# Checklist: Challenging homelessness decisions

- What decision has the local authority made?

- Has the local authority given the client a written notification of the decision?  
  **If yes,**
  - When did the client actually receive the decision?
  - Is the date the client was notified the same as the date on the decision letter?
  - If not, then when was the client first told that the letter was available for their collection?

- Has the client provided you with a copy of the decision letter?  
  **If yes:**
  - Does the letter state the client has the right to a review within 21 days of the notification?

- Was the decision issued more than 21 days ago?

- What have the local authority based their decision on?  
  - What is their argument?
  - What evidence have they considered?
  - What enquiries have they carried out?

- Does the client agree with the argument that the local authority have based their decision on?

- Does the client dispute anything that the local authority has stated?

- Is there any information or evidence that the client thinks the local authority has not considered?

- Does the client have a disability or another protected characteristic?  
  **If yes,**
  - Has the local authority considered this in their decision letter?

- Has the client requested a review?

- Has the local authority given the client any deadline to provide them with future submissions?

- Has the client been provided with emergency accommodation while the local authority are carrying out their enquiries?  
  **If yes,**
  - Has the client been given a date to leave their emergency accommodation?

- If a review has been requested, has a request for accommodation pending review been made?  
  **If yes,**
  - What was the local authority’s response?
  - Has accommodation been provided or agreed?

- Is the client eligible for legal aid?