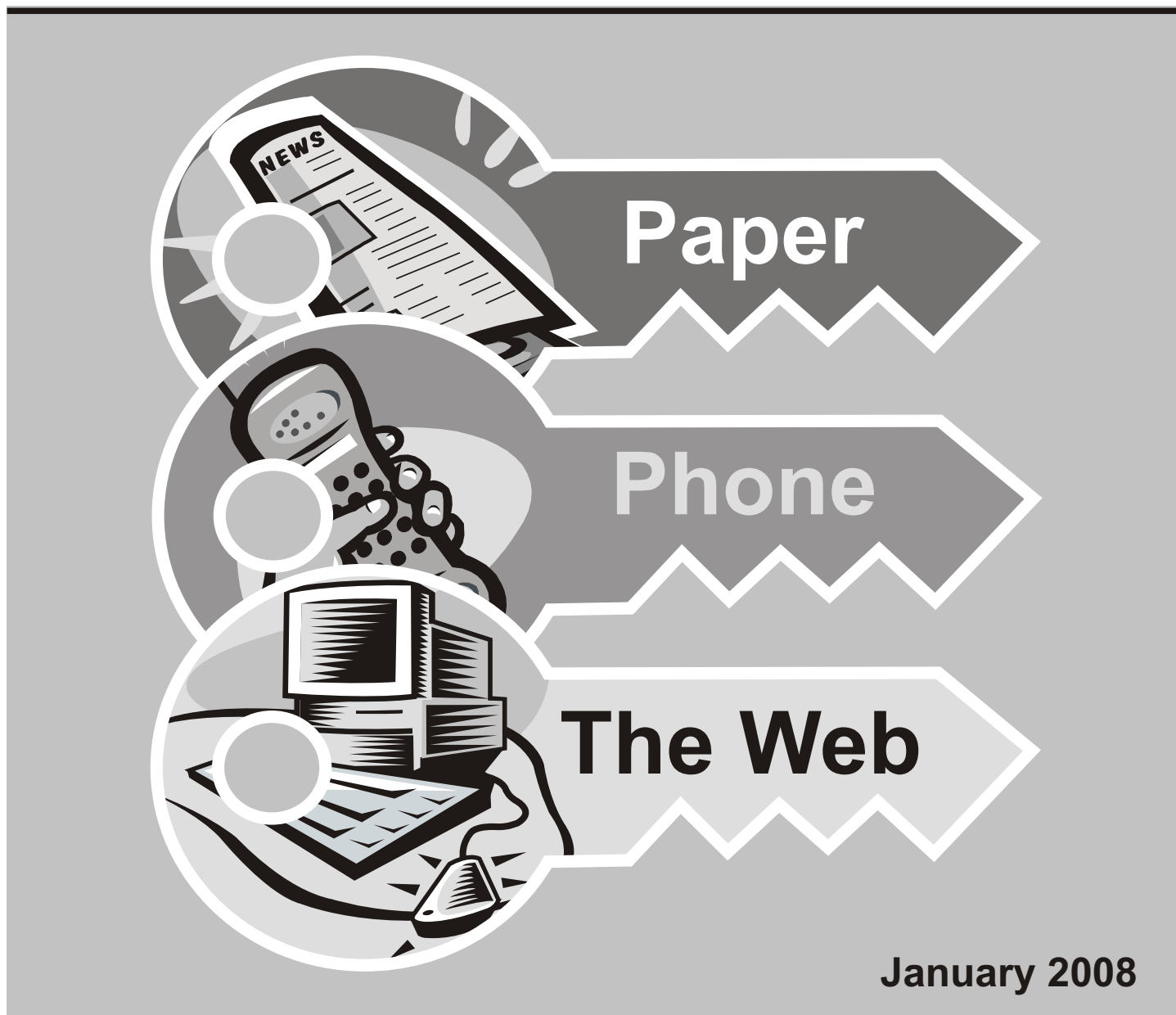




# Review of a decision relating to the Homeselect Housing Register and Allocations Scheme

Making representations in support of your case



January 2008

# Review Details

## OFFICE TO COMPLETE

Name.....

Current Address .....

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Case No .....

Council decision.....

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Date for return of form.....

## Guidance Notes

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You have requested a review of a decision relating to your application on the Homeselect housing register and allocations scheme.

Please complete the form attached and return it to the Homeselect Section within 14 days.

The decision about your case was made by the Homeselect - Lettings Partnership under Part VI of the Housing Act 1996, as amended by the Homelessness Act 2002, together with the Council's Homeselect policies and procedures.

If you would like further clarification of the decision before you complete the form, please contact the Homeselect Section at Greyfriars House, Greyfriars Way, Great Yarmouth on 01493 846140.

You can add further information to the form if you wish – please attach it securely to the form.

You can ask someone else to complete the form on your behalf. If you do so, you should check that what they have said fully represents

**APPLICANT TO COMPLETE**

**PLEASE READ THE GUIDANCE NOTES BELOW BEFORE COMPLETING THIS FORM. IF YOU ARE REQUESTING A REVIEW CONCERNING A TRANSFER FROM YOUR EXISTING COUNCIL OR HOUSING ASSOCIATION PROPERTY, PLEASE COMPLETE SECTION 4**

1 Why do you think the decision in your case – as set out above – should be reviewed?

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2 Please tell us about relevant facts or factors which you think that the Homeselect Team should have taken into account in making its decision:

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your views. Your representative as well as yourself will need to sign the form. If you have difficulties in putting your case in writing, please contact the Homeselect Team Manager. We can arrange for an interpreter/translator if necessary, or in some instances we can arrange to hear your case in person.

Remember, you should return the form and any other information within 14 days. If you do not do so, the Homeselect Assessment Panel will

have to review your case on the basis of the information we already have.

The review will be conducted by the Homeselect Assessment Panel. You will normally be informed of the decision within eight weeks of requesting a review unless you agree to the time being extended.

3 Is there any further relevant information you think should be considered by the Council in reviewing your case?

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4 **TO BE COMPLETED ONLY IF YOU ARE AN EXISTING TENANT OF A COUNCIL OR HOUSING ASSOCIATION PROPERTY**

In what ways is your current tenancy unsuitable for you or your family's needs?

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If this form has been completed by someone other than the applicant, please give name and address:

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I declare that the information set above is a true statement

Date ..... Signed .....

Date ..... Signed .....

Representative's signature (if any)

Date ..... Signed .....

Organisation (if any) .....

**Please return to the Homeselect Section  
in the pre-paid envelope provided**