STATUTORY INSTRUMENTS

2018 No. 719

The Housing Administration (England and Wales) Rules 2018

PART 3

PROCESS OF HOUSING ADMINISTRATION

CHAPTER 1

Notice of housing administrator's appointment

Notification and advertisement of housing administrator's appointment

3.1.—(1) A notice of appointment, to be published by the housing administrator as soon as reasonably practicable under paragraph 46(2)(b) of Schedule B1, must be gazetted and may be advertised in such other manner as the housing administrator thinks fit.

(2) The notice under paragraph (1) must state—

(a) that a housing administrator has been appointed; and

(b) the date of the appointment.

(3) The housing administrator must, as soon as reasonably practicable after the date of the housing administration order deliver a notice of the appointment—

(a) to the Secretary of State;

(b) to the Regulator of Social Housing;

(c) to the relevant registry;

(d) if a receiver or administrative receiver has been appointed, to that person;

(e) if a petition is pending for the winding up of the registered provider, to the petitioner (and also to the provisional liquidator, if any);

(f) to any enforcement officer, enforcement agent or other officer who, to the housing administrator's knowledge, is charged with distress or other legal process against the registered provider or its property; and

(g) any supervisor of a voluntary arrangement under Part 1 of the Act.

(4) Where, under Schedule B1 or these Rules, the housing administrator is required to deliver a notice of appointment to the relevant registry, or any other person, it must be headed "Notice of housing administrator's appointment" and must contain—

(a) the housing administrator's name and address and IP number;

(b) identification details for the proceedings; and

(c) a statement that the housing administrator has been appointed as housing administrator of the registered provider.

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