

Guidance to requesting review of your banding / bedroom entitlement:

*If there has been no change in your situation since you completed your Housing Application form but you disagree with your banding or bedroom entitlement, you can request a review of your assessment. You must read **Point 5 and Point 6 of our Allocation Policy** (available on www.wealden.gov.uk/applyforhousing) in order to understand how bedroom entitlement and banding are allocated including details of medical assessment (if applicable to your situation). It can take up to eight weeks to process your review and you will be notified of our decision in writing.*

Your request will only be considered providing that:

- 1. It is made in writing and within 21 days from the date on your Sussex Homemove welcome letter. If your request is received beyond the 21 days' period, the Council will justify if the extend of time is reasonable to accept.*
- 2. It explains why you consider our decision is incorrect and based on our Allocations Policy – what decision you believe would be adequate to your housing needs. Please note that having multiple housing needs does not automatically increase your banding as majority of times they are already considered within a particular band reason.*
- 3. Appropriate and additional evidence is also provided to support your request, other than the evidence you already submitted with your Housing Application form.*

If your request does not include all of the above information, we will not be able to review your housing assessment. *If you need help with completing your request, please contact your local Citizens Advice Bureau.*

*To submit your request, please email it to: **housingoptions@wealden.gov.uk** or post it to the following address:*

***Housing Options Team
Wealden District Council
Vicarage Lane
Hailsham
BN27 2AX***

