

## SCHEDULE 2

Regulation 5

### Procedure for Review by Written Representations

#### **Prior to the review**

**14.** Within 21 days of the period beginning with the service of the notice under section 298(2) of the Act, the tenant must send to the reviewer and the authority any evidence to be taken into account by the reviewer.

**15.** Where the authority—

- (a) receives any information from the tenant under paragraph 1; and
- (b) wishes to respond to that information

it must send its response (which should be limited to matters not already stated in the notice served under section 298(2) of the Act) to the reviewer and the tenant within 14 days of receipt of the information.

#### **The review**

**16.** When reviewing the decision of the authority, the reviewer must take account of—

- (a) the notice served under section 298(2) of the Act;
- (b) any evidence submitted by the tenant and authority under paragraphs 1 and 2;
- (c) any representations received from any person providing behavioural support to the tenant; and
- (d) any other information the reviewer considers relevant.

**17.** The authority and the tenant must be notified in writing of the decision of the reviewer—

- (a) where the tenant has not submitted evidence under paragraph 1, within 28 days of the period beginning with the service of the notice under section 298(2) of the Act;
- (b) where the authority has submitted a response under paragraph 2, within 14 days of the submission of the response; or
- (c) where the tenant has submitted evidence under paragraph 1 but the authority has not submitted a response under paragraph 2, within 28 days of the authority receiving the evidence submitted by the tenant.