

## **Housing Act 2004**

### **Licensing of Houses in Multiple Occupation**

Reading Borough Council is seeking to increase the amount of licence documentation issued electronically. To do this we need the consent of both the applicant and those with a relevant interest in the property.

Please note that under the current Coronavirus restrictions there may be delays issuing paperwork via the post.

By signing and returning this form, you confirm the following:

- That you agree for you/your organisation to receive HMO licences, both draft and final in .pdf format by e-mail, along with associated notices and other documents relating to granting, renewal, variation and revocation of HMO licences under Part 2 of the Housing Act 2004.
- That you are authorised by your organisation to give consent for the above documents to be delivered electronically in the format specified above.

I agree for the documents as specified above to be issued to my e-mail address which is detailed below:

**Name:**

**Position:**

**Nominated e-mail address for the service of documents under Part 2 of the Housing Act 2004 is:**

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**Signature:**

**Date:**

Please also provide a contact telephone number in case of queries:

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## Notes

### 247 Licences and other documents in electronic form

(1) A local housing authority may, subject to subsection (3), issue a licence to a person under Part 2 or 3 by transmitting the text of the licence to him by electronic means, provided the text—

- (a) is received by him in legible form, and
- (b) is capable of being used for subsequent reference.

(2) A local housing authority may, subject to subsection (3), serve a relevant document on a person by transmitting the text of the document to him in the way mentioned in subsection (1).

(3) The recipient, or the person on whose behalf the recipient receives the document, must have indicated to the local housing authority the recipient's willingness to receive documents transmitted in the form and manner used.

(4) An indication for the purposes of subsection (3)—

- (a) must be given to the local housing authority in such manner as they may require;
- (b) may be a general indication or one that is limited to documents of a particular description;
- (c) must state the address to be used and must be accompanied by such other information as the local housing authority require for the making of the transmission; and
- (d) may be modified or withdrawn at any time by a notice given to the local housing authority in such manner as they may require.

(5) In this section any reference to serving includes a reference to similar expressions (such as giving or sending).

(6) In this section—

- “document” includes anything in writing; and
- “relevant document” means any document which a local housing authority are, by virtue of any provision of Parts 1 to 4 or this Part, under a duty to serve on any person.