

# Appendix 9

## Requirements for the Designation Of an Area for Selective Licensing



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Section 83 of the Housing Act 2004, requires the Council to publish the designation. Once published the designation must remain available to the public. The designation must set out:

- (a) that the designation has been made,
- (b) whether or not the designation was required to be confirmed and either that it has been confirmed or that a general approval under section 82 applied to it (giving details of the approval in question),
- (c) the date on which the designation is to come into force, and
- (d) any other information which may be prescribed.

In addition to the requirements of the Act, the notice must also contain the following information:

- A brief description of the designated area;
- The name, address, telephone number and email address of
  - The local housing authority which made the designation;
  - The premises where the designation may be inspected; and
  - The premises where applications for licences and general advice may be obtained;
- A statement advising any landlord, person managing or tenant within the designated area to seek advice from the local housing authority on whether their property is affected by the designation; and a warning of the consequences of failing to licence a property which is required to be licensed, including the criminal sanctions.

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 places further requirements on this:

Within 7 days after the date on which the designation was confirmed:

- Place the notice on a public notice board at one or more municipal buildings within the designated area,
- Publish the notice on the HBC web site; and
- Arrange for its publication in at least two local newspapers. must be published five more times in the same two newspapers at intervals of no less than two weeks and no more than three

Within 2 weeks after the designation was confirmed, must send a copy of the notice to:

- Any person who responded to the consultation conducted by it under section 80(9) of the Act (this will be by letter and email)
- Any organisation which, to the reasonable knowledge of the local housing authority represents the interests of landlords or tenants; or



- Represents managing agents, estate agents or letting agents, and
- Every organisation within the area which the LA knows or believes provides advice on landlord and tenant matters, including; law centres; citizens' advice bureaux; housing advice centres; and homeless persons' units.

