

Housing needs review

Please fill in this form if you want us to review a decision we have made about your housing application. Please read the leaflet ***Unhappy with the decision on your housing application?*** before you fill in this form, as it has important information in it.

You must ask for a review within 21 days of when we told you about our decision. After this, we cannot review our decision.

If you have completed a homeless application and want a review of the decision made on your application, you must contact the Homeless Review Team. The Housing Need Review Panel (HNRP) does not review decisions made by the Homeless Team. The HNRP also doesn't look at issues such as complaints against staff, repair problems or rent levels.

Your name:

Your address:

Postcode:

Housing register application number:

The information you give in this form is confidential and subject to the requirements of the Data Protection Act 1998. This personal data will be held and processed by Birmingham City Council to help assess your needs and, in particular, the provision of services for which you may be eligible. The personal details you give may also be shared with certain external agencies that help assess and/or give services, as part of any statutory duties requiring such disclosure and to protect the public funds it collects and administers. Any data may be used to prevent fraud or the misuse of resources. You may ask for a copy of your personal information by writing to the data protection officer, Housing and Constituencies Directorate, Level 1, Louisa Ryland House, 44 Newhall Street, Birmingham B3 3PL.

We are committed to preventing and detecting all fraud. It is an offence under the Forgery and Counterfeiting Act 1981 to hold or present false documents such as birth certificates, passports, bank statements and so on, with a view to obtaining goods or services such as temporary accommodation or permanent housing from Birmingham City Council. If we detect fraud, we will take legal action against you.

3. If you have included any supporting documents with this form, please fill out this table:

What the document is

For example: 'A letter from my doctor'

Date of document

Number of pages

4. There may be other information or documents that you think we need to review your application. If you are having problems getting hold of this information, please tell us what the information is and why you are having problems getting it:

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5. If we need to contact you for more information about your review, what is the best way for us to contact you?

By letter to the address on page one of this form

By telephone The number is:

By e-mail Address:

PLEASE NOTE: DON'T FORGET TO SIGN THE FORM!
PLEASE TAKE TIME TO READ THE DECLARATION

The information given on this form is true to the best of my/our knowledge, and where other people's personal information is given on the form, they have consented to this. It is understood that any false or misleading information given may lead to prosecution and may result in eviction from any housing offered.

I/we understand that any information given by me/us relating to this housing application, or given with my/our consent by others, will be placed on the Birmingham City Council's housing register. I/we understand that any landlord who takes part in the register, either now or in the future, may see it.

I/we give permission for you to contact individuals or agencies referred to by me/us on this form as well as when necessary, further individuals and agencies such as the health authority, social, education or housing services, the Probation Service, the Police, courts or other local authority departments in order to process this application.

I/we will inform the Housing and Constituencies Directorate about any change in my/our circumstances, as I/we are aware that this may affect my/our housing application.

Your name: (please print)

Signature:

Date:

This is important. If you do not understand this form then please ask a friend or relative, who speaks English, to contact your local neighbourhood office or housing team on your behalf. We will then arrange for an interpreter to meet with you.

إذا لم تفهم هذه النشرة، نرجو أن تطلب من صديق أو قريب لك يتكلم الإنجليزية أن يتصل نيابة عنك بمكتب الحي المحلي "تبيرهود أوفس" الذي تتبع له أو بفريق الإسكان. ثم سنقوم نحن بالترتيب لمترجم كي نلتقي بك.

আপনি এই প্রচারপত্রটি বুঝতে না পারলে দয়া করে ইংরেজীতে কথা বলতে পারেন আপনার এমন একজন বন্ধু বা আত্মীয়কে আপনার পক্ষে আপনার স্থানীয় নেবারহুড অফিস কিংবা হাউজিং টিম-এর সাথে যোগাযোগ করতে বলুন। আমরা তখন আপনার সঙ্গে দেখা করার জন্য একজন ইন্টারপ্রিটারের (দোভাষীর) ব্যবস্থা করব।

如果你看不懂這份資料單張，請找一位會講英語的親戚或朋友代你接觸你當地的鄰舍辦事處或房屋工作隊。然後我們會安排傳譯員一起來見你。

اگر این لیفلت (جزوه اطلاعاتی) را نمی فهمید لطفاً از یک دوست یا خویشاوند تان که به زبان انگلیسی صحبت کرده میتواند خواهش کنید که از طرف شما با "تیبیرهود آفس" یا "هوسنگ تیم" ما تماس بگیرد. بعداً ما یک مترجم فراهم میکنیم تا با شما ملاقات کنیم.

Avis important. Si vous ne comprenez pas le contenu de cette lettre, demandez à un(e) ami(e) ou un membre de votre famille qui parle anglais de contacter, en votre nom, votre bureau local du voisinage ou l'équipe chargée de l'hébergement. Nous prendrons les dispositions nécessaires pour prendre rendez-vous avec un(e) interprète.

ঐ তমনে আ হস্তাবেজমাং লেখেলী আখ্যত ন সমগ্রথ তো কৃপা কৰী কৌঠে অংগ্ৰেঞ্জী আলেখতা মিত্র অথবা সঙ্গাসংখ্যধীনে তমারা বতি তমারী স্থানিক নোঅৱলুয় অফিস অথবা হাউজিং টিমনো সংপর্ক সাধবা বিন্ন্তী কৰী।
পছী কুলাধিথা সাথে তমনে মথাবানী অমে ব্যবস্থা কৱজু.

زور گرنگ. نه گه ر له م نامه په ټينگه پت نه وا تكايه دا وا له هاورتيه كت پان خزميكت بكه كه نينگليزي ده زانيت بؤ نه وه ي له جياتي تو په يوه ندى بكت به نووسينگه ي خانوو به ره ي گه ره ك "تبيبه ر هوود نؤفيس" پان تيمي خانووبه ره وه. نيمه وه رگيريزكي زمانيشت بؤ دابين ده كه ين

Uwaga ważne: Jeżeli nie rozumiecie Państwo tego listu, poproście znajomego lub krewnego mówiącego po angielsku, ażeby w Państwa imieniu skontaktował się z miejscowym biurem porad (neighbourhood office) lub zespołem ds. mieszkaniowych (housing team), a my wtedy zorganizujemy dla Państwa spotkanie z tłumaczem ustnym.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਦੀ ਸਮਝ ਨਹੀਂ ਲੱਗਦੀ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਅਪਣੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਦੋਸਤ ਜਾਂ ਰਿਸ਼ਤੇਦਾਰ ਨੂੰ ਕਹੋ ਕਿ ਉਹ ਤੁਹਾਡੇ ਵਾਸਤੇ ਸਥਾਨਕ ਨੇਬਰਹੁੱਡ ਔਫਿਸ ਜਾਂ ਹਾਊਸਿੰਗ ਟੀਮ ਨਾਲ ਸੰਪਰਕ ਕਰੇ। ਉਸ ਤੋਂ ਬਾਅਦ ਅਸੀਂ ਕਿਸੇ ਦੋਭਾਸ਼ੀਏ ਰਾਹੀਂ ਤੁਹਾਡੇ ਨਾਲ ਗੱਲ ਕਰਨ ਦਾ ਪ੍ਰਬੰਧ ਕਰਾਂਗੇ।

که تاسی په دی لیفلت نه پوهیږی نو مهربانی وکړی دخپل یو ملگری یا خپلوان نه چه په انگریزی ژبه خبری کولای شی غوښتنه وکړی چی ستاسی دسیمی "تیبیرهود آفس" یا "هوسنگ تیم" سره ستاسی له خواتماس ونیسی. بیا به مونږ یو ترجمان برابر کړو چه تاسی سره لیدنه وکړو.

Hadii aadan fahmin waxa kuqoran boog yarahan (warqadan) fadlan waydiiso qof saaxiibkaa ama qaraabadaada ah oo kuhadla afka ingiriisiga inuu kuu waco xafiiska dariska ee kuu dhaw (neighbourhood office) ama kooxda guryaha asaga oo adiga kumatalaya. Markaa kadib waxaan kuu balaminaynaa afceliye (turjubaan).

اگر آپ اس دستاویز کا مضمون نہیں سمجھ سکتے تو براہ مہربانی کسی دوست یا رشتہ دار سے، جو انگریزی بول سکتے ہوں، کہیں کہ وہ آپ کی طرف سے آپ کے مقامی نمبر ہڈ آفس یا ہاؤزنگ ٹیم سے رابطہ کریں۔
پھر ہم آپ سے ملاقات کرنے کے لیے ایک ترجمان کا انتظام کریں گے۔

Nếu quý vị không hiểu rõ thông tin này làm ơn nhờ một người bạn hoặc thân nhân, nói tiếng Anh, thay mặt quý vị liên lạc với văn phòng ban láng giềng hoặc đội lo nhà cửa ở địa phương của quý vị. Chúng tôi sẽ thu xếp một thông dịch viên để gặp quý vị.

If you would like this form in large print please call 0121 464 3255.