Please send completed referrals to: 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/ otherPlease include the main issues involved:Animals / ASB, / Family / Noise / property / otherHow 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/>