

Draft letter asking your local authority to look at your bedroom tax decision again (Please note this document is an illustrative guide only and is not legal advice).

Name (Your full name)

Address (The full address of your home where you have been claiming housing benefit)

Your National Insurance Number

Reference number (This is the housing benefit reference that your council has given you on their letter to you, which should be at the top of their letter)

Date of the decision (This is the date of the letter from the council telling you about the decision. If this date is more than a month ago then you will need to explain why you could not reply before – for example, you have been coping with illness or bereavement, or have been outside the United Kingdom or there has been a family crisis, or some other good reason).

Re: The name of the benefit I am disputing is housing benefit (under-occupancy deductions).

I think your decision is wrong because you have failed to base your decision upon the actual facts and circumstances of my case, or an inspection of my home.

Please provide me with a copy of your policy which sets out how you define 'bedroom' for the purposes of the HB Regulations 2006 as amended by SI No.3040, and any other documentation which explains how you have reached your decision in my particular case.

I believe you have applied a blanket policy, and unlawful approach, in determining that I have a spare room. More particularly I think your decision is wrong because

You should now choose from the list of arguments, the reason or reasons why you think the decision is wrong and insert them here.

Remember that you will also need to give details of your personal circumstances. We have included some points you might want to raise for each argument.

I would therefore like to request a statement of reasons and for this decision to be looked at again under review. Should the review not be successful I also wish to appeal against that decision.

Yours sincerely

Signature (You must sign and date the letter).