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STATUTORY INSTRUMENTS

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**2018 No. 719**

**The Housing Administration (England and Wales) Rules 2018**

**PART 3**

**PROCESS OF HOUSING ADMINISTRATION**

**CHAPTER 10**

**Extension and ending of administration**

**Notice of automatic end of administration**

**3.39.**—(1) This rule applies where—

- (a) the appointment of a housing administrator has ceased to have effect, and
- (b) the housing administrator is not required by any other rule to give notice of that fact.

(2) The former housing administrator must, as soon as reasonably practicable, and in any event within five business days of the date on which the appointment has ceased, not including that date, deliver to the relevant registry, the Secretary of State and the Regulator of Social Housing, and file with the court a notice accompanied by a final progress report.

(3) The notice must be headed “Notice of automatic end of housing administration” and identify the registered provider immediately below the heading.

(4) The notice must contain—

- (a) identification details for the proceedings;
- (b) the former housing administrator’s name and address;
- (c) a statement that that person had been appointed housing administrator of the registered provider;
- (d) the date of the appointment;
- (e) the name of the person who made the housing administration application;
- (f) a statement that the appointment has ceased to have effect;
- (g) the date on which the appointment ceased to have effect; and
- (h) a statement that a copy of the final progress report accompanies the notice.

(5) The notice must be authenticated by the housing administrator and dated.

(6) A copy of the notice and accompanying final progress report must be delivered as soon as reasonably practicable to—

- (a) the Secretary of State;
- (b) the Regulator of Social Housing;
- (c) the relevant officers of the registered provider; and
- (d) all other persons to whom notice of the housing administrator’s appointment was delivered.

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**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

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(7) A former housing administrator who fails to comply with this rule is guilty of an offence and liable to a fine and, for continued contravention, to a daily default fine as set out in Schedule 1.