

This leaflet explains what to do if you think the council's decision not to adapt your council home is wrong

You have **28 days** to ask for a review of the decision not to adapt your home, so it's important that you act quickly.

Complete the tear off part of this form and return it to the address on the back of this leaflet.

You should set out your reasons clearly for requesting the review.

If you want to send additional documents, you can do so, but you must have got them to the Council at least 5 days before the review hearing.

You can bring someone with you to the hearing, but please let us know in advance who you are bringing.

If you need any assistance or support to attend your hearing, or at the hearing itself, please let us know so we can arrange this for you.

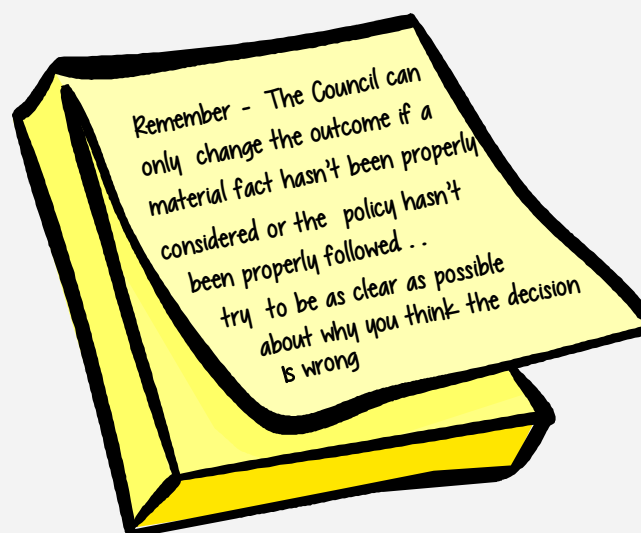
If there are any dates that you cannot attend the review, please try and let us know in advance.

Once we have received your request, we will arrange a meeting. Your review meeting will be chaired by a senior manager of the council and there will be one or two other people who were not involved in the original decision.

This is your meeting, so think about what you want to say, and why you think the decision is wrong.

The people on the panel may ask you some questions. This isn't to try and catch you out, it is so they can make sure they have understood everything properly.

After the meeting, the review panel will consider everything you have had to say and they will write to you within 14 days with the decision that they have reached.



Application for a review

Name

Address

Postcode

Telephone

Mobile

Email

Do you wish to attend your review in person?

Yes No

Do you want to submit any further evidence or documents for consideration at your review?

Yes No

Do you require any support or assistance at the review?

Yes No

Please give details of anyone you intend to bring with you
(representative/friend/relative/other)