

Employment Rights (Northern Ireland) Order 1996 (amended 8 October 2006)

Advance notification of redundancies

What you are required to do

As an employer, you are required by law from 8th October 2006 to notify the Department of a proposal to make **20 or more** employees redundant

- a) before giving notice to terminate an employee's contract of employment in respect of any of these dismissals and
- b) within a 90 day period as follows -
- If 20 to 99 redundancies may occur at one establishment, you must notify us at least 30 days before the first dismissal.
- If 100 or more redundancies may occur at one establishment, you must notify us at least 90 days before the first dismissal.
- We will treat the date on which we receive your completed form as the date of notification.

How to complete this form

- Please type or write your answers in CAPITAL letters and tick boxes where appropriate.
- If there is not enough space for your answers, please use a separate sheet of paper and attach it to this form.
- You must send a copy of this notification to the representatives of the employees being consulted.
- If the circumstances outlined in this form change, please notify us immediately.

1. Employer's details

Name Tel no

Address Fax no.....

..... Postcode

Total Workforce of the organisation in Northern Ireland.

2. Employer's contact

Name Tel no (if different from that given at 1)

Address (if different from that given at 1)

.....

Postcode.....E-Mail Address.....

3. Site(s) Where Redundancies Proposed

*Delete as appropriate

Section 3 (A)				
Postal Address Of Site(s)	Postcode	Current Workforce	Proposed Redundancies	Closure Of Site
1				Yes/No*
2				Yes/No*
3				Yes/No*
4				Yes/No*
TOTALS				

4. Reasons for redundancies

Reduced demand for products or services Changes in work methods or organisation
Transfer of work to another establishment New plant, equipment or new technology

- If other reason(s) please give details..

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5. Timing of redundancies

Date of first proposed redundancy Date of last proposed redundancy

6. Consultation

Are any of the groups of employees who may be made redundant represented by a recognised trade union ?

Yes No

List trade unions below

.....
.....

	Yes	No	Start date
Have you consulted any of the trade unions above?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/>
Have you consulted elected representatives of the employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Declaration

I certify that the information given on this form is, to the best of my knowledge, correct and complete.

Name/Signature..... Date.....

Position

Please return completed form to -
Department for Employment and Learning, Redundancy Statistics Section, Statistics Research Branch (DETI),
Room 115, Netherleigh, Massey Avenue, Belfast BT4 2JP.
E-mail redundancies@detini.gov.uk ☎ 028 90529311, **Fax** 028 90529459

Statistics Research Branch (DETI) website address is <http://www.statistics.detini.gov.uk/>
Department for Employment and Learning (DEL) website address is <http://www.delni.gov.uk/er>

DETI are acting on behalf of DEL for the collection and dissemination of redundancy information.