

**Stevenage Haven**  
**Appeal Against Outcome of Referral Process**

In accordance with the Referral Process, you have the right to appeal against the decision not to offer you accommodation at Stevenage Haven. You must appeal within **14 days** of the decision directly to the Director, in writing. If you need help to write this appeal please either speak with your current referring agency/support worker or to a member of staff at Stevenage Haven. If you choose to appeal the Director will consider this appeal within **7 working days** upon receipt. If the Director upholds your appeal then accommodation will be offered to you when next available.

<b>Referral's Name:</b>	
<b>Date of referral form submitted:</b>	
<b>Agency involved:</b>	
<b>Please detail why you feel the decision not to accommodate you at Stevenage Haven is wrong.</b>	
<i>Please use further sheets if required</i>	

**Signed**..... **Date** .....

Stevenage Haven,  
6 Ditchmore Lane,  
Stevenage,  
SG1 3LJ

Tel: 01438 354884  
Email: [referrals@stevenagehaven.org.uk](mailto:referrals@stevenagehaven.org.uk)