

From homeless applicant to council
Request for review of decision on homelessness application

Important notes:

- This letter can be posted, emailed or taken in person to the council
- Get independent advice. Contact Shelter Cymru (tel: 0345 075 5005/ email: emailadvice@sheltercymru.org.uk) or search for a legal aid provider online at <https://www.gov.uk/check-legal-aid>
- Information about the help councils must give you is available at <http://sheltercymru.org.uk/get-advice/homelessness>

[Your address]

Tel: [Your email address]

Email: [Your telephone number]

[Council department, e.g. Housing Options Team]

[Council address]

[Date]

By [hand / post / email to [insert email address]]

Dear Sir/Madam

Homeless review request

I would be grateful if you would:

- Review the decision you made on my homelessness application on [insert date of decision].
- Confirm the date by which I must provide my reasons for asking for the review and provide any additional information.
- Send me a copy of my homelessness and housing waiting list file records (including any records held electronically).

[Insert the following sentence if you're occupying temporary accommodation provided by the council] Please also confirm whether you will continue to provide temporary accommodation until the review is completed.

I intend to obtain independent legal advice.

Yours faithfully

[Insert name]

