

## Application Form Housing Act 2004

### Applications relating to Licensing of Houses in Multiple Occupation (HMOs) and Selective Licensing

**It is important that you read the notes below carefully before you complete this form.**

This is the correct form to use if you want the Residential Property Tribunal ("The Tribunal") to determine one of the applications listed in Annex 1 to this form.

**Please send your completed application form together with the documents specified in section 13 and any application fee payable, to the appropriate Rent Assessment Panel.** (See Annex 3 to this form for Panel addresses). **Do not send any other documents.** If and when further evidence is needed you will be asked to send it in separately.

**If you have any questions about how to fill in this form, the fee payable (if any), or the procedures the Tribunal will use, please call the Residential Property Tribunal Service on 0845 600 3178.**

#### **Guidance Note**

*The term "application" as used in this form refers to the appeals and applications listed in Annex 1 to this form.*

#### **1. DETAILS OF APPLICANT(S)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different): \_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

Capacity (e.g. Owner): \_\_\_\_\_

Representative details: \_\_\_\_\_  
\_\_\_\_\_

*Where details of a representative have been given, all correspondence and communications will be with them until the Tribunal is notified that they are no longer acting for you.*

#### **2. ADDRESS (including postcode) of SUBJECT PROPERTY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **3. BRIEF DESCRIPTION OF SUBJECT PROPERTY (e.g. 3 storey house with five flats) AND APPLICANT'S CONNECTION WITH PROPERTY**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. DETAILS OF RESPONDENT Local Housing Authority (“LHA”)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for correspondence (if different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address (if known) \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_

**5. DETAILS OF ANY INTERESTED PERSONS (Please continue on a separate sheet if necessary)**

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address (including postcode): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidance Note**

*Interested persons are others who may be entitled, and wish to apply to join in the proceedings as applicants or respondents. If you know their names and addresses these should be included here.*

## 6. TYPE OF APPLICATION

Please specify the type of application you wish to make. It would assist the Tribunal if you could use the list in Annex 1 to this form, and indicate the number and description of the relevant application.

---

---

---

---

---

---

Depending on the type of application, the Tribunal will need certain information to assist it in its consideration of the facts. Please read questions (a) and (b) below and complete where relevant.

**(a)** If you are appealing against the service of a notice or an order, when did you receive that notice or order?

---

**(a)** If you are appealing against a local housing authority decision, when was that decision made and when did you find out about it?

---

---

---

Please set out the ground for your application on the enclosed sheet titled  **GROUNDS OF APPLICATION**.

## 7. OTHER APPLICATIONS

Are you involved in any other Housing Act 2004 applications(s) or are you aware of any other applications(s) involving the same owner or property as in this application? If so please give details:

---

---

---

---

---

---

## 8. CAN WE DEAL WITH YOUR APPLICATION WITHOUT A HEARING?

If the Tribunal thinks it is appropriate, and no party requires a hearing, it is possible for your application to be dealt with entirely on the basis of written representations. ("A paper determination").

Please let us know if you would be happy for the case to be dealt with by way of paper determination if the Tribunal thinks it appropriate. YES  NO

**NB: Even if you have asked for a paper determination, the Tribunal may decide that a hearing is necessary. You can also ask for an oral hearing at any time before the determination is made.**

Please go on to complete this form in full on the assumption that a hearing will be held.

## 9. URGENCY OF APPLICATION

We need to decide whether the case needs to be dealt with quickly. Please let us know if there is a particular urgency for a determination in this case and if so, why?

---

---

---

---

---

## 10. AVAILABILITY

If there are any days or dates we must avoid during the next three months (either for your convenience or the convenience of any witness or expert you may wish to call) please list them here.

Dates on which you will **NOT** be available:

---

---

---

## 11. VENUE REQUIREMENTS

Please provide details of any special requirements you or anyone who will be coming with you may have (e.g. the use of a wheelchair and/or the presence of an interpreter):

---

---

---

---

*Applications handled by the London Panel are usually heard in Alfred Place, which is fully wheelchair accessible. Elsewhere, hearings are held in local venues which are not all so accessible and the Clerks will find it useful to know if you or anyone you want to come to the hearing with you has any special requirements of this kind.*

## 12. DOCUMENTS

Following receipt of your application you will be asked to provide a number of documents (referred to as a 'bundle') in support of your case. However, at this stage you must include those documents set out in Annex 2 to this form which are relevant to the application you are making. **Failure to include the specified documents might make this application invalid.** Any additional documents required by the Tribunal will be requested at a later stage.

## 13. FEES

A number of applications attract a fee of £150. Please consult Annex 1 for confirmation of whether a fee is payable.

## 14. CHECKLIST

Please check that :

- You have completed this form fully. The Tribunal will not process your application until this has been done and it has both a copy of the required documents and the fee.
- A copy of the required documents is enclosed.
- A crossed cheque or postal order for the fee (if applicable) is enclosed. Please put your name and address on the back of any cheque you send.

**DO NOT send cash under any circumstances. Cash payment will not be accepted and any application accompanied by cash will be returned to the applicant.**

**Fees should be paid either by crossed cheque made payable to, or a postal order drawn in favour of, the Department for Communities and Local Government.**

### **Waiver of Fees**

You will **not** be liable to pay a fee if you or your partner is in receipt of:

- Income Support
- Housing Benefit
- Income Based Job Seeker's Allowance
- Income-Related Employment and Support Allowance
- A Working Tax Credit where:
  - **either** that Credit includes a disability element or severe disability element (or both) **or it is combined with child tax credit and**
  - the gross annual income used to calculate the Working Tax Credit is £14,213 or less
- A guarantee credit under the State Pensions Credit Act 2002
- A current certificate issued under the Funding Code (legal aid) which is in respect of the proceedings before the Tribunal, the whole or part of which have been transferred from the County Court for determination by a Tribunal.

*If you wish to claim a waiver of fees you must complete another form available from the Panel office. The waiver form will not be copied to other parties in the proceedings.*

*If you are making several applications at the same time, even if you are using different application forms or the applications relate to different parts of the Tribunal's jurisdiction, you do not have to pay a separate fee for each application. The overall fee will be the biggest of the fees payable for each application on its own.*

## 15. STATEMENT OF TRUTH

*I believe that the facts stated in this application are true.*

Signed: \_\_\_\_\_

Name (IN CAPITALS): \_\_\_\_\_

Date: \_\_\_\_\_



## ANNEX 1: List of applications to Residential Property Tribunals under Housing Act 2004

**This list relates solely to matters concerning Licensing of Houses in Multiple Occupation or Selective Licensing.**

An asterisk (\*) by the number in the first column denotes that a fee is required for that application.

### Abbreviations

LHA = Local Housing Authority

HMO = House in Multiple Occupation

No.	Provisions of Housing Act 2004	Type of Application
1*	Section 62(7)	<b>Temporary Exemption Notice</b> An appeal against a decision by the LHA refusing to grant a Temporary Exemption Notice under Part 2 of the Act.
2*	Schedule 5, para. 31(1)	<b>Part 2 HMO Licence</b> An appeal against a decision by the LHA to grant or to refuse to grant, a Licence under Part 2 of the Act.
3*	Schedule 5, para. 32(1)	<b>Part 2 HMO Licence</b> An appeal against a decision by the LHA, to vary or revoke a Licence, or refuse to vary or revoke a Licence under Part 2 of the Act.
4	Section 255(9)	<b>HMO Declaration</b> An appeal against a decision of the LHA to serve a HMO declaration.
5	Section 256(4)	<b>HMO Declaration</b> An appeal against a decision of the LHA refuse to revoke a HMO declaration.
6*	Section 86(7)	<b>Temporary Exemption Notice</b> An appeal against a decision by the LHA refusing to grant a Temporary Exemption Notice under Part 3 of the Act.
7*	Schedule 5, para. 31(1)	<b>Part 3 House Licence</b> An appeal against a decision by the LHA to grant, or to refuse to grant, a Licence under Part 3 of the Act.
8*	Schedule 5, para. 32(1)	<b>Part 3 House Licence</b> An appeal against a decision by the LHA, to vary or revoke a Licence, or to refuse to vary or revoke a Licence, under Part 3 of the Act.

## ANNEX 2: List of documents to be included with application

### Abbreviations

LHA = Local Housing Authority

HMO =House in Multiple Occupation

Application number	Document(s) to be included
1	<p>a) a copy of the notification to the LHA under section 62(1) of the Act</p> <p>AND</p> <p>b) a copy of the LHA's decision notice under section 62(6) of the Act.</p>
2	<p>a) where the application relates to the grant or terms of a Licence:</p> <p>i. a copy of the LHA's notices under paragraphs 1 and 7 of schedule 5 to the Act, and of any notice under paragraph 3 of that schedule</p> <p>AND</p> <p>ii. a copy of the Licence</p> <p>AND</p> <p>b) where the application relates to a refusal to grant a Licence – a copy of the LHA's notices under paragraphs 5 and 8 of that schedule.</p>
3	<p>a) where the application relates to a decision to vary a Licence, a copy of the LHA's notices under paragraphs 14 and 16 of schedule 5 to the Act.</p> <p>b) where the application relates to a refusal to vary a Licence, a copy of the LHA's notices under paragraphs 19 and 21 of that schedule.</p> <p>c) where the application relates to a decision to revoke a Licence, a copy of the LHA's notices under paragraphs 22 and 24 of that schedule.</p> <p>d) where the application relates to a refusal to revoke a Licence, a copy of the LHA's notices under paragraphs 26 and 28 of that schedule</p> <p>e) in any case, a copy of the Licence.</p>
4	A copy of the HMO declaration
5	<p>a) a copy of the HMO declaration</p> <p>AND</p> <p>b) a copy of the LHA's notice of decision not to revoke the HMO declaration.</p>

Continued.....

**ANNEX 2: List of documents to be included with application (continued)**

<b>Application number</b>	<b>Document(s) to be included</b>
6	<ul style="list-style-type: none"><li>a) a copy of the notification to the LHA under section 86(1) of the Act</li><li>b) a copy of the LHA's decision notice under section 86(6) of the Act</li></ul>
7	<ul style="list-style-type: none"><li>a) Where the application relates to the grant or terms of a Licence:<ul style="list-style-type: none"><li>i. a copy of the LHA's notices under paragraphs 1 and 7 of Schedule 5 to the Act, and of any notice under paragraph 3 of that Schedule</li></ul>AND<ul style="list-style-type: none"><li>ii. a copy of the Licence</li></ul>AND</li><li>b) where the application relates to a refusal to grant a Licence, a copy of the LHA's notices under paragraphs 5 and 8 of that Schedule.</li></ul>
8	<ul style="list-style-type: none"><li>a) where the application relates to a decision to vary a Licence, a copy of the LHA's notices under paragraphs 14 and 16 and Schedule 5 to the Act.</li><li>b) where the application relates to a refusal to vary a Licence, a copy of the LHA's notices under paragraphs 19 and 21 of that Schedule.</li><li>c) where the application relates to a decision to revoke a Licence, a copy of the LHA's notices under paragraphs 22 and 24 of that Schedule.</li><li>d) where the application relates to a refusal to revoke a Licence, a copy of the LHA's notices under paragraphs 26 and 28 of that Schedule</li><li>e) in any case a copy of the Licence</li></ul>

## ANNEX 3: Addresses of RPTS Panel Offices

### NORTHERN RENT ASSESSMENT PANEL

First Floor, 5 New York Street,  
Manchester M1 4JB

**Telephone:** 0845 100 2614 or 0161 237 9491  
**Fax:** 0161 237 3656

**This office covers the following Metropolitan districts:** Barnsley, Bolton, Bradford, Bury, Calderdale, Doncaster, Gateshead, Kirklees, Knowsley, Leeds, Liverpool, Manchester, Newcastle-upon-Tyne, Oldham, Rochdale, Rotherham, St. Helens, Salford, Sefton, Sheffield, Stockport, Sunderland, Tameside, Trafford, Tyneside (North & South), Wakefield, Wigan and Wirral.

**It also covers the following unitary authorities:** Hartlepool, Middlesbrough, Redcar and Cleveland, Darlington, Halton, Blackburn with Darwen, Blackpool, Kingston-upon-Hull, East Riding of Yorkshire, Northeast Lincolnshire, North Lincolnshire, Stockton-on-Tees, Warrington and York.

**It also covers the following Counties:** Cheshire, Cumbria, Durham, Lancashire, and Lincolnshire.

### MIDLAND RENT ASSESSMENT PANEL

2<sup>nd</sup> Floor, Louisa House, 92-93 Edward Street,  
Birmingham B1 2RA

**Telephone:** 0845 100 2615 or 0121 236 7837  
**Fax:** 0121 236 9337

**This office covers the following Metropolitan districts:** Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall and Wolverhampton.

**It also covers the following unitary authorities:** Derby, Leicester, Rutland, Nottingham, Herefordshire, Telford and Wrekin and Stoke-on-Trent.

**It also covers the following Counties:** Derbyshire, Leicestershire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire and Worcestershire.

### EASTERN RENT ASSESSMENT PANEL

Unit C4, Quern House, Mill Court  
Great Shelford, Cambridge CB22 5LD

**Telephone:** 0845 100 2616 or 0122 384 1524  
**Fax:** 0122 384 3224

**This office covers the following unitary authorities:** Bracknell Forest, West Berkshire, Reading, Slough, Windsor and Maidenhead, Wokingham, Luton, Peterborough, Milton Keynes, Southend-on-Sea and Thurrock.

**It also covers the following Counties:** Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Essex, Hertfordshire, Norfolk, Northamptonshire, Oxfordshire and Suffolk.

### SOUTHERN RENT ASSESSMENT PANEL

1<sup>st</sup> Floor, 1 Market Avenue,  
Chichester, PO19 1JU

**Telephone:** 0845 100 2617 or 0124 377 9394  
**Fax:** 0122 350 5116

**This office covers the following unitary authorities:** Bath and Northeast Somerset, Bristol, North Somerset, South Gloucestershire, Bournemouth, Plymouth, Torbay, Poole, Swindon, Medway, Brighton and Hove, Portsmouth, Southampton and the Isle of Wight.

**It also covers the following Counties:** Cornwall and the Isles of Scilly, Devon, Dorset, East Sussex, Gloucestershire, Hampshire, Kent, Somerset, Surrey, West Sussex and Wiltshire.

### LONDON RENT ASSESSMENT PANEL

10 Alfred Place,  
London WC1E 7LR

**Telephone:** 020 7446 7700  
**Fax:** 020 7637 1250

**This office covers all the London boroughs.**