



HOMELESSNESS REDUCTION ACT LETTER TEMPLATES

FOR LOCAL AUTHORITIES

Version 2: September 2017

Table of Contents

No Part 7 application – general advice only	3
s.184 notice – Not eligible for assistance	4
s.184 notice – Not homeless	5
Notification of homeless household – securing support services.....	7
Decision notice – no application triggered following reapproach.....	9
No s.188 interim accommodation duty	10
s.188 interim accommodation offer	11
Cessation of s.188 interim accommodation duty	12
End of prevention duty [s.195]	13
Help to prevent homelessness [s.195]	15
End of duty due to acceptance or refusal of a Pt VI offer at the relief stage (s.193A(5))	17
End of Relief Duty [s.189B]	18
End of duty due to acceptance or refusal of Final accommodation offer at relief stage (s.193A(4)).....	20
Relief (no priority need) [s.189B].....	22
Relief (priority need) [s.189B]	25
Relief duty s.189(A1) notification form.....	28
Relief stage s.198(A1) referral	33
s.184 notice – Intentionally Homeless.....	35
s.184 notice – Main duty owed	38
s.184 notice – No priority need.....	39
s.208 notification – Out of area placement	42
PRSO offer letter – End of Main duty.....	44
Non Co-operation Warning (Non-priority) [s.193B]	46
Non Co-operation Warning (Priority Need Applicants) [s.193B].....	47
Non Co-operation Notice - prevention.....	48
Non Co-operation Notice - relief.....	49

These letter templates were legally checked prior to publication however Local Authorities should always seek their own legal advice to satisfy themselves on any issues or questions raised

No Part 7 application – general advice only

Name

Address

Date

Dear

You approached the Council on (*insert date here*) with a request for assistance. With all requests for assistance, the Council is required to ask if the person is homeless, or threatened with homelessness within the next 56 days, and whether the person is seeking accommodation, or assistance in obtaining accommodation.

After careful consideration of your circumstances I am satisfied that the Council does not have a reason to believe that you are homeless, or threatened with homelessness within the next 56 days **OR** I am satisfied that you have requested assistance with a general housing problem and that this is not an approach for accommodation or assistance in obtaining accommodation. (***delete as appropriate***)

The reasons for this decision are as follows:

PLEASE INSERT PARAGRAPH(S) GIVING DETAILED REASONS FOR THE SPECIFIC DECISION.

The Council has a duty to provide or secure the provision of a free advice service for you to access. This advice will provide free information and advice on any of the help that is available from the council or anyone else, and will include information on preventing homelessness, securing accommodation when homeless and the rights of persons who are homeless and threatened with homelessness. This advice will be tailored to meet the needs of particular classes of persons in this area. You can access this this free information and advice service at (INSERT DETAILS HERE)

Yours sincerely

HO Officer

s.184 notice – Not eligible for assistance

Name

Address

Date

Dear

The Housing Act 1996 Pt 7 Section 184 (3), (6)

Your request for assistance on *(insert date here)* under the above Act has been considered. Following careful and extensive enquiries based upon the information you have given us, I am writing to inform you that we have decided the following;

You are not eligible for assistance.

The reasons for this decision are as follows:

PLEASE INSERT PARAGRAPH(S) GIVING DETAILED REASONS FOR THE SPECIFIC DECISION.

We advise you to seek assistance from Social Services by contacting *(insert details here)*, who will assess what duty, if any, is owed to you.

We also advise that you have the right to seek independent legal advice

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision you should tell us why within 21 days of receipt of the decision. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number *[telephone number]*.

Yours sincerely

HO Officer

s.184 notice – Not homeless

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184 (3), (6)

Your request for assistance under the above Act has been considered. Following careful and extensive enquiries based upon the information you have given us, I am writing to inform you of our decision.

- 1) You are an eligible person
- 2) You are not homeless

The reasons for this decision are as follows:

You approached the Council on *(insert date here)* seeking assistance in obtaining accommodation.

In all cases where a person has approached the Council seeking accommodation or assistance in obtaining it the Council is obliged to consider whether it has reason to believe that he is or may be homeless or threatened with homelessness within the next 28 days. The council accepted that it had reason to believe that you may be homeless or threatened with homelessness and as such is under a duty to carry out enquiries to establish what duty, if any, it may owe you.

After conducting inquiries I am satisfied that you are eligible for assistance. The conclusion I have reached, however, is that I am satisfied that you are not homeless or threatened with homelessness within the next 28 days because you have accommodation which you are entitled to occupy and is available to you and any other members of your household that currently reside or might reasonably be expected to reside with you.

(If suitability is raised as a specific issue – delete as appropriate) Specifically, given your claim that your accommodation is not suitable for you due to *(insert reasons here)*, I have considered this point and from the evidence gathered I am satisfied that your accommodation is reasonable for you to continue to occupy.

(If domestic abuse has been raised as a specific issue – delete as appropriate) Where a local authority has to decide whether it is reasonable for a person alleging domestic violence or other violence to continue to occupy accommodation, the only question the authority may ask is whether it is probable that

continued occupation of the accommodation will lead to domestic violence against that person or a threat of violence that is likely to be carried out. I have considered this test based on the facts of your case and not based on any judgement of what a person could or should do to mitigate any risk.

I have undertaken the following enquiries into your case:

- *Set out details of the enquiries here*

Having considered all of the above, I am satisfied that you have accommodation at (*insert address here – can be in the United Kingdom or elsewhere*) which is available to you and any other members of your household that reside or might reasonably be expected to reside with you.

I am also satisfied that this accommodation is reasonable for you to continue to occupy in that there is no threat or risk of violence to you if you continue to live there.

In reaching my decision I have had regard to the Homelessness Code of Guidance for Local Authorities and I am satisfied that the decision I have reached is not at odds with the guidance in the code.

Should you have any queries regarding this letter, please do not hesitate to contact me on telephone number XXXXXX.

We advise you to remain at your accommodation at (*insert address here*) Should you fail to follow this advice and as a consequence lose this accommodation, if you subsequently approach for assistance again we may deem you to be homeless, but intentionally so.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision you should tell us why within 21 days of receipt of the decision. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

Notification of homeless household – securing support services

Name

Address

Date

Dear (Insert details for the notified local authority service here)

Housing Act 1996 Pt 7

On (insert date here) the following person approached (*insert your local authority details here*) for assistance in obtaining accommodation as a person who was homeless or threatened with homelessness.

APPLICANT DETAILS

Applicant	
Name	
Date of Birth	
Current Address	

FAMILY MEMBERS

Name	Relationship	Date of Birth

As part of the /Following completion of our inquiries into their application for assistance (insert your local authority details here) have decided the following:

INSERT DETAILS ON THE DECISION REACHED, INCLUDING THE SECTION OF THE LEGISLATION THAT APPLIES (eg: s195, s.189B, s193 etc...)

In discharge of this duty we have secured temporary accommodation for the household at *INSERT ADDRESS HERE*, on *DATE*.

This letter is to notify your service (*insert here which agency – health visitor, education, children services*) of the homeless household with dependent children / pregnant woman (*delete as appropriate*) occupying temporary accommodation, in order to help to secure appropriate support services for the household. We have also notified the children's services / education services / health services (*delete as appropriate*).

Our records have been updated on Housing Jigsaw to include the date of this notification and the agency notified.

Should you have any queries regarding this letter, or if you require any further information, please do not hesitate to contact *the case officer name* of officer on *email address of case officer*

Yours sincerely

HO Officer

Decision notice – no application triggered following reapproach

Name

Address

Date

Dear

Your request for assistance on *(insert date here)* has been considered. Following careful enquiries based upon the information you have given us, I am writing to inform you that we have decided the following;

You previously made an application for housing assistance as a person who was homeless or threatened with homelessness on *(insert date here)*. The council reached a decision on this application on *(insert date here)* and a copy of this decision is attached with this notice. This decision determined the council's duty to you under Housing Act 1996 Pt 7.

We have carefully considered the circumstances of your new application and are satisfied that the council does not have any duty to accept a new application and make another decision on the duty that may be owed to you.

The reasons for this decision are *PLEASE INSERT PARAGRAPH(S) GIVING DETAILED REASONS FOR THE SPECIFIC DECISION. (this will include a confirmation that the facts on this new application are identical to the facts of the initial request for assistance, and that there has been no material change in the circumstances at all. Where required, cite appropriate case law – e.g.: Tower Hamlets LBC V Rikha Begum (2005))*

The Council has a duty to provide or secure the provision of a free advice service for you to access. This advice will provide free information and advice on any of the help that is available from the council or anyone else, and will include information on preventing homelessness, securing accommodation when homeless and the rights of persons who are homeless and threatened with homelessness. This advice will be tailored to meet the needs of particular classes of persons in this area. You can access this this free information and advice service at *(INSERT DETAILS HERE)*

We advise you to seek assistance from Social Services by contacting *(insert details here)*, who will assess what duty, if any, is owed to you.

We also advise that you have the right to seek independent legal advice

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

No s.188 interim accommodation duty

Name

Address

Date

Dear

You approached the Council on (*insert date here*) with a request for assistance in obtaining accommodation as a person who is homeless. We have taken a homelessness application from you and are currently investigating this application to determine what duty, if any, is owed to you. We are also determining reasonable steps for us to take to help you secure accommodation.

With all application, the Council is required to ask if they have a reason to believe that the person is homeless, eligible for assistance and have a priority need in order to have a duty to secure interim temporary accommodation under s.188. We have applied this test and do not have a reason to believe that you are homeless / eligible for assistance / in priority need (*delete as appropriate*), so we will not be providing any temporary accommodation for you.

The council still has a duty to prevent / relieve (*delete as appropriate*) your homelessness, and we will notify you in a separate notice as to the duty owed and the steps we are going to take.

Should you have any queries regarding this letter, or if there is any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

s.188 interim accommodation offer

Name

Address

Date

Dear

Housing Act 1996 Part 7, Section 188

Rent/ Accommodation charge:

This letter is to offer you the above property as temporary accommodation. We believe the offer is suitable for you to accept. Should you refuse to accept this offer of accommodation, we will regard ourselves as having notified you, by virtue of this letter, that the duty owed to provide you with interim temporary accommodation, under s.188 Housing Act 1996 Pt 7, whilst we investigate your application for assistance, will cease.

If you do not agree that the offer is suitable as temporary accommodation for you, then we may reconsider the offer. We will consider your comments and let you know whether we still consider the offer of temporary accommodation to be suitable for you.

However, we will not be making any alternative offers of temporary accommodation at this stage.

If you refuse to accept this offer, or if you lose this temporary accommodation as a result of any deliberate act or omission or if fail to occupy the accommodation then the Council may choose to cease its duty to provide you with temporary accommodation. This means that no further temporary accommodation would be made available to you.

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

Cessation of s.188 interim accommodation duty

Name

Address

Date

Dear

Housing Act 1996 Part 7, Section 188

Following your application for assistance to the Council on *(insert date)* we provided you with interim temporary accommodation under s.188 Housing Act 1996 Pt 7 on *(insert date)* at *(insert address details)*.

We are aware that you are no longer occupying the accommodation at *(insert address details)* and as such the duty owed to secure interim accommodation under s.188 Housing Act 1996 Pt 7 has now ceased. The reasons for this decision are:

PLEASE INSERT PARAGRAPH GIVING DETAILED REASONS FOR THE SPECIFIC DECISION – A DELIBERATE ACT OR OMISSION, OR A FAILURE TO OCCUPY THE ACCOMMODATION

The duty to prevent you from becoming homeless s.195 / relieve your homelessness s.189B (*delete as appropriate*) remains in place, and you should keep in contact with your housing officer and continue to work towards the steps in your personalised housing plan in order to achieve this.

We will continue to investigate your application for assistance and we will notify you in due course what further duty, if any, is owed to you.

Please note that we will not be making any alternative offers of temporary accommodation at this stage.

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

End of prevention duty [s.195]

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184

Further to your application of (*date*) for assistance under the above legislation, I am writing to advise you that the Council's duty to prevent you from becoming homeless under section 195 has ended.

The reason for this decision is that the Council is satisfied that: [*select reason from list below and delete as appropriate*]

- You now have suitable accommodation available to you at *ADDRESS* and this accommodation will remain available to you for a period of at least 6 months from today's date;
- The Council has taken reasonable steps to prevent your homelessness, since we notified you of the duty owed on (*inset date here*) and a period of 56 days has ended;
- You have become homeless;
- You have refused an offer of suitable accommodation at *ADDRESS* and the Council is satisfied that there was a reasonable prospect that the accommodation would have been available for your occupation for at least six months from the date you refused the offer;
- You have become homeless intentionally from the accommodation that was made available to you at *ADDRESS* as a result of our functions under this Act;
- You are no longer eligible for homelessness assistance;
- You have withdrawn your application for homelessness assistance; or
- We have decided that you have deliberately and unreasonably refused to co-operate (see attached notice).

PLEASE INSERT PARAGRAPH GIVING DETAILED REASONS FOR THE SPECIFIC DECISION.

If the duty has ended because you have become homeless, we have a duty under s.189B to help you to secure accommodation. You will be notified about this duty in a separate letter. If we also have reason to believe that you may have a priority need, we have a duty to secure interim accommodation for you while we help you to secure accommodation.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE*

INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer

Help to prevent homelessness [s.195]

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184 (3), (6)

Further to your application of (date) for assistance under the above legislation on DATE, I am writing to inform you that we have decided the following:

- 1 You are eligible for assistance
- 2 You are threatened with homelessness.

I have arrived at this decision because:

[list matters taken into account in arriving at the decision]

I can confirm under s.189A, a full assessment of your needs was carried out on the (**include date of assessment**) and this assessment included but was not limited to;

1. the circumstances that cause the applicant to become threatened with homelessness,
2. the housing needs of the applicant and any member of the household,
3. the type of accommodation the household requires,
4. and the support that the household needs to help secure or retain suitable accommodation

Under s.195 of the above Act, the Council has a duty to take reasonable steps to help prevent your homelessness. We will aim to help you to remain in your existing accommodation or, where this is not possible, we will help you to secure a new place to live.

I have carefully assessed your circumstances and have completed a Personal Housing Plan which is enclosed with this letter/available for you to view online at INSERT HOUSING JIGSAW URL.

Username:

Password:

I would encourage you to read this and take note of the action points and update the plan as the actions are undertaken. I have summarised the key measures below.

I recommend that you consider the following actions which may help you to retain or secure accommodation:

[list recommended measures for applicant to pursue]

The Council will take the following steps to assist you:

[list the issues the Council will follow-up on behalf of the applicant].

When we discussed the reasonable steps for both you and the council to undertaken, (*delete as appropriate – we agreed the steps/you did not agree with all of the steps*). (*If the applicant disagreed with any of the steps – I have listed below the steps you disagreed with and whether the Council still feels it is reasonable for you to undertake the steps*).

I have arranged an appointment for you on [date] to enable us to check progress and consider any other steps which may be necessary.

Please note, this duty to prevent you from becoming homeless may be affected by changes in your circumstances, and so it is very important that you notify the council about any alterations in your situation, including details about changes to your family group.

This duty to prevent you from becoming homeless will come to an end if the Council notifies you that it is satisfied that:

- Suitable accommodation has become available for your occupation and there is a reasonable prospect that it will continue to be available to you for at least six months from the date of this notice; or
- a period of 56 days has elapsed, from the date of this notice; or
- you become homeless (in which case we will have a different duty to help you); or
- you refuse a suitable offer of accommodation and there is a reasonable prospect that the accommodation would have been available for your occupation for a period of at least six months; or
- you have become homeless intentionally from any accommodation which the Council has made available to you as a result of our functions under this Act; or
- you are no longer eligible for homelessness assistance;
- you withdraw your application for homelessness assistance; or
- you have been notified that you have deliberately and unreasonably refused to cooperate with the council or have deliberately and unreasonably refused to undertake one or more of the actions agreed within your personal housing plan.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

End of duty due to acceptance or refusal of a Pt VI offer at the relief stage (s.193A(5))

Name

Address

Date

Dear

Housing Act 1996 Part 7 - Final Pt 6 Offer

ADDRESS: xxxx, **TYPE AND SIZE:** xxxx, **RENT:**

This letter is to make you a final offer of the above property

In making this offer, we have taken full account of your housing needs, based on the most up to date information available to us. We believe the offer is suitable accommodation and it is reasonable for you to accept it.

This is a final accommodation offer of accommodation made under Part 6 Housing Act 1996 for the purposes of s.189B(2) Housing Act 1996 Pt 7. This is accommodation managed by (*council / housing association – insert details as appropriate*), and it is a (*insert tenancy details*)

Please note this offer of accommodation is made to discharge the Council's duty to you. We will not make any other offers of accommodation at this stage. The consequences of you accepting or refusing the accommodation is that the Council will no longer be subject to any further duty to you under the homelessness legislation.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

End of Relief Duty [s.189B]

Name

Address

Date

Dear

Housing Act 1996 Part 7

Further to your application of (*date*) for assistance under the above legislation, I am writing to advise you that the Council's duty to assist you under section 189B has come to an end.

The reason for this decision is that the Council is satisfied that [*select reason from list below and delete as appropriate*]

- You have suitable accommodation available for your occupation with a reasonable prospect that it will continue to be available to you for at least 6 months from the date of this notice;
- A period of 56 days from the date when we notified you that this duty was owed to you has elapsed and the Council has complied with the relief duty;
- You have refused an offer of suitable accommodation and the Council was satisfied that there was a reasonable prospect that the accommodation would be available for your occupation for at least six months from the date when you refused the offer;
- You have become homeless intentionally from accommodation at *ADDRESS* which the Council made available to you as a result of our functions under this Act;
- You are no longer eligible for assistance;
- You have withdrawn your application for homelessness assistance;
- You have been notified that you have deliberately and unreasonably refused to co-operate with the Council or have deliberately and unreasonably refused to undertake one or more of the actions agreed within your personal housing plan;
- You have refused a final accommodation offer of suitable accommodation; or
- You have refused a final Part 6 offer of suitable accommodation.

PLEASE INSERT PARAGRAPH GIVING DETAILED REASONS FOR THE SPECIFIC DECISION.

If the applicant remains homeless following the end of the relief duty, and where the reason for the relief duty ended was due to:

- the end of the 56 day period, or,
- refusal of an offer of suitable accommodation that had a reasonable prospect of being available for a six month period, or
- following a notice that they have deliberately and unreasonably refused to cooperate,

please ensure that you issue an additional s.184 notice confirming the duty owed (s.190 or s193)

(DELETE AS APPROPRIATE) If the applicant has been provided with s.188 accommodation, and they remain homeless following the end of the relief duty, include this paragraph:

The duty to provide you with interim temporary accommodation under s.188 has now ended. You must vacate the accommodation that you are currently occupying at (*INSERT ADDRESS HERE*) by (*DATE*)

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to (*PLEASE INSERT*). Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer

End of duty due to acceptance or refusal of Final accommodation offer at relief stage (s.193A(4))

Name

Address

Date

Dear

Housing Act 1996 Part 7 - Final Accommodation Offer

ADDRESS: xxxx

TYPE AND SIZE: xxxx

RENT:

This letter is to make you a final accommodation offer of the above property

In making this offer, we have taken full account of your housing needs, based on the most up to date information available to us. We believe the offer is suitable accommodation and it is reasonable for you to accept it.

This is a final accommodation offer made with the approval of the Council for the purposes of s.189B(2) Housing Act 1996 Pt 7. This is accommodation managed by a private landlord, and it is a fixed term assured shorthold tenancy for a period of at least 6 months.

Please note this is a final offer of suitable accommodation to discharge the Council's duty to you. We will not make any other offers of accommodation at this stage. The consequences of you accepting or refusing the accommodation is that the Council will no longer be subject to any further duty to you under the homelessness legislation.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

Relief (no priority need) [s.189B]

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184 (3), (6)

Further to your application of (*date*) for assistance under the above legislation, I am writing to inform you that we have decided the following:

- 1 You are eligible for assistance; and
- 2 You are homeless

I have arrived at this decision because:

- [*list reasons for reaching the decision*].

I can confirm under s.189A, a full assessment of your needs was carried out on the (*include date of assessment*) and this assessment included but was not limited to;

- the circumstances that cause the applicant to become threatened with homelessness,
- the housing needs of the applicant and any member of the household,
- the type of accommodation the household requires,
- and the support that the household needs to help secure or retain suitable accommodation

Under s.189B of the above legislation, the Council has a duty to take reasonable steps over the next 56 days, to help you to secure accommodation. This does not mean it is the Council's responsibility to secure accommodation for you, but we will offer to help you through various measures, including personalised advice and, where possible, by providing a rent deposit or bond guarantee.

(*if a personalised housing plan has already been issued – delete as appropriate*) I would remind you of the Personal Housing Plan which I sent to you previously, and I have enclosed [*an updated / a further*] copy with this letter/available for you to view online at INSERT URL

Username:

Password:

Please follow-up on the action points identified and note the actions the Council intends to take on your behalf.

I have carefully assessed your circumstances and have completed a Personal Housing Plan which is enclosed with this letter/available for you to view online at INSERT URL

Username:

Password:

I would encourage you to read this and take note of the action points and update the plan as the actions are undertaken. I have summarised the key measures below.

I recommend that you consider the following actions which may help you to retain or secure accommodation:

[list recommended measures for applicant to pursue]

The Council will take the following steps to assist you:

[list the issues the Council will follow-up on behalf of the applicant].

When we discussed the reasonable steps for both you and the Council to undertaken, (*delete as appropriate – we agreed the steps/you did not agree with all of the steps*). (*If the applicant disagreed with any of the steps – I have listed below the steps you disagreed with and whether the Council still feels it is reasonable for you to undertake the steps*).

We have carefully considered the requirement for interim temporary accommodation, and have concluded that we do not have a reason to believe that you are in priority need. As such, the duty to provide interim accommodation under s.188 has not been met, so we do not have a duty to secure that temporary accommodation will be made available to you whilst we help you to secure accommodation.

I recommend that you consider the following actions which may help you to secure accommodation:

[list recommended measures for applicant to pursue]

The Council will take the following steps to assist you:

[list the issues the Council will follow-up on behalf of the applicant].

I have arranged an appointment for you on [date] to enable us to check progress and consider any other steps which may be necessary.

Please note, this duty to prevent you from becoming homeless may be affected by changes in your circumstances, and so it is very important that you notify the council about any alterations in your situation, including details about changes to your family group.

This homelessness relief duty will come to an end if the Council notifies you that it is satisfied that one of the following events has occurred;

- Suitable accommodation has become available for your occupation and there is a reasonable prospect that it will continue to be available to you for at least six months; or
- A period of 56 days has elapsed, from the date of this notice; or
- You refuse a suitable offer of accommodation and there is a reasonable prospect that the accommodation would have been available for your occupation for a period of at least six months; or
- You have become homeless intentionally from any accommodation which the Council has made available to you as a result of our functions under this Act; or
- You are no longer eligible for homelessness assistance; or
- You have withdrawn your application for homelessness assistance, or
- You have been notified that you have deliberately and unreasonably refused to cooperate with the council and have deliberately and unreasonably refused to undertake one or more of the actions agreed within your personal housing plan; or
- You refuse a final accommodation offer of suitable accommodation or a final offer of suitable accommodation made under Part 6 Housing Act 1996

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer

Relief (priority need) [s.189B]

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184 (3), (6)

Further to your application of (*date*) for assistance under the above legislation, I am writing to inform you that we have decided the following:

- You are eligible for assistance; and
- You are homeless.

I have arrived at this decision because:

[list reasons for reaching the decision].

I can confirm under s.189A, a full assessment of your needs was carried out on the (***include date of assessment***) and this assessment included but was not limited to;

- the circumstances that cause the applicant to become threatened with homelessness,
- the housing needs of the applicant and any member of the household,
- the type of accommodation the household requires,
- and the support that the household needs to help secure or retain suitable accommodation

Under s.189B of the above legislation, the Council has a duty to take reasonable steps over the next 56 days, to help you to secure accommodation. This does not mean it is the Council's responsibility to secure accommodation for you, but we will offer to help you through various measures, including personalised advice and, where possible, by providing a rent deposit or bond guarantee.

We have also concluded that we have reason to believe that you may have a "priority need" due to *[insert reason for PN]*. Because of that, whilst options are being pursued for the relief of your homelessness, the Council has a duty to provide you with interim temporary accommodation.

The Council has secured interim accommodation for you at:

[TA or a private-rented / social housing / supported accommodation property] at *[address]* and is a *[room with shared / own facilities or no. bedrooms flat / house etc]*.

(if a personalised housing plan has already been issued – delete as appropriate) I would remind you of the Personal Housing Plan which I sent to you previously, and I have enclosed *[an updated / a further]* copy with this letter/available for you to view online at INSERT URL

Username:

Password:

Please follow-up on the action points identified and note the actions the Council intends to take on your behalf.

I have carefully assessed your circumstances and have completed a Personal Housing Plan which is enclosed with this letter/available for you to view online at INSERT URL

Username:

Password:

I would encourage you to read this and take note of the action points and update the plan as the actions are undertaken. I have summarised the key measures below.

I recommend that you consider the following actions which may help you to retain or secure accommodation:

- *[list recommended measures for applicant to pursue]*

The Council will take the following steps to assist you:

- *[list the issues the Council will follow-up on behalf of the applicant].*

When we discussed the reasonable steps for both you and the Council to undertaken, (*delete as appropriate – we agreed the steps/you did not agree with all of the steps*). (*If the applicant disagreed with any of the steps – I have listed below the steps you disagreed with and whether the Council still feels it is reasonable for you to undertake the steps*).

We have also concluded that we have reason to believe that you may have a “priority need” due to [insert reason for PN]. Because of that, whilst options are being pursued for the relief of your homelessness, the Council has a duty to provide you with interim temporary accommodation.

The Council has secured interim accommodation for you at: [TA or a private-rented/social housing / supported accommodation property] at [address] and is a [room with shared /own facilities or no. bedrooms flat / house etc.

I recommend that you consider the following actions which may help you to secure accommodation:

- *[list recommended measures for applicant to pursue]*

The Council will take the following steps to assist you:

- *[list the issues the Council will follow-up on behalf of the applicant].*

I have arranged an appointment for you on [date] to enable us to check progress and consider any other steps which may be necessary.

Please note, this duty to prevent you from becoming homeless may be affected by changes in your circumstances, and so it is very important that you notify the council about any alterations in your situation, including details about changes to your family group.

This homelessness relief duty will come to an end if the Council notifies you that it is satisfied that one of the following events has occurred;

- Suitable accommodation has become available for your occupation and there is a reasonable prospect that it will continue to be available to you for at least six months; or
- A period of 56 days has elapsed, from the date of this notice; or

- You refuse a suitable offer of accommodation and there is a reasonable prospect that the accommodation would have been available for your occupation for a period of at least six months; or
- You have become homeless intentionally from any accommodation which the Council has made available to you as a result of our functions under this Act; or
- You are no longer eligible for homelessness assistance; or
- You have withdrawn your application for homelessness assistance, or
- You have been notified that you have deliberately and unreasonably refused to cooperate with the council and have deliberately and unreasonably refused to undertake one or more of the actions agreed within your personal housing plan; or
- You refuse a final accommodation offer of suitable accommodation or a final offer of suitable accommodation made under Part 6 Housing Act 1996

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Yours sincerely

HO Officer

Relief duty s.189(A1) notification form

Housing Act 1996 Pt 7 s.198(A1) referral

NOTIFICATION FORM

A NOTIFYING AUTHORITY DETAILS

Contact Name			
Authority Name			
Contact Number		Fax Number	
Email			
Address			

B APPLICANT DETAILS

Applicant	
Name	
Date of Birth	
Current Address	

--	--

C FAMILY MEMBERS

Name	Relationship	Date of Birth

D ADDRESSES IN LAST 5 YEARS

Address	Dates	Tenure

E PRESENT/PREVIOUS EMPLOYMENT DETAILS

Present Employer		Contact Number	
Address			
Contact Name		Job Title	

Previous Employer		Dates from and to	
Address			

F REASONS FOR HOMELESSNESS

G LOCAL CONNECTION DETAILS

H WISHES OF THE APPLICANT(S) (in the context of the referral)

I THE NOTIFYING AUTHORITY CONSIDERS THE CONDITIONS FOR REFERRAL ARE MET BECAUSE:

J ANY SUPPLEMENTARY INFORMATION (attach supporting documentation, if relevant)

I confirm that, in accordance with S198(A1) Housing Act 1996, this authority considers that neither the applicant, nor any person who might reasonably be expected to reside with the applicant, would run the risk of domestic violence or face the probability of other violence in the district of your authority, if this referral is made.

Signed _____ Date _____

Our records have been updated on Housing Jigsaw to include the date of this referral notification and the authority notified.

Relief stage s.198(A1) referral

Name

Address

Date

Dear

Housing Act 1996 Pt 7 Section 184 (3), (6)

Following your application to the Council as a homeless person on date, I am writing to you to notify you that we have decided the following:

- 1 That you are eligible for assistance;
- 2 That you are homeless.
- 3 That you do not have a local connection with INSERT LA HERE
- 4 That you do have a local connection with INSERT LA HERE
- 5 We have decided to exercise our discretion to refer you to INSERT LA HERE under s.198(A1) of the above Act.

We are satisfied that you do not have a local connection with INSERT LA HERE by virtue of residence, employment, family association, having resided in accommodation provided under Part 6 Immigration and Asylum Act 1999, having been a care leaver, or via any other special circumstances. INCLUDE REASONS FOR ANY ADVERSE DECISION ON LOCAL CONNECTION.

In relation to special circumstances, we have considered your reasons for wanting to live in INSERT LA HERE, however we do not consider these to fall into the category of special circumstances. INSERT REASONS

In the exercise of discretion, we have decided to refer you to INSERT LA HERE on the grounds of your local connection there by virtue of INSERT REASON HERE

We have notified the authority concerned, and will advise you further when we have received a reply.

ONLY INCLUDE THIS PARAGRAPH IF S.188 HAS BEEN MET: We have also decided that we have a reason to believe that you may have a priority need. As a result, you are entitled to remain in the interim accommodation provided for you at ADDRESS, until INSERT NOTIFIED LA HERE respond to the referral, and subject to continued compliance with your tenancy conditions. Please note that any duty owed to you may be affected by changes in your circumstances, and so it is very important that you notify us about any alterations in your situation, including details about changes to your household group.

The duty to secure interim accommodation for you will come to an end if we notify you that it has been agreed with INSERT NOTIFIED LA HERE that the conditions for referral are met and that INSERT NOTIFIED LA HERE has a duty to help you to secure accommodation.

RIGHT TO REQUEST A REVIEW – HOUSING ACT 1996 s.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer

s.184 notice – Intentionally Homeless

Name

Address

Date

Dear

Housing Act 1996 Pt 7 – Section 184 (3), (6)

Your request for assistance under the above Act has been considered. Following careful and extensive enquiries based upon the information you have given us, I am writing to inform you of our decision.

- 1 You are an eligible for assistance.
- 2 You are homeless.
- 3 You are in priority need.
- 4 You are homeless but we find you to be intentionally homeless.

We have investigated your application for assistance under the 1996 Housing Act, with consideration given to section 191 of the act and the Homelessness Code of Guidance for Local Authorities. We find you to be intentionally homeless. Our reasons are set out as follows.

You presented to us on *(insert date here)*

During your homelessness assessment interview on *(insert date here)*, you stated that

- *Set out detailed information of the particular circumstances of the application here, including the reason for homelessness*

I have undertaken the following enquiries into your case:

- *Set out detailed information of the enquiries here*

Following careful consideration of all the information available to me, I am satisfied that you are homeless, but that you are intentionally homeless.

Section 191 of the Housing Act 1996 states that you are homeless intentionally, if you have become homeless as a result of a deliberate act or omission, in consequence of which you have ceased to occupy accommodation available for your continued occupation and which it would have been reasonable for you to occupy. Such an act or omission must have been committed with an awareness of any relevant fact and knowledge that the consequences of such an act would lead to homelessness or threat of such.

Within the meaning of the homeless legislation, a person becomes intentionally homeless if:

“S/he deliberately does or fails to do anything in consequence of which s/he ceases to occupy accommodation which is available for his occupation and which it would have been reasonable for him to continue to occupy.” (s.191 (1))

In deciding if someone has become intentionally homeless a Council must consider the following:

“An act or omission in good faith on the part of a person who was unaware of any relevant fact shall not be treated as deliberate.” (s.191 (2))

In relation to the above, I am satisfied that you *(insert details to explain why the deliberate act or omission was not made in good faith)*

The Council's duty to you is to secure accommodation for such period it considers will give you a reasonable opportunity of securing accommodation for your occupation. We have considered your personal circumstances and housing requirements and have concluded that a period of *(insert number of days)* days will give you a reasonable opportunity to secure accommodation

You will be required to leave the accommodation you are currently occupying at *(insert address here)* on *(insert date here)*

The local authority will no longer provide you with any accommodation from this date.

The Council has a duty to provide you with advice and assistance in any attempts you may make to secure that accommodation becomes available for your occupation. We have already provided you with advice and assistance in your personalised housing plan; this is enclosed with this letter. If you are pregnant or have dependent children, we have also made a referral to Children's Services to enable them to provide an assessment of what, if any, duty they may owe you outside the homelessness legislation. You can contact Children's Services by *(insert contact details here)*

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision you should tell us why within 21 days of receipt of the decision. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

s.184 notice – Main duty owed

Name

Address

Date

Dear

Housing Act 1996 Pt 7 – Section 184 (3), (6)

Following completion of inquiries into your application to the Council as a homeless person on (*insert date here*), I am writing to you to inform you that we have decided the following:

1. You are eligible for assistance
2. You are homeless
3. You have a priority need as defined by the above Act
4. You did not become homeless intentionally

Under s.193 of this Act, the Council has a duty to provide you with accommodation. In discharge of this duty we have secured accommodation for you at (*INSERT ADDRESS HERE*). Please note that this duty may be affected by changes in your circumstances, and so it is very important that you notify your Assessment Officer about any alterations in your situation, including details about changes to your family group. The local authority ceases to have a duty if you voluntarily leave your accommodation, refuse an offer of suitable accommodation, lose your eligibility or become homeless intentionally from your accommodation.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision or with the offer of accommodation provided to you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

s.184 notice – No priority need

Name

Address

Date

Dear

Housing Act 1996 Pt 7 – Section 184 (3), (6)

Your request for assistance under the above Act has been considered. Following careful and extensive enquiries based upon the information you have given us, I am writing to inform you of our decision.

1. You are eligible
2. You are homeless
3. You are not in priority need

Under the Housing Act 1996 the following have a priority need for accommodation:

- a) A pregnant woman or a person with whom she resides or might reasonably be expected to reside.
- b) A person with whom dependent children reside or might reasonably be expected to reside.
- c) A person who is vulnerable as a result of old age, mental illness or handicap or physical disability, or other special reason or with whom such a person resides or might reasonably be expected to reside.
- d) A person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster.
- e) Classes of persons that may be specified by the Secretary of State as having a priority need for accommodation.

I am satisfied that groups (a), (b) or (d) do not apply to your case. I have therefore considered group (c) and whether you are vulnerable as a result of old age, mental illness or handicap or physical disability or other reason.

I have considered your application in accordance with the case law of *Hotak v London Borough of Southwark*, *Kanu v London Borough of Southwark*, *Johnson v Solihull Metropolitan Borough Council* 2015.00 UKSC 30.

During your homelessness assessment interview on *(insert date here)*, you stated that

- *Set out details of the particular circumstances here*

I have undertaken the following enquiries into your case:

- *Set out details of the enquiries here*

I have carefully considered the information you provided and the details of my investigation into your circumstances in decided whether you are a person who is vulnerable a result of the above and I am not satisfied that you are. You are not in priority need.

In reaching this decision I have applied the test of vulnerability set out by the Supreme Court in *Hotak v Southwark LBC*, *Kanu v Southwark LBC* and *Johnson v Solihull MBC* (2015), namely

- Are you vulnerable if homeless, as a result of one or more issues; and
- This involves comparing you with an ordinary person, were they to be homeless; and
- Will you suffer greater harm than the levels of harm which many others would suffer if they were homeless?

In conducting this assessment the Council is entitled to have regard to support which will be available to the applicant on a consistent and predictable basis if s/he is homeless.

(insert detailed information on the applicants support needs and the reasons for reaching the decision here)

Composite Assessment

I have carefully considered whether these issues in combination would make you vulnerable if homeless in comparison with an ordinary person. I am not satisfied that they would. I am also not satisfied that if you were homeless, you would suffer harm or detriment which a less vulnerable person would not suffer.

Equality Act 2010

I have carefully considered whether any of the above factors amount to a protected characteristic such as a disability for the purposes of the 2010 Equality Act. A disability is a mental or physical impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. 'Long term' means that the effects have lasted a year or are likely to last a year.

In your case, I do not accept that *(insert details of any relevant applicant support issues here)*, fall within the legal definition of disability.

Where a local authority is satisfied that an applicant is homeless (whether intentionally or unintentionally), eligible for assistance but not in priority need then the duty owed to the applicant by the local housing authority is to provide advice and assistance (or secure that the applicant is

provided with advice and assistance) in any attempts the applicant may make to secure that accommodation becomes available for his or her occupation.

In discharge of the local authority's duty to provide you with advice and assistance you have been:

(insert details of the specific personalised advice and assistance here)

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision you should tell us why within 21 days of receipt of the decision. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

s.208 notification – Out of area placement

Name

Address

Date

ENSURE THAT THIS NOTICE IS SENT WITHIN 14 DAYS OF THE OUT OF AREA PLACEMENT

Dear (*Insert details for the notified local housing authority here*)

Housing Act 1996 Pt 7 – Section 208

On (*insert date here*) the following person approached (*insert your local authority details here*) for assistance in obtaining accommodation as a person who was homeless or threatened with homelessness.

APPLICANT DETAILS

Applicant	
Name	
Date of Birth	
Current Address	

FAMILY MEMBERS

Name	Relationship	Date of Birth

Following completion of our inquiries into their application for assistance (*insert your local authority details here*) have decided the following:

INSERT DETAILS ON THE DECISION REACHED, INCLUDING THE SECTION OF THE LEGISLATION THAT APPLIES (eg: s195, s.189B, s193 etc...)

In discharge of this duty we have secured accommodation for the household at *INSERT ADDRESS HERE*, on *DATE* which is accommodation in your local authority area. We have also notified the children’s services / education services / health services (*delete as appropriate*) in (Insert details of the notified local housing authority here) in order to help to secure appropriate support services for the household.

Our records have been updated on Housing Jigsaw to include the date of this notification and the authority notified.

Should you have any queries regarding this letter, please do not hesitate to contact us on [telephone number]. The case officer for this household is *insert name and contact email address here*.

Yours sincerely

HO Officer

PRSO offer letter – End of Main duty

Name

Address

Date

Dear

Housing Act 1996 Pt 7

Following completion of inquiries into your application to the Council as a homeless person on (*insert date here*), we notified you on (*insert date here*) that the Council had accepted the main homelessness duty to you under s.193(2) Housing Act 1996 Pt 7. This duty is to secure that accommodation is available for your occupation.

After careful consideration of your circumstances, the Council has decided to bring the duty under s.193(2) to an end by arranging an offer of an assured shorthold tenancy in the private sector with a fixed term of 12 months.

ADDRESS:

TYPE AND SIZE OF PROPERTY:

RENT:

The Council considers this offer of accommodation to be suitable for you and your household. In reaching its decision that this is a suitable offer of accommodation to discharge our duty to you the Council have fully considered:

1. The Homelessness (Suitability of Accommodation) (England) Order 2012
2. That the property meets existing suitability requirements that relate to space and arrangements
3. That the accommodation is affordable, having fully considered the cost of the rent and any other expenditure relating to the property compared to the income available to you
4. Any other subjective matters and issues that relate to your circumstances, and of any other household members, that were obtained by the Council from our investigation of your application.

Please note this is a final offer of suitable accommodation to discharge the Council's duty to you. We will not make any other offers of accommodation at this stage. The consequences of you accepting or refusing the accommodation is that the Council will no longer be subject to any further duty to you under the homelessness legislation including any duty to provide temporary accommodation.

If you become homeless within two years of accepting of this offer, and make a further application to this or any other English Local Authority within the two year period, if you remain eligible for assistance you will automatically be considered to be in priority need. This means that the council will have a duty to secure that accommodation is made available to you.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with this decision or with the offer of accommodation provided to you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to *PLEASE INSERT*. Full details of the review procedure are attached (*ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED*)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [telephone number].

Yours sincerely

HO Officer

Non Co-operation Warning (Non-priority) [s.193B]

Name

Address

Date

Dear

Housing Act 1996 Part 7

We wrote to you on [date] to confirm that the Council would offer you help to secure suitable accommodation.

Our letter included a copy of your Personal Housing Plan which gave details of the actions you should take and those which the Council would undertake on your behalf.

We have not yet had confirmation from you that you have taken the agreed steps as follows: [*specify the steps not completed by the applicant*]

We are writing to you to make you aware that, under section 193B of the above legislation, I consider that you are currently both deliberately and unreasonably refusing to co-operate with the Council in achieving a resolution to your housing need.

Please take note that, if you fail to co-operate then the Council intends to issue a notice which brings to an end the duties to help to secure accommodation under section 189B(2) (to take reasonable steps to help secure suitable accommodation for those who are homeless and eligible) *OR* section 195(2) (duty to take reasonable steps to help the applicant prevent homelessness). (*DELETE AS APPROPRIATE*)

If a notice is issued, you will only be entitled to receive advice and information to help you identify a solution to your housing need.

The Council will consider serving a notice on you unless:

INSERT DETAILS OF WHAT APPLICANT MUST DO AND BY WHICH DATE.

Please contact us as soon as you receive this letter to discuss your circumstances. You are welcome to call me on telephone number [*telephone number*], or call in to see us at [*address*].

If we have not heard from you by *X DATE*, we may serve you with the notice referred to above without any further warnings or letters to you.

Yours sincerely

HO Officer

Non Co-operation Warning (Priority Need Applicants) [s.193B]

Name

Address

Date

Dear

Housing Act 1996 Part 7 s.193B

We wrote to you on [date] to confirm that the Council would offer you help to prevent your homelessness or help to secure suitable accommodation.

Our letter included a copy of your Personal Housing Plan which gave details of the actions you should take and those which the Council would undertake on your behalf.

We have not yet had confirmation from you that you have taken the agreed steps as follows: [*specify the steps not completed by the applicant*].

We are writing to you to make you aware that, under section 193B of the above legislation, I consider that you are currently both deliberately and unreasonably refusing to co-operate with the Council in achieving a resolution to your housing need.

Please take note that, if you fail to co-operate then the Council intends to issue a notice which brings to an end the duties at section 189B(2) (to help to secure accommodation under) OR section 195(2) (duty to take reasonable steps to prevent homelessness). (*DELETE AS APPROPRIATE*)

The consequence of this notice being served to you is that, should you go on to be entitled to the main homelessness duty to secure suitable accommodation for you, we will be able to bring this duty to an end by providing one offer of suitable accommodation, which could be an assured shorthold tenancy (AST) in the private sector with a fixed term of 6 months.

The Council will consider serving this notice unless you:

INSERT DETAILS OF WHAT APPLICANT MUST DO AND BY WHICH DATE.

Please contact us as soon as you receive this letter to discuss your circumstances. You are welcome to call on telephone number [*telephone number*], or call in to see us at [*address*].

If we have not heard from you by *X DATE*, we may serve you with the notice referred to above without any further warnings or letters to you.

Yours sincerely

HO Officer

Non Co-operation Notice - prevention

Name

Address

Date

Dear

Housing Act 1996 Part 7 (Homelessness) s.184

Further to my letter of [*date – this is the date of the non-cooperation warning letter*] I am writing to notify you that the Council has concluded that you have deliberately and unreasonably refused to cooperate with the Council in preventing your homelessness.

The reason for this decision is as follows:

- Your personal housing plan required you to INSERT;
- You failed to INSERT;
- We wrote to you on X DATE and warned you that if you did not INSERT, then we might notify you of our decision that the duty had come to an end without any further warning to you;
- By X DATE, you had not INSERT.

This notice brings to an end the duties at section 195(2) (duty to take reasonable steps to prevent homelessness)

Should you go on to become homeless, the council will be subject to a duty to relieve your homelessness situation by taking steps to help you to secure suitable accommodation.

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer

Non Co-operation Notice - relief

Name

Address

Date

Dear

Housing Act 1996 Part 7 (Homelessness) s.184

Further to my letter of [*date – this is the date of the non-cooperation warning letter*] I am writing to notify you that the Council has concluded that you have deliberately and unreasonably refused to cooperate with the Council in preventing or relieving your homelessness.

The reason for this decision is as follows:

- Your personal housing plan required you to INSERT;
- You failed to INSERT;
- We wrote to you on X DATE and warned you that if you did not INSERT, then we might notify you of our decision that the duty had come to an end without any further warning to you;
- By X DATE, you had not INSERT.

This notice, brings to an end the duties at section 189B(2) to help to secure accommodation.

The consequence of this notice being served to you is that, should you go on to be entitled to the main homelessness duty under s.193 (to secure suitable accommodation), we will be able to bring this duty to an end by providing one offer of suitable accommodation, which could be an Assured Shorthold Tenancy in the private sector with a fixed term of 6 months.

Following the issue of this notification, you now need to provide the applicant with a decision on NP, IH and or accept main duty)

RIGHT TO REVIEW - HOUSING ACT 1996 S.202

You have a right to a review of this decision. If you are unhappy with a decision or offer of accommodation that has been made you should tell us why within 21 days of receipt of the decision or offer. We would prefer you to tell us in writing, either in your own words or by completing the attached form.

Please give us all your reasons and any information that you think should be taken into account. Any such request must be made within 21 days of receipt of this notice and should be sent to PLEASE INSERT. Full details of the review procedure are attached (ENSURE DETAILS ON YOUR LOCAL REVIEW PROCEDURE ARE INCLUDED)

Should you have any queries regarding this letter, or if there has been any change in your circumstances, please do not hesitate to contact me on telephone number [*telephone number*].

Yours sincerely

HO Officer