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)

|  |  |
| --- | --- |
| **Referring Agency** |  |
| **Referrer Name** |  |
| **Position** |  |
| **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:** |  |  |
| **Date of birth:** |  |  |
| **Are parties aware that this referral has been made?** |  |  |
| **Housing:** | * Council tenant * Housing association * Lodger / house share * No fixed abode * Owner Occupier * Private rented | * Council tenant * Housing association * Lodger / house share * No fixed abode * Owner Occupier * Private rented |
| **Needs assessment**  Please include information about Health or language issues |  |  |
| **Risk assessment**  Please give details | * Risk to themselves * To others * From others | * Risk to themselves * To others * From others |
| **Home environment**  e.g. pets, smoking etc. |  |  |

|  |  |
| --- | --- |
| **Outline of Dispute**  Please give details about who the conflict is between: family members / housemates/ neighbours/ landlord –tenant/ other  Please include the main issues involved:  Animals / ASB, / Family / Noise / property / other  How long has it been going on? | **Who is involved in this dispute and what are the main issues?** |
| Any interventions so far?  Any legal or formal proceedings? | **How might this dispute lead to someone losing their housing?** |
| **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/>