

SCHEDULES

SCHEDULE 4

Variation and revocation of HMO licences: procedure

Notice of proposal to vary or revoke

- 1.—(1) This paragraph applies where the council proposes to vary or revoke a licence.
- (2) The council must serve a notice under this paragraph on—
- (a) the owner,
 - (b) if the proposal is in response to an application under section 22(2)(b), the applicant, and
 - (c) the statutory authorities.
- (3) If the proposal is to include a condition, or to vary an existing condition, which imposes a restriction or obligation on any person (except the owner), the council must also serve a notice on that person.
- (4) A notice under this paragraph must—
- (a) state what the council proposes to do,
 - (b) if the council proposes to vary the licence, set out the proposed variation,
 - (c) state the reasons for the proposed decision, and
 - (d) specify the date by which written representations by the recipient of the notice must be made.