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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 4**

Standard contents of notices for delivery to other persons etc.

**Standard contents of notices to be delivered to persons other than the relevant registry**

**7.13.**—(1) Where the Act or these Rules require a notice to be delivered to a person other than the relevant registry in respect of proceedings under the housing administration, the notice must also contain the standard contents set out in this Chapter (in addition to any content specifically required by the Act or another provision of these Rules).

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

(3) However the requirements in respect 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.

**Standard contents of all notices**

**7.14.** A notice must—

- (a) state the nature of the notice;
- (b) identify the registered provider;
- (c) state the section of the Act, the paragraph of Schedule B1 or the rule under which the notice is given;
- (d) in the case of a notice delivered by the housing administrator, state the contact details for the housing administrator.

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

**7.15.** A notice 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;
- (b) where the notice relates to an appointment, the person, body or court making the appointment;
- (c) where the notice relates to the termination of an appointment, the reason for that termination.

### **Standard contents of notices relating to documents**

**7.16.** A notice relating to a document must also state—

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

### **Standard contents of notices relating to court proceedings or orders**

**7.17.** A notice relating to court proceedings must also identify those proceedings and if the notice relates to a court order state—

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

### **Standard contents of returns or reports of decisions**

**7.18.** A return or report of a decision procedure, deemed consent procedure or meeting must also state—

- (a) the purpose of the procedure or meeting;
- (b) a description of the procedure or meeting used;
- (c) in the case of a decision procedure or meeting, the venue;
- (d) whether, in the case of a meeting, the required quorum was in place;
- (e) the outcome (including any decisions made or resolutions passed); and
- (f) the date of any decision made or resolution passed.

### **Standard contents of notices of the results of decisions**

**7.19.** A notice of the result of a decision procedure, deemed consent procedure or meeting must also state—

- (a) the purpose of the procedure or meeting;
- (b) a description of the procedure or meeting used;
- (c) in the case of a decision procedure or meeting, the venue;
- (d) whether, in the case of a meeting, the required quorum was in place; and
- (e) the outcome (including any decisions made or resolutions passed).

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

**7.20.** A document relating to any other event must also state—

- (a) the nature of the event, including the section of the Act, the paragraph of Schedule B1 or the rule under which it took place; and
- (b) the date on which the event occurred.