Please send completed referrals to: [casework@bhims.org.uk](mailto:casework@bhims.org.uk) via Egress Switch  
Do call with any questions on **01273 700812** (between 10 am and 3 pm, Monday to Thursday)

|  |  |
| --- | --- |
| **Referrer Name** |  |
| **Referring Agency** |  |
| **Position and team** |  |
| **Contact Phone Number (s)** |  |
| **Email:** |  |
| **Other agency involvement?** |  |

|  |  |  |
| --- | --- | --- |
| **Party details** | **Party 1** | **Party 2** |
| **Party Name:** |  |  |
| **Address and Postcode:** |  |  |
| **Phone number (pref mobile)** |  |  |
| **Email:** |  |  |
| **Have parties given verbal consent to being referred?** |  |  |
| **Risk / Needs assessment**  Please include information about Health or language issues  Home environment e.g. pets, smoking etc. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Outline of Dispute:**  Please include the main issues involved:  Animals / ASB, / DIY/ Family / Noise / parking / property  How long has it been going on?  Any interventions so far?  Any legal proceedings? | |  | | --- | |  | |  | |
| **Any other relevant information** |  |

**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.

A full privacy statement can be found at <http://www.bhims.org.uk/download-and-leaflets/>