

CME Artist Services Work Permit Fee Structure

Please note: The fees below do not include the £21 Home Office processing fee which will be added to each act's application (the fee is applied to each act so if a group comprised 30 individuals the Home Office fee would still be £21) or our security deposit of £50 (or 10% of our service cost whichever is greater). Also, for new clients we will charge a one time set up fee of £30*. None of the fees below include UK visa charges which will be needed for all non-visa nationals staying longer than 3 months and for all visa nationals regardless of length of stay.

Standard Processing Fees

We guarantee turnaround times within 5 working days of receiving the information needed to process the permits. Faster turnaround times can be met but are charged more (see below).

Set Up Fee (per Act)	Additional Acts** (per event or tour**)	CoS Fee (up to one month)		Each Additional Month***	Multiple Entry***
		Non-visa nationals	Visa nationals		
£100.00	£50.00	£25.00	£50.00	£10.00	£10.00

For example, the fee for a tour comprising 2 acts, each with 3 performers (2 visa nationals, 4 non-visa nationals), performing in and out of the UK for 2 months would be: £100 + £50 + 2 x £50 + 4 x £45 = £430 (not including security deposit and UKVI processing fee)

Expedited processing fees

Turnaround	Addition to standard fee
5 days	+0%
3-5 days	+25%
1-2 days	+50%
Within 24 hours	+100%

Agency Fees

For acts that don't have UK representation we may be able to act on your behalf. Our base rate would be £100 per group. If we have to act as designated tour manager then we will have to meet you at your arrival destination in the UK and therefore charge £50 per day plus travel in addition to the base rate.

Visa Processing Fees

Visa applications are done online by the applicant or the group's management. We do not offer this service as the process is straightforward and you would otherwise be paying for our time for something the artist or artist management can competently do themselves. We will happily answer any questions about the visa application as we concur some parts of it may be confusing (for example, there is no requirement for IHS supplement or a biometric visa as Tier 5 Creative is a non-residential entry)

Penalty Fees

For each day after the day of arrival that we do not receive copies of the artist's visa stamp we will charge £10 per act up to the total number of days the artist is in the UK. We will also charge for any late paperwork chasing we have to do for a client (e.g. entry stamp copies) at the rate of £15 per hour. This charge will have to be cleared before we would consider working with that client again

Additional Fees

If we are required to update an already assigned CoS (new passport, additional show dates during the work period) and/or update online status after CoS issued (additional show during the work period, cancelled show dates etc) due to changes beyond our control we reserve the right to bill at the rate of £15/hour. We certainly will do this for out of office hour urgent requests. Usually this is considerably less than £50 and is withdrawn (if at all) from the security deposit refund

*We charge a £50 security deposit or 10% of the total cost of the CoS whichever is greater. The deposit is to ensure that our clients return the paperwork we require once the CoS holders have entered the country (passport entry stamp scans) and proof that they have departed as agreed (e.g. photocopy of boarding pass or baggage sticker). On return of the paperwork in the time required we will return the deposit. Failure to comply can result in withdrawal of sponsorship. For visa nationals we also may have to negotiate a site visit fee (usually around £200) to cover the cost of visiting the CoS holder/s at their place of work at least once during their stay.

**For multiple acts in one application (e.g. a tour or festival where a number of acts perform) we will usually charge £50 per additional act instead of £100.

***We do not issue CoS to visa nationals for more than one month or for multiple entry for visa nationals except in exceptional circumstances.