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STATUTORY INSTRUMENTS

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**2018 No. 719**

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

**PART 7**

**TIME, RULES ABOUT DOCUMENTS AND INTERPRETATION**

**CHAPTER 3**

Standard contents of documents to be delivered to the relevant registry

**Standard contents for documents delivered to the relevant registry**

7.7.—(1) Where the Act or these Rules require a document to be delivered to the relevant registry the document must contain the standard contents set out in this Chapter (in addition to any content specifically required by the Act or any other provision of these Rules).

(2) A document of more than one type must satisfy the requirements which apply to each.

(3) However requirements as to the contents of a document which is to be delivered to another person at the same time as the relevant registry may be satisfied by delivering to that other person a copy of the document delivered to the relevant registry.

**Relevant registry: cover sheets**

7.8.—(1) This rule applies where the Act or these Rules require a housing administrator to deliver the following documents to the relevant registry—

- (a) a court order;
- (b) a statement of the housing administrator's proposals (including a statement of revised proposals);
- (c) notice of a housing administrator's resignation under paragraph 87(2) of Schedule B1;
- (d) any report, including—
  - (i) a final progress report; and
  - (ii) a progress report.

(2) The housing administrator must deliver to the relevant registry with a document mentioned in paragraph (1) a notice containing the standard contents required by this Part.

(3) Such a notice may relate to more than one document where those documents relate to the same proceedings and are delivered together to the relevant registry.

**Standard contents of all documents to be delivered to the relevant registry**

7.9.—(1) A document to be delivered to the relevant registry must—

- (a) identify the registered provider;
- (b) state—

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- (i) the nature of the document,
  - (ii) the section of the Act, the paragraph of Schedule B1 or the rule under which the document is delivered,
  - (iii) the date of the document,
  - (iv) the name and address of the person delivering the document,
  - (v) the capacity in which that person is acting in relation to the registered provider, and
- (c) be authenticated by the person delivering the document.

(2) Where the person delivering the document is the housing administrator the address may be omitted if it has previously been notified to the relevant registry in the proceedings and is unchanged.

**Standard contents of documents relating to the office of housing administrator**

**7.10.**—(1) A document relating to the office of the housing administrator must also identify the housing administrator and state—

- (a) the date of the event of which notice is delivered or of the notice (as applicable);
- (b) where the document relates to an appointment, the person, body or court making the appointment;
- (c) where the document relates to the termination of an appointment, the reason for that termination; and
- (d) the contact details for the housing administrator.

(2) Where the person delivering the document is the housing administrator, the address may be omitted if it has previously been notified to the relevant registry in the proceedings and is unchanged.

**Standard contents of documents relating to other documents**

**7.11.** A document relating to another document must also state—

- (a) the nature of the other document;
- (b) the date of the other document; and
- (c) where the other document relates to a period of time, the period of time to which it relates.

**Standard contents of documents relating to court orders**

**7.12.** A document relating to a court order must also specify—

- (a) the nature of the order; and
- (b) the date of the order.