcome Delete

Status  
Awaiting payment

Payment status  
Pending payment

Decisions

- Begin Employer Assessment
- Find a post
- More information about the Bar Manager post
- Declaration

8. If payment is “pending” select the payment reference

NOTE: Do not delete if you think you have already paid

States of Guernsey Population Management | Working as Test Company Limited | Logout

Apply for a permit | Overview | Employees | Payments | About You

### A-0020-7338 Medium Term Employment AIP Bar Manager

Overview | Charges | Outcome | Delete

Description	Quantity	Amount	Payment
		£400	
MTEP Application for 'in policy' role	1	£400	E-0006-6014 (pending payment)

9. Select “Cancel”

States of Guernsey Population Management | Working as Test Company Limited | Logout

Apply for a permit | Overview | Employees | Payments | About You

### Payment E-0006-6014

View | Cancel

**Amount**  
£400

**Payment Method**  
InPerson

Appl No	Description	Quantity	Amount
A-0020-7338	Medium Term Employment AIP—Bar Manager		£400
	MTEP Application for 'in policy' role	1	£400

### How to pay

You can pay in person by credit card, debit card, cheque or cash at the Cashier's Desk which is situated on level 2 at Sir Charles Frossard House and is open from 8:45 a.m. to 4:00 p.m. Monday to Friday (with the exception of bank holidays).

Your payment reference number is E-0006-6014. You will need to quote this reference number when you pay at the Cashier's Desk.

10. Return to the application you wish to delete

States of Guernsey Population Management | Working as Test Company Limited | Logout

Apply for a permit | Overview | Employees | Payments | About You

### Applications awaiting payment

Appl No	Description	Quantity	Amount	
A-0020-7338	Medium Term Employment AIP—Bar Manager		£400	Remove
	MTEP Application for 'in policy' role	1	£400	

**Total amount to pay**  
**£400**

Payment online, by debit card or credit card, is the fastest way to get a permit.

Select how you intend to pay the administration fee(s):

- Online (debit card, credit card)
- By post (cheque)
- In person (debit card, credit card, cheque, cash)

Go to payment

## 11. Select "Delete"

The screenshot displays the 'States of Guernsey Population Management' interface. At the top, there is a green header with the logo and text 'States of Guernsey Population Management'. To the right of the header, it says 'Working as Test Company Limited' and 'Logout'. Below the header is a dark navigation bar with links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area features a large green number 'A-0020-7338' followed by 'Medium Term Employment AIP' and 'Bar Manager'. Below this, there are four tabs: 'Overview', 'Charges', 'Outcome', and 'Delete'. The 'Delete' tab is highlighted with a red border. On the left side, there are sections for 'Status' (Awaiting payment), 'Payment status' (Pending payment), and 'Decisions'. On the right side, there is a vertical list of actions: 'Begin Employer Assessment', 'Find a post', 'More information about the Bar Manager post', and 'Declaration'.

12. You will now be taken back to the 'overview' screen