

SCHEDULE 2  
PRIVATE RENTED HOUSING COMMITTEES: PROCEDURE ETC.

*Notification of referral*

- 1 (1) The private rented housing committee to which a tenant's application is referred under section 23(1) must, as soon as practicable after receiving the reference, serve notice on the landlord and the tenant—
  - (a) setting out the detail of the application in such manner as the committee think fit,
  - (b) stating that the president of the private rented housing panel has referred the application to the committee for determination, and
  - (c) specifying the day by which any—
    - (i) written representations, or
    - (ii) request to make oral representations,must be made.
- (2) The day so specified—
  - (a) must be at least 14 days after the day on which the notice is served, and
  - (b) may, at the request of either party, be changed to such later day as the committee think fit.
- (3) The committee must notify both parties of any change under sub-paragraph (2)(b).