

## City of London Sanctuary Scheme Referral Form

Please refer to the Sanctuary Scheme Referral Process for Details of where to send the referral

DETAILS OF REFERRER			
<b>Name:</b>		<b>Address:</b>	
<b>Job Title:</b>			
<b>Organisation:</b>			
<b>Contact No:</b>		<b>Postcode:</b>	
<b>Date Referral Completed:</b>		<b>Email:</b>	
<b>Alternative Contact Details if Referrer not Available:</b>	<b>T:</b>  <b>E:</b>		

MULTI AGENCY RISK ASSESSMENT CONFERENCE (MARAC)			
<b>Has the MARAC risk assessment been carried out?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>If yes, was the client referred to MARAC?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/>			
<b>If no, do you plan to complete a MARAC risk assessment?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>			
If no was there a reason for that? Can you provide details?			
<b>Who carried out the assessment?</b>			
<b>Name</b>		<b>Job title</b>	
<b>Organisation</b>		<b>Contact no</b>	

DETAILS OF CLIENT			
<b>Name:</b>			
<b>Date of birth:</b>			
<b>Address:</b> (permanent address where the works are required)		<b>Alternative address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Date of tenancy:</b>			
<b>Ethnicity:</b>			
<b>Children living with the client:</b>			

<b>Name:</b>		<b>Date of birth:</b>	
<b>Name:</b>		<b>Date of birth:</b>	
<b>Name:</b>		<b>Date of birth:</b>	
<b>Name:</b>		<b>Date of birth:</b>	
<b>Name:</b>		<b>Date of birth:</b>	
<b>Accommodation</b>			
<b>Property:</b>		<b>Tenancy type:</b>	
<b>Partnership:</b>		<b>Other info:</b>	
<b>Landlord / estate officer / housing provider details who can approve works (if applicable)</b>			
<b>Name:</b>		<b>Address:</b>	
<b>Work mobile:</b>			
<b>Availability:</b>			
<b>Email:</b>		<b>Postcode:</b>	
<b>Do they need to attend the property before granting access?</b>			
yes	<input type="checkbox"/>		
no	<input type="checkbox"/>		

<b>DETAILS</b>			
<b>Does the perpetrator have legal access to the property?</b>			
Further info:			
<b>Has the client sought legal remedies?</b>			
If so, please give details:			
(Expiry date)			
<b>Has the violence/perpetrator been reported?</b>			
Who was it last reported to and when?			
<b>Name:</b>		<b>Address:</b>	
<b>Date of birth:</b>			
<b>Other info:</b>		<b>Postcode:</b>	

<b>BACKGROUND INFORMATION</b>	
(Please indicate any threats made by the perpetrator against the client and property)	

**TO BE COMPLETED BY PERSON COMPLETING SANCTUARY SCHEME  
ASSESSMENT**

<b>RISK</b> (Please indicate if there is an imminent risk to the client and/or property and any threats made by the perpetrator against the client and property)			
<b>Sanctuary Scheme approved by homelessness team?</b>			
<b>Date received by City of London Police:</b>			
<b>Date security assessment complete:</b>			
<b>Specification form attached to end of form?</b>			

<b>FIRE SAFETY OFFICER REPORT</b>			
<b>Fire safety officer report required?</b>			
<b>Date of fire officer visit:</b>		<b>Name:</b>	

<b>ENVIRONMENTAL HEALTH ASSESSMENT DETAILS</b>			
<b>Date received by EH:</b>			
<b>Date of landlord's consent:</b> <b>Details:</b>			
<b>Date referred to contractor:</b> <b>Details:</b>			
<b>Works start date:</b>		<b>Works completion date:</b>	