
Mr H Downey
Democratic Services Officer
Legal and Civic Services Department
Belfast City Council
City Hall
Belfast

6th August 2019

Your ref: HD/MOH

Dear Mr Downey

I refer to your letter dated 22nd July 2019 with regard to the motion passed at a meeting of Belfast City Council.

A Full Duty Applicant is a person to whom the Housing Executive owes a duty under the homelessness legislation, Article 10(2) of the Housing (NI) Order, 1988.

The awarding of homelessness status (Full Duty Applicant status) is set out in the criteria laid down in The Housing (NI) Order 1988.

Where a person presents to the Housing Executive as homeless, we will respond in accordance with this law and commence our enquiries.

The Housing Executive is prohibited from taking a blanket approach to awarding Full Duty Applicant status to residents living in a homeless hostel.

A full duty applicant is a person who passes all four tests for homelessness. Our enquiries will determine whether or not the applicant meets the four statutory homelessness tests, which are defined in law.

Those four tests, which are applied, are:-

1. Homeless/threatened with homelessness
2. Eligible for assistance
3. In priority need; and
4. Unintentionally homeless.

Assessments are carried out on an individual basis by the Housing Executive and when enquiries are complete, a Notification of Decision is given in writing to the applicant. If an

individual's circumstances change, we would encourage them to visit us to be re-assessed.

If you still require a meeting I will make arrangements for the appropriate staff to attend.

Yours sincerely

A handwritten signature in blue ink that reads "C Bailie". The signature is written in a cursive style with a large initial 'C'.

C Bailie
Chief Executive