
STATUTORY INSTRUMENTS

2018 No. 719

The Housing Administration (England and Wales) Rules 2018

PART 7

TIME, RULES ABOUT DOCUMENTS AND INTERPRETATION

CHAPTER 2

Form and content of documents

Notices or statements in writing

- 7.2.—(1) A notice or statement must be in writing unless the Act or these Rules provide otherwise.
- (2) A document in electronic form must be capable of being—
- (a) read by the recipient in electronic form; and
 - (b) reproduced by the recipient in hard-copy form.

Authentication

- 7.3.—(1) A document in electronic form is sufficiently authenticated—
- (a) if the identity of the sender is confirmed in a manner specified by the recipient; or
 - (b) where the recipient has not so specified, if the communication contains or is accompanied by a statement of the identity of the sender and the recipient has no reason to doubt the truth of that statement.
- (2) A document in hard-copy form is sufficiently authenticated if it is signed.
- (3) If a document is authenticated by the signature of an individual on behalf of—
- (a) a body of persons, the document must also state the position of that individual in relation to the body;
 - (b) a body corporate of which the individual is the sole member, the document must also state that fact.

Information required to identify persons and proceedings etc.

- 7.4.—(1) Where the Act or these Rules require a document to identify, or to contain identification details in respect of, a person or proceedings the information as follows must be given—
- (a) for a registered provider which is the subject of the proceedings—
 - (i) the name or names, number and address with which that provider is registered with the Regulator of Social Housing,
 - (ii) the name and number with which it is registered at a relevant registry, if any;
 - (iii) for a registered provider which is a company incorporated outside the United Kingdom, the country or territory in which it is incorporated;

- (b) for a company other than one which is the subject of the proceedings, the appropriate details set out at (a)(ii) or (iii);
- (c) for the housing administrator—
 - (i) the name of the housing administrator;
 - (ii) a postal address for the housing administrator; and
 - (iii) either an email address, or a telephone number, through which the housing administrator can be contacted;
- (d) for the proceedings—
 - (i) information identifying the registered provider;
 - (ii) the full name of the court or hearing centre in which the proceedings are, or are to be, conducted or where documents relating to the proceedings have been or will be filed; and if applicable
 - (iii) any number assigned by the court or by the hearing centre to those proceedings.

Prescribed format of documents

7.5.—(1) Where a rule sets out requirements as to the contents of any document any title required by the rule must appear at the beginning of the document.

(2) Any other contents required by the rule (or rules where more than one apply to a particular document) must be provided in the order listed in the rule (or rules) or in another order which the maker of the document considers would be convenient for the intended recipient.

Variations from prescribed contents

7.6. Where a rule sets out the required contents of a document, the document may depart from the required contents if—

- (a) the circumstances require such a departure (including where the requirement is not applicable in the particular case); or
- (b) the departure (whether or not intentional) is immaterial.