



# BRIGHTON & HOVE

## Independent Mediation Service

### COMMUNITY MEDIATION AGENCY REFERRAL FORM

Thank you for referring this case for community mediation to Brighton & Hove Independent Mediation Service (BHIMS)

In order for us to properly understand the case, please complete the relevant sections of the form below. On completion, please email it to: [casework@bhims.org.uk](mailto:casework@bhims.org.uk)

If you have any queries regarding this form, please call us on 01273 700812 between 10 am and 3 pm Monday to Thursday.

<b>REFERERS DETAILS</b>	<b>Name:</b>			
	<b>Referring Agency:</b>			
	<b>Position:</b>			
	<b>Contact address:</b>			
	<b>Contact details:</b>	<b>Landline:</b>	<b>Mobile:</b>	<b>Email:</b>
	<b>Please list any other Agencies involved e.g. Police, Social Services etc.</b>	<b>Name</b>	<b>Position</b>	<b>Contact</b>

<b>PARTY DETAILS</b>	<b>Client Details</b>	<b>Party 1</b>	<b>Party 2</b>
	<b>Name:</b>		
	<b>Address:</b>		

<u>Contact Details:</u>	Party 1	Party 2
<i>Mobile (pref):</i>		
<i>Landline:</i>		
<i>Email</i>		
<i>Preferred times/method of contact:</i>		
<u>Housing status:</u>	<i>Council Tenant</i> <input type="checkbox"/> <i>Housing Association</i> <input type="checkbox"/> <i>Private Rented</i> <input type="checkbox"/> <i>Owner Occupier</i> <input type="checkbox"/> <i>No fixed abode</i> <input type="checkbox"/>	<i>Council Tenant</i> <input type="checkbox"/> <i>Housing Association</i> <input type="checkbox"/> <i>Private Rented</i> <input type="checkbox"/> <i>Owner Occupier</i> <input type="checkbox"/> <i>No fixed abode</i> <input type="checkbox"/>
<i>Age:</i>	Under 18 <input type="checkbox"/>  18 – 25 <input type="checkbox"/>  26 + <input type="checkbox"/>	Under 18 <input type="checkbox"/>  18 – 25 <input type="checkbox"/>  26 + <input type="checkbox"/>
<i>Any disability or health issues which may require extra support to make our service accessible</i>		
<i>Issues which may impact anyone visiting the home. E.g. pets or smoking</i>		

CASE DETAILS

<p><b>Principal reason for referral:</b></p>	<p>Noise <input type="checkbox"/></p> <p>Pets <input type="checkbox"/></p> <p>ASB <input type="checkbox"/></p> <p>Boundary Dispute <input type="checkbox"/></p> <p>Communication <input type="checkbox"/></p> <p>Children <input type="checkbox"/></p> <p>Lifestyle Clash <input type="checkbox"/></p>	
<p><b>Have both parties agreed to mediation?</b></p>		
<p><b>Yes / No/ Reluctant/May need support/ encouragement</b></p>		
<p><b>Brief description of dispute including any background information, length of dispute etc.</b></p>		
<p><b>What actions (if any) have been taken to date to address the issues?</b></p>		
<p><b>Visits/actions taken by other agencies so far.</b></p>		
<p><b><u>Risk assessment:</u></b> <b>Do you know of any factors that may mean either party are vulnerable or likely to put themselves or others at risk?</b></p>		

<b>Are there any legal proceedings pending? Is the client at risk of losing home?</b>	
<b>Other information that might be relevant i.e. access issues etc.</b>	

**May 2018**

**Data Protection & Privacy Declaration:** In accordance with the provision of the Data Protection Act 1998, EU Data Protection Directive 1995, and the General Data Protection Regulations 2018 any personal data which is supplied to Brighton & Hove Independent Mediation Service is stored in locked cabinets in an office that is locked at night; electronic data is stored on databases on password-protected computers and used solely for the purpose of delivering and monitoring our service. We will not sell or swap your information with any third party.

For further information regarding data protection and privacy please contact us on 01273 700812 or email [mediation@bhims.org.uk](mailto:mediation@bhims.org.uk) a full privacy statement can be found at <http://www.bhims.org.uk/download-and-leaflets/>