

## Housing

Ask for: [REDACTED]

Email: [REDACTED]

Direct line: [REDACTED]



Date: [REDACTED]

Dear [REDACTED]

### **Re: Notice that our s193(2) Main Duty has come to an end**

You applied to this Council on the [REDACTED]. Your housing application was accepted on the [REDACTED]. Under Section 193(2) Housing Act 1996 we had a duty to provide you with suitable Private Rented Sector or Part 6 accommodation (Main duty). To meet our obligation, we offered you Part 6 accommodation at [REDACTED] which you accepted on the [REDACTED].

#### Ending of Main Duty

The S193(2) Main duty comes to an end if the following occurs:

#### *Section 193(6)*

*c) You accept an offer of accommodation under Part 6 (allocation of housing)*

#### Accepted a Part 6 Offer

I am satisfied that the duty to provide you with accommodation had come to an end as Section 193(6)(c) applies to you. This is because you accepted the Part 6 offer at [give address] on the [give date]. As a result, I am satisfied that the Council is entitled to end its S193(2) Main duty towards you. This means that you will not receive any other offers.

If you have not yet moved into your Part 6 accommodation you must do so immediately unless you have been given a later tenancy start date. If you do not move out of your temporary accommodation when required to do so the Council will take steps to evict you from any temporary accommodation you may be occupying.

#### If you disagree with this decision

You can request a review of this decision under Section 202 of the Housing Act 1996 as amended within 21 days of being notified of the authority's decision. Please note that review requests made outside of the time limited may not be considered.

Please send your request to [housing.options@dover.gov.uk](mailto:housing.options@dover.gov.uk) and type 'S202 review' in the subject field. It would be helpful if you could explain why you disagree with the decision which has been reached but you do not have to.

Alternatively, you can call our service on 01304 821199 to request a review.

Yours sincerely

[REDACTED]  
Housing Officer - Interim Accommodation

## Housing

Ask for: [REDACTED]

Email: [REDACTED]

Direct line: [REDACTED]



Date: [REDACTED]

Dear [REDACTED]

I am pleased to advise you that you have sufficient priority under the Council's allocation scheme to be offered a property under Part 6 Housing Act 1996 (Allocations). This is a Final Offer for the purposes of subsection (7) of S193 Housing Act 1996 to end our homelessness duty towards you.

### The Property

This letter is to offer you a tenancy at the following property: [REDACTED]

A general description of the property is as follows: [REDACTED]

The tenancy will be an introductory to secure tenancy.

The weekly rent will be [REDACTED] with a service charge [REDACTED]

The landlord is Dover District Council.

### Viewing Arrangements

You will be invited to view the property in due course.

Please bring to the viewing the following documents: A form of Photo ID and/or a utility bill.

### Consequences of Refusing/Accepting the Offer

It is essential that you accept this offer. If you do not do so I will treat this as a formal refusal of the offer and proceed to end the Council's Main duty towards you. This means that you will not receive any other offer of accommodation and you will be evicted from any temporary accommodation that you may currently be occupying.

If you accept this offer then our homelessness duty will come to an end and you will not receive any other offers and you will be expected to give up any temporary accommodation you may currently be occupying.

### Suitability

In reaching the decision to offer you this property, we have taken into account your individual circumstances and consider the property to be suitable for you and your family to occupy on all grounds. We consider it to be of adequate size, affordable and suitability located. We also consider it to be in a reasonable condition. There is also no evidence of a threat of violence.

### Other Important Information

**This is a Final Offer of Accommodation under Part 6 Offer made under section 193(7A) of the Housing Act 1996.**

The Council is satisfied that the property is suitable for you and your household. The Council is also satisfied that you are not under contractual or other obligations relating to your existing accommodation, which you are not able to bring to an end before taking up this offer.

### Request for a Review

You can request a review of this decision that the property is suitable for you. You can request a review of this decision under Section 202 of the Housing Act 1996 as amended within 21 days of being notified of the authority's decision. Please note that review requests made outside of the time limited may not be considered.

You may exercise this right whether or not you accept the offer. I, therefore, strongly advise you to accept the offer and then request a review. This will prevent you from becoming homeless in the event that the review goes against you.

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Ask for: [REDACTED]

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Direct line: [REDACTED]



Date: [REDACTED]

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Direct line: [REDACTED]



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A general description of the property is as follows: [REDACTED]

The tenancy will be an introductory to secure tenancy.

The weekly rent will be [REDACTED] with a service charge of [REDACTED] per week.

The landlord is Dover District Council.

#### Viewing Arrangements

You will be invited to view the property in due course.

Please bring to the viewing the following documents: Proof of ID, proof of income and a current bank statement.

#### Consequences of Refusing/Accepting the Offer

It is essential that you accept this offer. If you do not do so I will treat this as a formal refusal of the offer and proceed to end the Council's Main duty towards you. This means that you will not receive any other offer of accommodation and you will be evicted from any temporary accommodation that you may currently be occupying.

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Yours sincerely

[REDACTED]  
Housing Officer - Interim Accommodation

**From:** [REDACTED]  
**Sent:** 04 November 2025 15:15  
**To:** [REDACTED]  
**Subject:** Direct let  
**Attachments:** Generic Nomination form April 2025 (1).doc  
**Importance:** High

Hi

We've got a direct let for [REDACTED] It's a [REDACTED]  
[REDACTED]

Please can you complete the following by the end of the week:

- ASB & rent arrears checks – any ASB on previous tenancies or current tenancy? Rent arrears on current or former tenancies in the last 5 years or any time if a DDC property.
- Suitability assessment on Huume to be completed with applicant & include the affordability assessment
- If there are no issues, please update the columns AB-AJ on the queue with this information & make a note on Huume as well
- Complete the generic nomination form making sure you add any relevant information & send to [housinglettings@dover.gov.uk](mailto:housinglettings@dover.gov.uk), [nominations@dover.gov.uk](mailto:nominations@dover.gov.uk) & cc me in as well.
- Send the final offer letter to applicant.

The allocations policy states a property will not be offered:

*until the debt is reduced to a reasonable level. A reasonable level is generally considered to be £400 or less, or no more than four weeks rent arrears, or the applicant can provide a repayment plan agreed with the applicant's landlord and can evidence payment against the plan for the last 6 months, at the time of being verified for a property.*

Thanks



[REDACTED]  
**Senior Temporary Accommodation Officer**  
Dover District Council  
Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ  
Tel: [REDACTED]  
Email: [REDACTED]  
Web: [www.dover.gov.uk](http://www.dover.gov.uk)

**A note on work-life balance:** I sometimes choose to work irregular hours. If I send you an email at a strange time, I do not expect an immediate response; please reply during your own working hours.

Dover District Council is a data controller under GDPR. Your attention is drawn to our Corporate Privacy Notice at <https://www.dover.gov.uk/privacy>; this explains how we will use and share your personal information and protect your privacy and rights.

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**From:** DDC Nominations <[Nominations@DOVER.GOV.UK](mailto:Nominations@DOVER.GOV.UK)>

**Sent:** 04 November 2025 14:01

**To:** [REDACTED]

**Subject:** [REDACTED]

**Importance:** High

Hi [REDACTED]

Is the below suitable for a direct let?





Kind Regards,

 Description:  
cid:image0  
01.jpg@01  
CF2412.F  
B6DEBD0

**Housing Allocations Officer**  
Dover District Council  
Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ

Web: [www.dover.gov.uk](http://www.dover.gov.uk)

Dover District Council is a data controller under GDPR. Your attention is drawn to our Corporate Privacy Notice at <https://www.dover.gov.uk/privacy>; this explains how we will use and share your personal information and protect your privacy and rights.

This e-mail, including any attachments, is intended for the above addressee(s) only and may contain marked material up to RESTRICTED and should be handled accordingly.

If you are not the intended recipient (or authorised to receive it on behalf of the addressee), please notify the sender immediately by return e-mail and then delete the message without copying it or disclosing it to anyone.

Precautions have been taken to ensure that this is a virus-free message but recipients are responsible for carrying out their own checks. This Council accepts no responsibility for loss or damage to any hardware, software or data resulting from this e-mail.

All GCSx (Government Connects Secure Extranet) traffic may be subject to recording and/or monitoring in accordance with relevant legislation.

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Please bring to the viewing the following documents: Photo ID

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