

# *Housing Support Register*

## *Void Notification Process*

### *Emergency Level Services*

1. Resident move on date confirmed / notice given.  
Send AST Void Notification Form (VNF) via email with Part 1 completed in full, including name of resident who has left the room and reason for leaving.  
  
**NB.** If vacancy is due to internal move, provide date & details of resident leaving the service.
2. AST will return VNF with Part 2 completed in full and with the Referral form for the nominated client attached.
3. Service provider must complete Part 3 in full on the VNF and return to AST via email.
4. If client does not attend interview please enter this information on the VNF & return it to AST by email immediately.
5. Once interview / decision made, update VNF and return to AST with Acceptance and move in date / Refusal and refusal details.

All void / nomination communication should be made via email to :

[accommodation.services@bristol.gov.uk](mailto:accommodation.services@bristol.gov.uk)