

**THE  
KNOWLEDGE  
NETWORK**



ACCESS  
ADVICE WHEN  
YOU NEED IT

GET TO  
KNOW  
YOUR RIGHTS

GAIN  
AN EDGE ON  
THE MARKET

NETWORK  
WITH FELLOW  
LANDLORDS

SAVE MONEY  
ON  
SERVICES

# Licensing Application Process - Issues

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Previously worked in local housing authorities and finally ended up seconded to DCLG to oversee the introduction of the licensing and HHSRS provisions of the Housing Act 2004.

## Introduction

- National Mandatory HMO Licensing:  
(removal of storey requirement)
- Additional HMO Licensing (Discretionary)
- Selective Licensing (Discretionary)

## Applications

- New
- Transitional
- Variations
- Transfers
- Renewals (SI 2012 No 2111)
- Temporary Exemption Notices

## Process – stages:

- ① Enquiry (information and advice)
- ② Application submitted and acknowledged
- ③ Visits?
- ④ Draft licence issued and representations
- ⑤ Licence proper issued
- ⑥ Appeal to Tribunal
- ⑦ Follow up on conditions etc.

## Some of the issues

- Information sought at application
- Application – on-line or written
- Data handling and security etc (GDPR)
- Workloads and service planning
- Expectations e.g. response times etc.

## Some more of the issues

- Fees are for a service
- The pricing structure should provide incentives
- Conditions and expiry date (local schemes)
- Visits
- Undersize rooms – evictions?

## Let's have a discussion! Questions?

- What have I missed?
- RROs
- Children in HMOs
- Application of civil penalties

And thank you.