# Lewes District Council and Eastbourne Borough Council

# HOMELESS PREVENTION REFERRAL FORM

Please send completed referrals to: [neighbourhood@mediation-plus.org.uk](mailto:neighbourhood@mediation-plus.org.uk)

Any questions please call **01323 442781** / **01273 700812** (between 10 am and 3 pm, Monday to Thursday)

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| --- | --- |
| **Referrer Name** |  |
| **Referring Authority** |  |
| **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:** |  |  |
| **Date of birth:** |  |  |
| **Are parties aware that this referral has been made?** |  |  |
| **Housing / Relationship between parties – delete as appropriate** | * Council/ HA tenant * Lodger / house share * No fixed abode * Owner Occupier * Private rented | * Landlord P1 * Family member P1 * Neighbour P1 * Other – please add details |
| **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. |  |  |

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| --- | --- |
| **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:  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 2021**

**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 or Mediation Plus 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 exchange your information with any third party.

For further information regarding data protection and privacy, please contact our services or view our websites for a full privacy statement.