**PARTNER REFERRAL FORM – HOMELESSNESS REDUCTION ACT**

This form is to be used to refer clients who appear to you to be Homeless or Threatened with Homelessness within 56 days. This referral does not guarantee that the local authority will open a homeless application or that your client will access housing but it does guarantee that advice will be given and may lead to a Personal Housing Plan which will outline the actions your client and the housing authority will take to address his/her housing problem.

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| Referring Agency details | | | | | Referrer’s name: | |  | |
| Agency: | | | | | Telephone number: | |  | |
| Email address: | |  | |
| Client details | | | | | | | | |
| Full Name : | | | | | Date of birth: | | | |
| Current address: |  | | | | | | | |
| Contact details | Telephone number: | | | | Email address: | | | |
| Household composition: | Single | | Couple | | | Single with dependent child/ren | | Couple with dependent child/ren |
| Homeless/ Threatened Homelessness | | | | | | | | |
| Date of potential homelessness: | Reason for potential/actual homelessness: | | | | | | | |
| Support /Health Needs | | | | | | | | |
| Support/Health needs identified: | | | | | | | | |
| Support worker name (if different from referrer): | | | | | Contact details: | | | |
| Risk Assessment | | | | | | | | |
| Potential risks to self or others: Y/N | | Details of risk/s: | | | | | | |
| Consent | | I confirm that the client has consented to this referral being made to xxxxxxxxxx Council for help with his/her housing problem.  Tick box to confirm: □ | | | | | | |
| Referrer: Please now e-mail this form to the relevant local authority | | | | | | | | |
| Would you like us to let you know the outcome of the referral (subject to the client’s consent)? | | | | Yes □ No □ | | | | |

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| **District** | **Email** |
| Basildon | [housing.solutions@basildon.gov.uk](file:///\\Nt-its2\Strategic\Housing%20Advisory%20&%20Homelessness\Homelessness%20Reduction%20Act\housing.solutions@basildon.gov.uk) |
| Braintree | [housingoptions@braintree.gov.uk](mailto:housingoptions@braintree.gov.uk) |
| Brentwood | [housingneeds@brentwood.gov.uk](mailto:housingneeds@brentwood.gov.uk) |
| Castle Point | [Housingoptions@castlepoint.gov.uk](mailto:Housingoptions@castlepoint.gov.uk) |
| Chelmsford | [housing.adviceemail@chelmsford.gov.uk](mailto:housing.adviceemail@chelmsford.gov.uk) |
| Colchester | [housing.solutions@colchester.gov.uk](mailto:housing.solutions@colchester.gov.uk%20) |
| Epping Forest | [homelessness@eppingforestdc.gov.uk](mailto:homelessness@eppingforestdc.gov.uk) |
| Harlow | [housing.options@harlow.gov.uk](mailto:housing.options@harlow.gov.uk) |
| Maldon | [housingoptions@maldon.gov.uk](mailto:housingoptions@maldon.gov.uk) |
| Rochford | [housingoptions@rochford.gov.uk](mailto:housingoptions@rochford.gov.uk) |
| Southend | [housingsolutionsteam@southend.gov.uk](mailto:housingsolutionsteam@southend.gov.uk) |
| Tendring | [housingoptions@tendringdc.gov.uk](mailto:housingoptions@tendringdc.gov.uk) |
| Thurrock | [HousingOptions@thurrock.gov.uk](mailto:HousingOptions@thurrock.gov.uk) |
| Uttlesford | [Housingoptions@uttlesford.gov.uk](mailto:Housingoptions@uttlesford.gov.uk) |