



States of Guernsey Population Management

States of Guernsey
Population Management
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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 225790

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

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
P-0020-7465	Medium Term Employment Permit		5 years 0 months		

3. Check for any related Permits

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

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”

The screenshot shows the 'States of Guernsey Population Management' interface. The top navigation bar includes 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main header displays 'P-0020-7465 Medium Term Employment Permit'. Below this, there are tabs for 'Overview', 'Charges', 'Outcome', and 'Delete', with the 'Delete' tab highlighted by a red box. The left sidebar contains sections for 'Status', 'Payment status' (Pending payment), and 'Related applications' (A-0020-7338: Medium Term Employment AIP—Bar Manager). The bottom section is titled '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

The screenshot shows the 'Applications in progress' section of the system. It contains a table with the following data:

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

The row for application A-0020-7338 is highlighted with a red border.

7. Select “Charges”

The screenshot shows the 'States of Guernsey Population Management' interface for application A-0020-7338. The top navigation bar includes 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main header displays 'A-0020-7338 Medium Term Employment AIP Bar Manager'. Below this, there are tabs for 'Overview', 'Charges', 'Outcome', and 'Delete', with the 'Charges' tab highlighted by a red box. The left sidebar contains sections for 'Status' (Awaiting payment), 'Payment status' (Pending payment), and 'Decisions'. The right sidebar contains a list of actions: 'Begin Employer Assessment', 'Find a post', 'More information about the Bar Manager post', and '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 shows 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 grey navigation bar with links: 'Apply for a permit', 'Overview', 'Employees', 'Payments', and 'About You'. The main content area has a white background. On the left, there is a large green text 'A-0020-7338' followed by 'Medium Term Employment AIP' and 'Bar Manager'. To the right of this text is a tabbed interface with four tabs: 'Overview' (highlighted in green), 'Charges', 'Outcome', and 'Delete' (highlighted with a red border). Below the tabs, there are sections for 'Status' (Awaiting payment), 'Payment status' (Pending payment), and 'Decisions'. On the right side of the main content area, there is a vertical list of links: '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