



**Application by a Landlord for a  
Temporary Exemption Notice  
from needing to have a Licence under  
Part 3 Housing Act 2004**

This application form must be completed fully and to the best of your knowledge. Please do not leave boxes blank.

Please note that an application form is required for every property which requires a Temporary Exemption Notice.

If you require any assistance in completing this form or require the form in an different format please contact the Private Rented Team on 01254 380166 / 380183.

Please note that it is an offence to provide false or misleading information intentionally or through recklessness.

**Section 1: Applicant's Personal Details**

Full Name.....  
Maiden/ Previous Name (if applicable).....  
Correspondence Address.....  
.....  
.....Postcode.....  
Telephone Number.....  
Mobile Number.....  
Email address.....

Address of the Property that this application refers to:

.....

.....Postcode.....

## **Section 2: Reason for Applying for a Temporary Exemption Notice**

Please provide the Local Authority with a detailed explanation of the reasons you are applying for a Temporary Exemption Notice for the property detailed above. (Please supply any supporting documents that may support your application).

(Please continue on additional sheets if necessary)

# Section 3: Declaration

## Note To Applicants

Please note that it is a criminal offence to knowingly supply information, which is false or misleading for the purposes of obtaining a temporary exemption notice.

Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed or which has been incorrectly stated or described, your temporary exemption notice may be revoked or other appropriate action taken.

### Declaration

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

Signed.....Date.....

Signed.....Date.....

Signed.....Date.....

### For Office Use Only:

Date Received:

Officer's Initials:

Reference Number:

## **Section 4: Conditions of Temporary Exemption Notice**

If a Temporary Exemption Notice (T.E.N.) is served on the property as outlined in Section 1, the property will not require a licence during the period for which the notice is in force.

A Temporary Exemption Notice is in force for a period of three months beginning with the date on which it is served. If the Local Authority either

a) receives a further notification

b) considers that there are exceptional circumstances that justify the service of a second temporary exemption notice in respect of the house that would take effect from the end of the period of three months applying to the first notice, the Local Authority may serve a second such notice on the person having control of or managing the house.

If the Local Authority decides not to serve a temporary exemption notice in response to a notification they must inform the applicant of

a) the decision

b) the reasons for it and the date on which it was made

c) the right to appeal against the decision, and

d) the period within which an appeal may be made

The person concerned may appeal to a residential property tribunal against the decision within the period of 28 days beginning with the date on which it was made.