

SCHEDULES

SCHEDULE 4

Variation and revocation of HMO licences: procedure

Notice of determination

5.—(1) The council must serve on—

- (a) the owner,
- (b) if the decision was made on an application under section 22(2)(b), the applicant, and
- (c) the statutory authorities.

notice of its decision whether to vary or revoke an HMO licence.

(2) If the decision 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.

(3) The notice must—

- (a) state the council's decision,
- (b) if the decision is to vary a licence, be accompanied by a copy of the licence as varied,
- (c) if the licence is varied in terms different from those applied for, include a statement of the reasons for that difference, and
- (d) state the date on which the decision was made.

(4) The notice must be served before the end of the period of 7 days beginning with the day on which the decision is made.