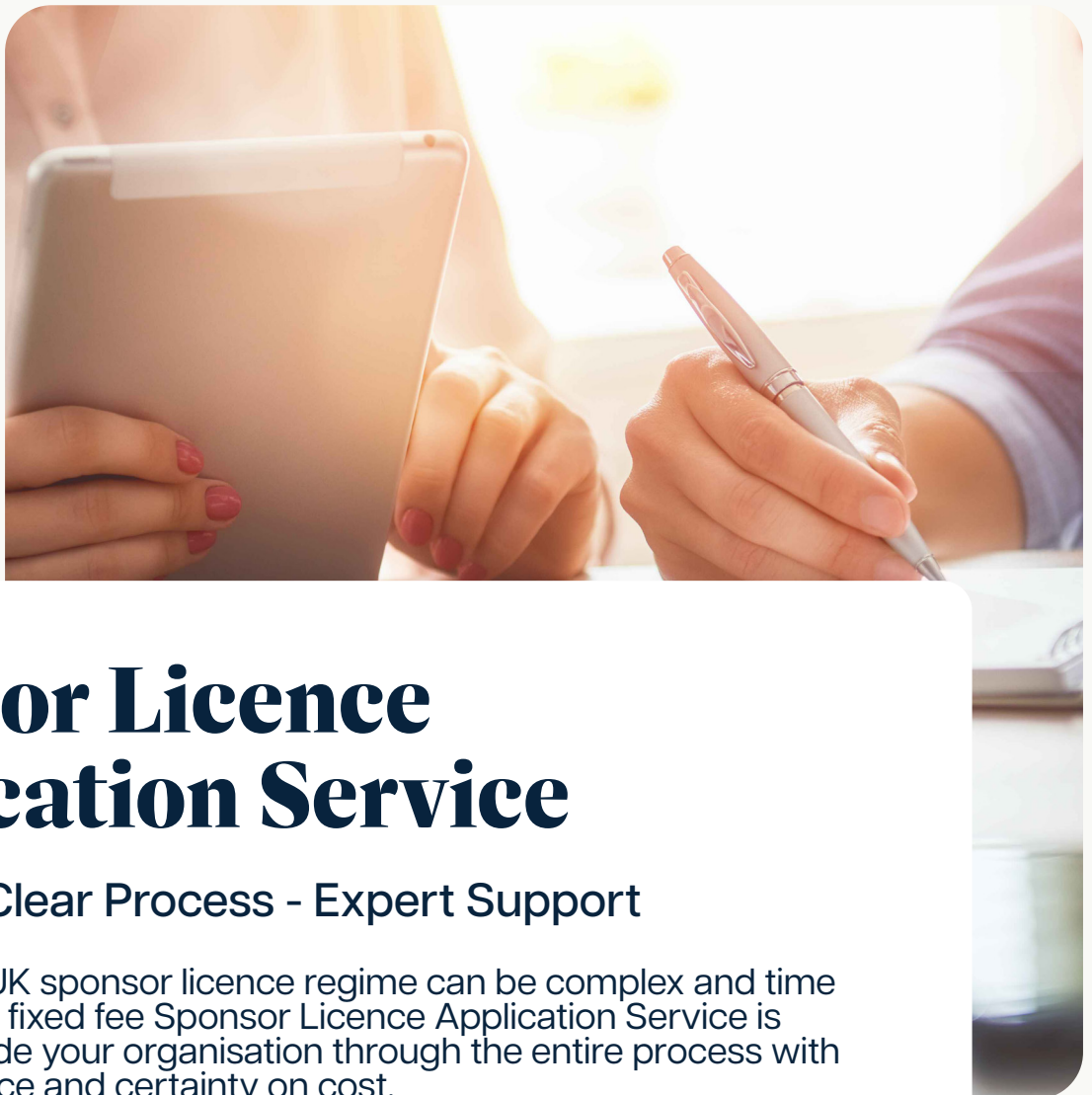




Sponsor Licence Application Service

Fixed Fee - Clear Process - Expert Support

Navigating the UK sponsor licence regime can be complex and time consuming. Our fixed fee Sponsor Licence Application Service is designed to guide your organisation through the entire process with clarity, confidence and certainty on cost.

Dutton Gregory's immigration specialists will work closely with you to prepare and submit a sponsor licence application, ensuring your business is well placed to meet the Home Office's requirements from the outset.

Fixed fee: £2,000 + VAT



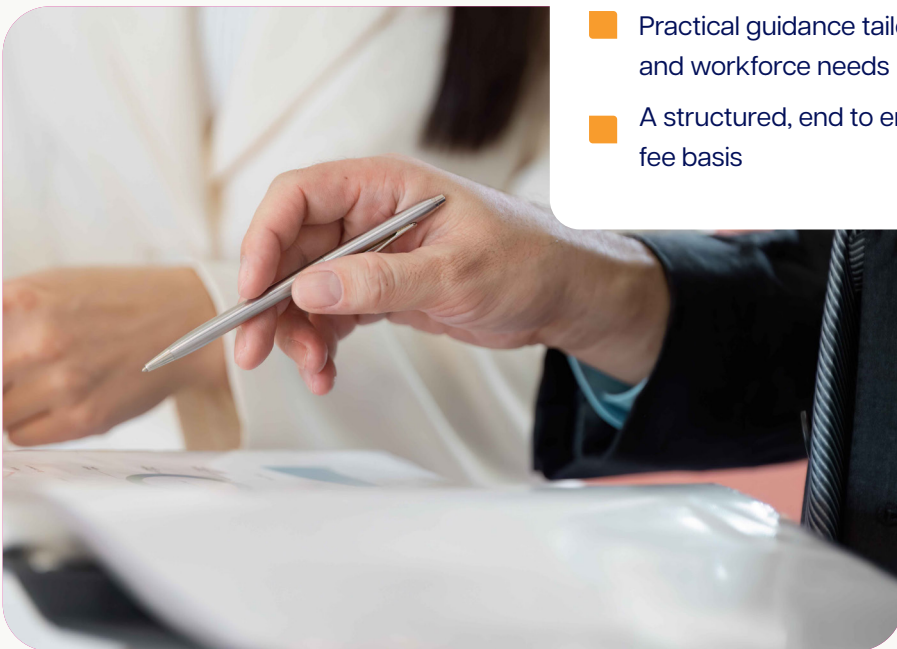
Our Expertise

Our lawyers have extensive experience advising UK employers on sponsor licence applications and ongoing sponsor compliance across a wide range of sectors.

We provide pragmatic, commercially focused advice, helping you understand your responsibilities as a sponsor and reducing the risk of refusal, delay or future non-compliance.

By instructing us, you benefit from:

- A clear explanation of the sponsorship regime and how it applies to your organisation
- Practical guidance tailored to your business structure and workforce needs
- A structured, end to end service delivered on a fixed fee basis



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Woking
01483 755609

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What the Fixed Fee Service Includes

Our Sponsor Licence Application Service is a comprehensive package covering every key stage of the application process.

1. Initial Advice Meeting

A meeting (by video or telephone) to:

- Explain the sponsor licence regime and application process
- Discuss your business, workforce plans and sponsorship requirements
- Identify key risks and practical steps to strengthen your application

2. Introductory Sponsorship Letter

A detailed letter explaining:

- The principles of UK sponsorship
- The Skilled Worker route and use of Certificates of Sponsorship (CoS)
- How UKVI assess sponsor licence applications

3. Preparation & Compliance Letter

A second letter setting out:

- The information and documents you must collate for the application
- Key Personnel roles (Authorising Officer, Key Contact, Level 1 User)
- A clear summary of your ongoing sponsor duties
- Guidance on right to work checks, HR systems and record keeping



Drafting the Sponsor Licence Application

We will:

- Work with you to draft the sponsor licence application form
- Review supporting documents to ensure they meet Home Office requirements
- Explain the submission process and critical deadlines

You will receive clear guidance on:

- Submitting the online application and payment of the Home Office fee
- Signing and returning the submission sheet
- Uploading or emailing supporting documents within required timeframes

Once the application has been submitted or approved, we will provide a closing letter confirming:

- Next steps following submission or grant of the licence
- Access to the Sponsor Management System (SMS)
- Ongoing sponsor duties and reporting obligations
- How we can continue to support you post-licence

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We have a longstanding history, but we are firmly focused on the future – yours and ours.

At Dutton Gregory we take a client-focussed and friendly approach to all legal services. The talent and commitment of our team have earned us an excellent reputation as one of the leading law firms across Hampshire, Dorset, Surrey & Merseyside.

Our specialist lawyers are dedicated to delivering first-rate services, allowing us to achieve consistently successful outcomes for our private and corporate clients. When you choose our firm, you'll benefit from pragmatic and efficient legal support, tailored to your unique needs.



Property

Unrivalled expertise, covering the full range of residential, commercial and litigation services.



Family

A sensitive and practical approach - helping you to plan, prepare and protect what matters most.



Business

Support your growth, compliance and commercial planning, with tailored legal services & training.

Looking For Expert Advice?

To find out more about our Sponsor Licence Application Service, or to arrange an initial discussion. Speak to our team for clear next steps, a straight-forward view of your options, and practical support that keeps things moving.



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