**Kent Pre-Eviction Protocol Referral Form (Appendix Two)**

This is a referral to Housing Services within Kent and Medway made under the Kent preeviction protocol, or the National Housing Federation’s offer on the Duty to Refer under the Homelessness Reduction Act 2017, known as the Commitment to Refer. The Local Authority approached will provide advice and assistance to anyone who is homeless or at risk of becoming homeless.

Referral should be to **one chosen Local Authority only**.

**Please complete this referral form electronically:**

|  |  |
| --- | --- |
| **Customer’s Name:** | **Date of Birth:** |
| **Customer’s Address:** | |
| **Phone Number:** | **Email address:** |
| **Reason for referral** (Please provide details of their current accommodation and why they are homeless or threatened with homelessness) | |
| **Contact details of referrer:** | |
| **Are there any known risks to staff visiting the Customer at home or any other issues that we need to be aware of prior to initial contact?** | |

**Please provide any relevance details including:**

**Rent Statement NOSP Order for Possession**

|  |  |  |
| --- | --- | --- |
| **Local Authority** | **Email address/ website link** | **Duty Telephone** **number** |
| Ashford Borough  Council | [Housing.advice@ashford.gov.uk](mailto:Housing.advice@ashford.gov.uk)  <https://www.ashford.gov.uk/housing/housing-help/> | 01233 331111 |
| Canterbury City Council | [housingadvice@canterbury.gov.uk](mailto:housingadvice@canterbury.gov.uk)  <http://www.canterbury.gov.uk/> | 01227 862000  01227 862518 |
| Dartford Borough  Council | [housingoptions@dartford.gov.uk](mailto:housingoptions@dartford.gov.uk)  <http://www.dartford.gov.uk/> | 01322 343434 |
| Dover District Council | [housing.options@dover.gov.uk](mailto:housing.options@dover.gov.uk)  <https://www.dover.gov.uk/News/Coronavirus-Updates/Contacting-our-Housing-Needs-team.aspx> | 01304 872265 |
| Folkestone & Hythe  District Council | [Housing@Folkestone-Hythe.gov.uk](mailto:Housing@Folkestone-Hythe.gov.uk)  <https://folkestone-hythe.gov.uk/article/926/Housing-options-team> | 01303 853000 |
| Gravesham Borough  Council | [housingneedsteam@gravesham.gov.uk](mailto:housingneedsteam@gravesham.gov.uk)  <https://www.gravesham.gov.uk/home/housing/homeless/overview> | 01474 564422 |
| Maidstone Borough  Council | [housingadvice@maidstone.gov.uk](mailto:housingadvice@maidstone.gov.uk)  <https://maidstone.gov.uk/home/primary-services/housing/tier-2-primary-areas/homeless-or-at-risk> | 01622 602440 |
| Medway Council | <https://www.medway.gov.uk/info/200151/housing_advice/82/at_risk_of_homelessness/1> | 01634 333600 |
| Sevenoaks District  Council | [housing@sevenoaks.gov.uk](mailto:housing@sevenoaks.gov.uk)  <https://www.sevenoaks.gov.uk/info/20045/homelessness_and_finding_a_home/115/homelessness_prevention_and_support> | 01732 227000 |
| Swale Borough Council | [housingoptions@swale.gov.uk](mailto:housingoptions@swale.gov.uk)  <http://www.swale.gov.uk/> | 01795 417485 |
| Thanet District  Council | [housing@thanet.gov.uk](mailto:housing@thanet.gov.uk)  <https://www.thanet.gov.uk/services/housing-help-and-advice/> | 01843 577277 |
| Tonbridge & Malling  Borough Council | <https://www.tmbc.gov.uk/services/housing/housing-advice/homelessness-prevention>  [housing.services@tmbc.gov.uk](mailto:housing.services@tmbc.gov.uk) | 01732 876067 |
| Tunbridge Wells  Borough Council | [housingadvice@tunbridgewells.gov.uk](mailto:housingadvice@tunbridgewells.gov.uk)  <https://www.tunbridgewells.gov.uk/coronavirus/advice-and-support-for-residents/housing#:~:text=We%20are%20trying%20very%20hard,organising%20face%20to%20face%20meetings>. | 01892 526121 |