



If the Council decide that the offer of accommodation made available to you is suitable and you still disagree, you will be advised that you have the right to request a review of the officer's decision. You must request a review of this decision within 21 days of being notified of the Council's decision. You can do this either verbally or in writing to the notifying officer.

Important

You may accept or refuse the offer of accommodation, in either event you are entitled to seek a review of the decision to make this offer to you. If, though you refuse to accept this accommodation you will not be able to retract your refusal, so that if the review goes against you, the Council shall be discharged of any duty towards you. On the other hand, if the review goes in your favour, the Council shall, in light of the review decision, have to make you a different offer or reconsider our position.

If you wish to request a review of the Council's decision we strongly advise that you seek independent legal advice on this matter.

Please refer to the leaflet **'Requesting a Review'** for further information about how to request a review and the process that follows.



For more information please contact the Housing Options Team on:

Telephone:
01243 534 734

Email:
housingteam@chichester.gov.uk

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Offering Suitable Accommodation



The council have a duty to temporarily accommodate homeless households found to be eligible, homeless, in priority need, unintentionally homeless and with a local connection to the district, until a suitable offer of accommodation is made to the applicant.

This leaflet is designed to:

- 1) explain what **SUITABLE** means; and
- 2) inform you of your rights to request a review of the suitability of accommodation.

Chichester District Council operates a Choice Based Letting Scheme called Homemove. All the vacant social rented properties are advertised fortnightly and you are able to show an interest (known as a 'bid') on a maximum of three properties each edition. Following a bid made by or on your behalf properties are allocated according to housing need and local connection to the district.

If you are shortlisted for an allocation of social housing you will be contacted directly by the housing association and given a reasonable opportunity to consider the offer and inspect the accommodation.

Having had the opportunity to view the property, if you wish to refuse the offer of accommodation you must inform the housing association who will in turn contact the Council's Housing Interventions Team and advise us of your decision. You need to inform the Council why you regard the offer of accommodation as unsuitable either verbally or in writing.

The Council will then have to determine whether the offer of accommodation is suitable for you and your household's particular individual needs. During this time the offer of accommodation will remain open to you. If you are currently residing in the Council's temporary accommodation the information supplied at your 8 weekly review is taken into consideration which provides some general information about your needs and desires. The Council will also consider whether the specific property offered to you is suitable.

When determining whether an offer is suitable the key factors considered include:

- **Size** - The Council's Allocation Scheme stipulates the size of the accommodation you are eligible to be allocated based on the sex and age of your household members and their relationship to you.
- **Location** – The location of accommodation in relation to paid employment, schools and services will be taken into consideration however due to the limited availability of housing stock, we cannot guarantee that an offer of accommodation will always be in a particular location. The council will always look at the particular needs of the household, for example children in their final year of senior school would not be expected to change schools. However, unless a younger pupil has a statement of special educational needs, the council may conclude that it is not unreasonable for a child(ren) to move to a new school.

- **Affordability** – Any offer of accommodation will be affordable to the applicant.
- **Arrangement** – the property must be physically accessible to you and any person reasonably expected to reside with you. Careful consideration will be given to the physical accessibility of a property to households where there are particular medical and/or physical needs.
- **Social** – Consideration as to whether the offer of accommodation places a victim of domestic or other violence at risk will require assessment. There are provisions in the Council's Allocation Scheme to restrict areas of allocation to both the victim and the perpetrator of domestic or other violence to ensure that offers of accommodation are suitable.
- **Standard** - The accommodation will be fit for habitation and free from hazards.

You will be notified in writing of the Council's decision as to whether the accommodation you have been offered is considered suitable or not. If the Council agrees that the property is not suitable you should continue to bid through Homemove in the usual way.