



OFFERYNNAU STATUDOL
CYMRU

WELSH STATUTORY
INSTRUMENTS

2015 Rhif 1821 (Cy. 263)

2015 No. 1821 (W. 263)

TAI, CYMRU

HOUSING, WALES

Rheoliadau Gweithdrefnau a
Ffioedd Tribiwnlys Eiddo Preswyl
(Cymru) (Diwygio) 2015

The Residential Property Tribunal
Procedures and Fees (Wales)
(Amendment) Regulations 2015

NODYN ESBONIADOL

EXPLANATORY NOTE

(Nid yw'r nodyn hwn yn rhan o'r Rheoliadau)

(This note is not part of these Regulations)

Mae'r Rheoliadau hyn yn diwygio Rheoliadau Gweithdrefnau a Ffioedd Tribiwnlys Eiddo Preswyl (Cymru) 2012 ("y Prif Reoliadau") yng ngoleuni adrannau 17(4) a 27(1) o Ddeddf Tai (Cymru) 2014 ("Deddf 2014") a Deddf Hawliau Defnyddwyr 2015 ("Deddf 2015"). Mae'r Prif Reoliadau wedi eu diwygio i gynnwys darpariaeth mewn cysylltiad ag apelau newydd y caniateir eu gwneud i dribiwnlys eiddo preswyl o dan Ddeddf 2014 a Deddf 2015.

These Regulations amend the Residential Property Tribunal Procedures and Fees (Wales) Regulations 2012 ("the Principal Regulations") in light of sections 17(4) and 27(1) of the Housing (Wales) Act 2014 ("the 2014 Act") and the Consumer Rights Act 2015 ("the 2015 Act"). The Principal Regulations are amended to include provision in respect of new appeals which may be made to a residential property tribunal under the 2014 Act and the 2015 Act.

Mewn perthynas ag adrannau 17(4) a 27(1) o Ddeddf 2014, y rhain yw apelau yn erbyn penderfyniad i osod amodau penodol ar drwydded, apelau yn erbyn dirymu cofrestriad fel landlord, apelau yn erbyn diwygio trwydded, apelau yn erbyn dirymu trwydded ac apelau yn erbyn penderfyniad i beidio â rhoi trwydded.

In relation to sections 17(4) and 27(1) of the 2014 Act, these are appeals against a decision to place certain conditions on a licence, appeals against the revocation of registration as a landlord, appeals against the amendment of a licence, appeals against the revocation of a licence and appeals against a decision not to grant a licence.

Mewn perthynas â Deddf 2015, y rhain yw apelau a wneir gan asiantau gosod yn erbyn cosbau ariannol a osodwyd yn eu herbyn gan awdurdod pwysau a mesurau lleol.

In relation to the 2015 Act, these are appeals made by letting agents against financial penalties imposed against them by a local weights and measures authority.

Mae Rhan 1 o Ddeddf 2014 yn ymwneud â rheoleiddio tai rhent preifat. Mae Rhan 1 yn cynnwys gofyniad i'r mwyafrif o landlordiaid anheddau sy'n cael eu gosod neu a fydd yn cael eu gosod, o dan denantiaethau domestig, fel y'u diffinnir yn adran 2(1) o Ddeddf 2014, gofrestru gyda'r awdurdod trwyddedu perthnasol. Yn yr un modd, mae'n ofynnol i bersonau sy'n ymwneud â gosod neu reoli anheddau o'r fath gael trwydded gan yr awdurdod trwyddedu perthnasol.

Part 1 of the 2014 Act relates to the regulation of private rented housing. Part 1 includes a requirement for most landlords of dwellings let, or to be let, under domestic tenancies, as defined in section 2(1) of the 2014 Act, to register with the relevant licensing authority. Similarly, persons engaged in letting or managing such dwellings, are required to obtain a licence from the relevant licensing authority.

Mae'r pŵer gan awdurdodau trwyddedu i wrthod trwydded; i roi trwydded gydag amod bod deiliad y drwydded yn cydymffurfio ag unrhyw god ymarfer a ddyroddir gan Weinidogion Cymru ac unrhyw amodau eraill yr ystyriant yn briodol; i ddiwygio trwydded ac i ddirymu trwydded landlord neu asiant. Mae Rhan 1 o Ddeddf 2014 hefyd yn gwneud darpariaeth ar gyfer landlordiaid neu ddeiliaid trwydded i apelio i dribiwnlys eiddo preswyl yn erbyn penderfyniad awdurdod trwyddedu i roi trwydded yn ddarostyngedig i amod ac eithrio amod bod deiliad y drwydded yn cydymffurfio ag unrhyw god ymarfer a ddyroddir gan Weinidogion Cymru; i wrthod trwydded; i ddiwygio neu i ddirymu trwydded.

Mae Pennod 3 o Ran 3 o Ddeddf 2015 yn gosod dyletswydd ar asiant gosod i roi cyhoeddusrwydd i'w ffioedd ac yn ymdrin â gorfodi'r ddyletswydd honno. Mae'n darparu mai dyletswydd pob awdurdod pwysau a mesurau lleol yw gorfodi'r ddyletswydd yn ei ardal. Mae hefyd yn darparu y caiff awdurdod pwysau a mesurau lleol osod cosbau ariannol yn erbyn asiant gosod nad yw'n cyflawni ei ddyletswyddau o dan Ran 3 o Ddeddf 2015.

Mae Atodlen 9 i Ddeddf 2015 yn ymdrin â'r weithdrefn y mae'n rhaid i awdurdod pwysau a mesurau lleol ei dilyn cyn gosod cosbau ariannol ar asiant gosod.

Mae Atodlen 9 i Ddeddf 2015 yn nodi'r broses sydd i'w dilyn gan awdurdod pwysau a mesurau lleol o ran cymryd camau gorfodi ac mae'n cynnwys darpariaeth ar gyfer asiantau gosod i gyflwyno sylwadau mewn perthynas â hyn. Mae Atodlen 9 hefyd yn gwneud darpariaeth ar gyfer apelau y caniateir eu gwneud gan asiant gosod y mae hysbysiad terfynol sy'n gosod cosb ariannol wedi ei gyflwyno iddo.

Ystyriwyd Cod Ymarfer Gweinidogion Cymru ar gynnal Asesiadau Effaith Rheoleiddiol mewn perthynas â'r Rheoliadau hyn. O ganlyniad, ystyriwyd nad oedd yn angenrheidiol cynnal Asesiad Effaith Rheoleiddiol o'r costau a'r manteision sy'n debygol o ddeillio o gydymffurfio â'r Rheoliadau hyn.

Licensing authorities have the power to refuse a licence; grant a licence with a condition that the licence holder complies with any code of practice issued by the Welsh Ministers and any other conditions they consider appropriate; amend a licence and revoke a licence of a landlord or agent. Part 1 of the 2014 Act also makes provision for landlords or the holder of a licence to appeal to a residential property tribunal against the decision of a licensing authority to grant a licence subject to a condition other than a condition that the licence holder complies with any code of practice issued by the Welsh Ministers; refuse a licence; amend a licence or revoke a licence.

Chapter 3 of Part 3 of the 2015 Act places a duty on a letting agent to publicise their fees and deals with enforcement of that duty. It provides that it is the duty of every local weights and measures authority to enforce the duty in its area. It also provides that a local weights and measures authority may impose financial penalties against a letting agent found to be in breach of their duties under Part 3 of the 2015 Act.

Schedule 9 to the 2015 Act deals with the procedure which a local weights and measures authority must follow before imposing financial penalties on a letting agent.

Schedule 9 to the 2015 Act sets out the process to be followed by a local weights and measures authority in taking enforcement action and includes provision for letting agents to make representations in relation to this. Schedule 9 also makes provision for appeals which may be brought by a letting agent on whom a final notice imposing a financial penalty has been served.

The Welsh Ministers' Code of Practice on the carrying out of Regulatory Impact Assessments was considered in relation to these Regulations. As a result, it was not considered necessary to carry out a Regulatory Impact Assessment as to the likely costs and benefits of complying with these Regulations.

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TAI, CYMRU

HOUSING, WALES

**Rheoliadau Gweithdrefnau a
Ffioedd Tribiwnlys Eiddo Preswyl
(Cymru) (Diwygio) 2015**

**The Residential Property Tribunal
Procedures and Fees (Wales)
(Amendment) Regulations 2015**

Gwnaed 21 Hydref 2015

Made 21 October 2015

*Gosodwyd gerbron Cynulliad Cenedlaethol
Cymru* 4 Tachwedd 2015
Yn dod i rym 23 Tachwedd 2015

Laid before the National Assembly for Wales
4 November 2015
Coming into force 23 November 2015

Mae Gweinidogion Cymru yn gwneud y Rheoliadau a ganlyn drwy arfer y pwerau a freiniwyd ynddynt hwy(1) gan adran 250(2) o Ddeddf Tai 2004 ac Atodlen 13 iddi(2).

The Welsh Ministers make the following Regulations, in exercise of the powers vested in them(1) by section 250(2) of, and Schedule 13 to, the Housing Act 2004(2).

Enwi, cychwyn a chymhwysio

Title, commencement and application

1.—(1) Enw'r Rheoliadau hyn yw Rheoliadau Gweithdrefnau a Ffioedd Tribiwnlys Eiddo Preswyl (Cymru) (Diwygio) 2015 a deuant i rym ar 23 Tchwedd 2015.

1.—(1) The title of these Regulations is the Residential Property Tribunal Procedures and Fees (Wales) (Amendment) Regulations 2015 and they come into force on 23 November 2015.

(2) Mae'r Rheoliadau hyn yn gymwys i achosion gerbron tribiwnlysoedd eiddo preswyl ar gyfer penderfynu ceisiadau(3) mewn cysylltiad â mangreoedd yng Nghymru.

(2) These Regulations apply to proceedings of residential property tribunals for determining applications(3) in respect of premises in Wales.

Diwygio Rheoliadau Gweithdrefnau a Ffioedd Tribiwnlys Eiddo Preswyl (Cymru) 2012

Amendment of the Residential Property Tribunal Procedures and Fees (Wales) Regulations 2012

2. Mae Rheoliadau Gweithdrefnau a Ffioedd Tribiwnlys Eiddo Preswyl (Cymru) 2012(4) wedi eu diwygio yn unol â'r Atodlen.

2. The Residential Property Tribunal Procedures and Fees (Wales) Regulations 2012(4) are amended in accordance with the Schedule.

(1) Mae'r swyddogaethau a roddwyd i Gynulliad Cenedlaethol Cymru gan Ddeddf Tai 2004 yn arferadwy gan Weinidogion Cymru yn rhinwedd adran 162 o Ddeddf Llywodraeth Cymru 2006 (p. 32) a pharagraff 30(2)(c) o Atodlen 11 iddi.

(2) 2004 p. 34.

(3) Diffinnir y term "ceisiadau" yn rheoliad 2 o Reoliadau Gweithdrefnau a Ffioedd Tribiwnlys Eiddo Preswyl (Cymru) 2012, fel y'u diwygiwyd gan y Rheoliadau hyn.

(4) O.S. 2012/531 (Cy. 83).

(1) The functions conferred on the National Assembly for Wales by the Housing Act 2004 are exercisable by the Welsh Ministers by virtue of section 162 of and paragraph 30(2)(c) of Schedule 11 to the Government of Wales Act 2006 (c. 32).

(2) 2004 c. 34.

(3) The term "applications" is defined in regulation 2 of the Residential Property Tribunal Procedures and Fees (Wales) Regulations 2012, as amended by these Regulations.

(4) S.I. 2012/531 (W. 83).

Lesley Griffiths

Y Gweinidog Cymunedau a Threchu Tlodi, un o
Weinidogion Cymru
21 Hydref 2015

Minister for Communities and Tackling Poverty, one
of the Welsh Ministers
21 October 2015

Diwygio Rheoliadau Gweithdrefnau a
Ffioedd Tribiwnlys Eiddo Preswyl
(Cymru) 2012

1. Yn rheoliad 2—

- (a) yn y manau priodol mewnoder—
“ystyr “Deddf 2015” (“*the 2015 Act*”) yw
Deddf Hawliau Defnyddwyr 2015(1);”;
“ystyr “Deddf 2014” (“*the 2014 Act*”) yw
Deddf Tai (Cymru) 2014(2);”;
- (b) yn y diffiniad o “cais”—
(i) ar ddiwedd paragraff (c) hepgorer “neu”;
(ii) ar ddiwedd paragraff (ch), yn lle “,”
rhodder “,”; a
(iii) ar ôl paragraff (ch), mewnoder—
“(d) adrannau 17(4) neu 27(1) o Ddeddf
2014; neu
(dd) Deddf 2015;”;
- (c) yn y manau priodol mewnoder—
“mae i “asiant gosod”, mewn cysylltiad â
chais a wneir o dan Ddeddf 2015, yr un
ystyr â “letting agent” yn adran 84 o Ddeddf
2015;”;
“mae i “awdurdod pwysau a mesurau lleol”
mewn cysylltiad â chais a wneir o dan
Ddeddf 2015, yr un ystyr â “local weights
and measures authority” yn adran 69(2) o
Ddeddf Pwysau a Mesurau 1985;”;
“mae i “awdurdod trwyddedu” (“*licensing
authority*”) yr un ystyr ag yn adran 49(1) o
Ddeddf 2014;”;
“mae i “landlord” (“*landlord*”), at
ddibenion ceisiadau o dan adrannau 17(4)
neu 27(1) o Ddeddf 2014, yr un ystyr ag yn
adran 2(1) o’r Ddeddf honno;”;
- (d) yn y diffiniad o “mangre”—
(i) ym mharagraff (a) ar ôl “Deddf 2013”
mewnoder “neu Ddeddf 2015” ac ar
ddiwedd paragraff (a) hepgorer y gair
“a”;
(ii) ar ddiwedd paragraff (b) mewnoder y
gair “ac”; a

Amendment of the Residential Property
Tribunal Procedures and Fees (Wales)
Regulations 2012

1. In regulation 2—

- (a) at the appropriate places insert—
““the 2015 Act” (“*Deddf 2015*”) means the
Consumer Rights Act 2015(1);”;
““the 2014 Act” (“*Deddf 2014*”) means the
Housing (Wales) Act 2014(2);”;
- (b) in the definition of “application”—
(i) at the end of paragraph (c) omit “or”;
(ii) at the end of paragraph (d), for “,”
substitute “,”; and
(iii) after paragraph (d), insert—
“(e) sections 17(4) or 27(1) of the 2014 Act;
or
(f) the 2015 Act;”;
- (c) at the appropriate places insert—
““landlord” (“*landlord*”), for the purposes
of applications under sections 17(4) or
27(1) of the 2014 Act, has the same
meaning as in section 2(1) of that Act;”;
““letting agent” (“*asiant gosod*”), in respect
of an application made under the 2015 Act,
has the same meaning as in section 84 of the
2015 Act;”;
““licensing authority” (“*awdurdod
trwyddedu*”) has the same meaning as in
section 49(1) of the 2014 Act;”;
““local weights and measures authority”
 (“*awdurdod pwysau a mesurau lleol*”) in
respect of an application made under the
2015 Act, has the same meaning as in
section 69(2) of the Weights and Measures
Act 1985;”;
- (d) in the definition of “premises”—
(i) in paragraph (a) after “the 2013 Act”
insert “or the 2015 Act” and at the end of
paragraph (a) omit the word “and”;
(ii) at the end of paragraph (b) insert the
word “and”; and

(1) 2015 p. 15.
(2) 2014 dccc 7.

(1) 2015 c 15.
(2) 2014 anaw 7.

(iii) ar ôl paragraff (b) mewnosoder—

“(c) mewn cais a wneir o dan Ddeddf 2015, unrhyw fangre y dylai cyhoedduswydd fod wedi ei roi yno i ffi'r asiant gosod y mae cais yn ymwneud â hi;”.

2. Yn rheoliad 4(1), ar ôl “Deddf 2013,” mewnosoder “Deddf 2014”.

3. Yn rheoliad 14(1)—

(a) ar ddiwedd is-baragraff (b)(ii) yn lle “.” rhodder “;”;

(b) ar ôl is-baragraff (b)(ii) mewnosoder—

“(c) yn achos cais a wnaed o dan Ddeddf 2014—

(i) yn ymwneud â materion cysylltiedig ynglŷn â'r un landlord;

(ii) yn ymwneud â materion cysylltiedig ynglŷn â'r un annedd; neu

(iii) yn ymwneud â materion cysylltiedig ynglŷn â'r un asiant sydd wedi ei drwyddedu o dan adran 9 neu adran 11 o Ddeddf 2014;

(ch) yn achos cais a wnaed o dan Ddeddf 2015 yn ymwneud â materion cysylltiedig ynglŷn â'r un asiant gosod.”

4. Yn rheoliad 40(5), ar ôl “Deddf 2013” mewnosoder “, Deddf 2014, Deddf 2015”.

5. Ar ôl rheoliad 47, mewnosoder—

“47A. Ffioedd am geisiadau a wneir o dan Ddeddf 2014

Yn ddarostyngedig i reoliad 49(2) mae ffi o £155 yn daladwy am gais i dribiwnlys o dan ddarpariaethau canlynol Deddf 2014—

(a) adran 17(4) (dirymu cofrestriad);

(b) adran 27(1) (apelau trwyddedu).

47B. Ffioedd am geisiadau a wneir o dan Ddeddf 2015

Yn ddarostyngedig i reoliad 49(2) mae ffi o £155 yn daladwy am gais i dribiwnlys o dan baragraff 5 o Atodlen 9 i Ddeddf 2015.”

6. Yn rheoliad 48, yn lle “neu 47” rhodder “, 47, 47A neu 47B”.

(iii) after paragraph (b) insert—

“(c) in an application made under the 2015 Act, any premises at which the letting agency fee, to which an application relates, should have been publicised;”.

2. In regulation 4(1), after “2013 Act,” insert “the 2014 Act”.

3. In regulation 14(1)—

(a) at the end of sub-paragraph (b)(ii) for “.” substitute “;”;

(b) after sub-paragraph (b)(ii) insert—

“(c) in the case of an application made under the 2014 Act—

(i) involve related issues concerning the same landlord;

(ii) involve related issues concerning the same dwelling; or

(iii) involve related issues concerning the same agent licensed under section 9 or section 11 of the 2014 Act;

(d) in the case of an application made under the 2015 Act involve related issues concerning the same letting agent.”

4. In regulation 40(5), after “the 2013 Act” insert “, the 2014 Act, the 2015 Act”.

5. After regulation 47, insert—

“47A. Fees for applications made under the 2014 Act

Subject to regulation 49(2) a fee of £155 is payable for an application to a tribunal under the following provisions of the 2014 Act—

(a) section 17(4) (revocation of registration);

(b) section 27(1) (licensing appeals).

47B. Fees for applications made under the 2015 Act

Subject to regulation 49(2) a fee of £155 is payable for an application to a tribunal under paragraph 5 of Schedule 9 to the 2015 Act.”

6. In regulation 48, for “or 47” substitute “, 47, 47A or 47B”.

7. Yn rheoliad 49—

- (a) ym mharagraff (1), yn lle “neu 47” rhodder “, 47, 47A neu 47B”; a
- (b) ym mharagraff (2), yn lle “neu 47” rhodder “, 47, 47A neu 47B”.

8. Yn rheoliad 50(1), yn lle “neu 47” rhodder “, 47, 47A neu 47B”.

9. Yn yr Atodlen, ar ôl paragraff 72 mewnosoder—

“Ceisiadau a wneir o dan Ddeddf 2014

Ceisiadau sy’n ymwneud â dirymu cofrestriad landlord

73.—(1) Mae’r paragraff hwn yn gymwys i gais a wneir o dan adran 17(4) o Ddeddf 2014 (apêl yn erbyn dirymu cofrestriad).

(2) Y dogfennau penodedig yw—

- (a) copi o’r hysbysiad o fwriad yr awdurdod trwyddedu i ddirymu cofrestriad a’r rhesymau dros y penderfyniad hwnnw;
- (b) unrhyw sylwadau a wnaed gan y landlord mewn ymateb i hysbysiad o fwriad yr awdurdod trwyddedu i ddirymu cofrestriad;
- (c) copi o’r hysbysiad sy’n dirymu cofrestriad y landlord a’r rhesymau a roddwyd gan yr awdurdod trwyddedu; ac
- (ch) unrhyw ddogfennau perthnasol eraill sy’n ategu’r cais.

(3) Yr ymatebydd penodedig yw’r awdurdod trwyddedu.

Ceisiadau sy’n ymwneud ag apelau trwyddedu

74.—(1) Mae’r paragraff hwn yn gymwys i gais o dan adran 27(1) o Ddeddf 2014.

(2) Y dogfennau penodedig yw—

- (a) copi o’r hysbysiad o fwriad yr awdurdod trwyddedu i ddiwygio neu ddirymu’r drwydded neu i wneud y drwydded yn ddarostyngedig i amod, yn ôl y digwydd, a’r rhesymau dros ei benderfyniad;
- (b) unrhyw sylwadau a wnaed mewn ymateb i hysbysiad o fwriad yr awdurdod trwyddedu i ddiwygio neu ddirymu’r drwydded;

7. In regulation 49—

- (a) in paragraph (1), for “or 47” substitute “, 47, 47A or 47B”; and
- (b) in paragraph (2), for “or 47” substitute “, 47, 47A or 47B”.

8. In regulation 50(1), for “or 47” substitute “, 47, 47A or 47B”.

9. In the Schedule, after paragraph 72 insert—

“Applications made under the 2014 Act

Applications relating to revocation of landlord registration

73.—(1) This paragraph applies to an application made under section 17(4) of the 2014 Act (appeal against revocation of registration).

(2) The specified documents are—

- (a) a copy of the notice of the licensing authority’s intention to revoke registration and the reasons for that decision;
- (b) any representations made by the landlord in response to the licensing authority’s notice of intention to revoke registration;
- (c) a copy of the notice revoking the registration of the landlord and the reasons given by the licensing authority; and
- (d) any other relevant documents supporting the application.

(3) The specified respondent is the licensing authority.

Applications relating to licensing appeals

74.—(1) This paragraph applies to an application under section 27(1) of the 2014 Act.

(2) The specified documents are—

- (a) a copy of the notice of the licensing authority’s intention to amend or revoke the licence or to make the licence subject to a condition, as the case may be and the reasons for its decision;
- (b) any representations made in response to the licensing authority’s notice of intention to amend or revoke the licence;

- (c) copi o'r hysbysiad sy'n gwneud y drwydded yn ddarostyngedig i amod (ac eithrio gofyniad i gydymffurfio â chod ymarfer a ddyroddwyd gan Weinidogion Cymru), sy'n gwrthod rhoi, sy'n diwygio neu'n dirymu'r drwydded, yn ôl y digwydd, a'r rhesymau a roddwyd gan yr awdurdod trwyddedu; ac
 - (ch) unrhyw ddogfennau perthnasol eraill sy'n ategu'r cais.
- (3) Yr ymatebydd penodedig yw'r awdurdod trwyddedu.

Ceisiadau a wneir o dan Ddeddf 2015

Ceisiadau sy'n ymwneud â hysbysiadau terfynol

75.—(1) Mae'r paragraff hwn yn gymwys i gais a wneir o dan baragraff 5 o Atodlen 9 i Ddeddf 2015 (apêl yn erbyn cosb ariannol).

(2) Y dogfennau penodedig yw—

- (a) copi o'r hysbysiad o fwriad a gyflwynwyd i'r asiant gosod gan yr awdurdod pwysau a mesurau lleol o dan baragraff 1(1) o Atodlen 9 i Ddeddf 2015;
- (b) copi o unrhyw sylwadau ysgrifenedig a wnaed gan yr asiant gosod ar ôl cael yr hysbysiad o fwriad a ddyroddwyd o dan baragraff 2 o Atodlen 9 i Ddeddf 2015;
- (c) copi o'r hysbysiad terfynol a gyflwynwyd i'r asiant gosod gan yr awdurdod pwysau a mesurau lleol o dan baragraff 3 o Atodlen 9 i Ddeddf 2015; ac
- (ch) unrhyw ddogfennau perthnasol eraill sy'n ategu'r cais.

(3) Yr ymatebydd penodedig yw'r awdurdod pwysau a mesurau lleol perthnasol.”

- (c) a copy of the notice making the licence subject to a condition (other than a requirement to comply with a code of practice issued by the Welsh Ministers), refusing to grant, amending or revoking the licence as the case may be and the reasons given by the licensing authority; and
 - (d) any other relevant documents supporting the application.
- (3) The specified respondent is the licensing authority.

Applications made under the 2015 Act

Applications relating to final notices

75.—(1) This paragraph applies to an application under paragraph 5 of Schedule 9 to the 2015 Act (appeal against financial penalty).

(2) The specified documents are—

- (a) a copy of the notice of intent served on the letting agent by the local weights and measures authority under paragraph 1(1) of Schedule 9 to the 2015 Act;
- (b) a copy of any written representations made by the letting agent following receipt of the notice of intent issued under paragraph 2 of Schedule 9 to the 2015 Act;
- (c) a copy of the final notice served on the letting agent by the local weights and measures authority under paragraph 3 of Schedule 9 to the 2015 Act; and
- (d) any other relevant documents supporting the application.

(3) The specified respondent is the relevant local weights and measures authority.”

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