

SCHEDULE 2
PRIVATE RENTED HOUSING COMMITTEES: PROCEDURE ETC.

Recording and notification of decisions

- 6 (1) This paragraph applies to any decision of a private rented housing committee—
- (a) under section 24(1) (decision on a tenant’s application),
 - (b) to vary or revoke a repairing standard enforcement order (see section 25),
 - (c) that a landlord has failed to comply with a repairing standard enforcement order (see section 26(1)),
 - (d) to make or not to make a rent relief order (see section 26(2)(b)),
 - (e) to revoke a rent relief order (see section 27(4)),
 - (f) to consent under section 28(6) to the landlord entering into a tenancy or occupancy arrangement,
 - (g) to grant, or to refuse to grant, a certificate under section 60.
- (2) A decision to which this paragraph applies—
- (a) may be reached by majority, and
 - (b) must be recorded in a document which—
 - (i) contains a full statement of the facts found by the committee and the reasons for their decision,
 - (ii) explains the procedure, if any, for appealing the decision, and
 - (iii) narrates the effect of section 63 (which sets the date from which the decision, and any order made or varied in pursuance of it, has effect).
- (3) The committee must, as soon as reasonably practicable after making a decision to which this paragraph applies, serve notice of the decision on—
- (a) the landlord,
 - (b) the tenant,
 - (c) where the committee is aware of the name and address of a person who acts for the tenant in relation to the tenant’s application, that person, and
 - (d) the local authority.
- (4) Such a notice must be accompanied by a copy of—
- (a) the document mentioned in sub-paragraph (2)(b),
 - (b) any order made or varied, or certificate granted, in pursuance of the decision, and
 - (c) any report which the committee considered before making the decision.
- (5) The local authority is entitled to disclose any notice and any copy document, order, certificate or report it receives under this paragraph to—
- (a) an authority administering housing benefit,
 - (b) a person providing services relating to housing benefit to, or authorised to discharge any function relating to housing benefit of—
 - (i) a local authority, or
 - (ii) an authority administering housing benefit.