

Housing Act 2004

Application for a Temporary Exemption Notice (TEN)

The local authority may grant a TEN for a period of 3 month beginning on the date on which the notice is served.

This application is to be completed by the person having control of or managing a property, which is located within a designated licencing area and does not hold such a licence **AND** the person having control of or managing such a property intends to take particular steps with a view to secure that the property no longer requires a licence. This could include:

- putting the property on the market for sale;
- Changing the use of the property to some other form of use other than residential accommodation;
- The property being owner occupied (selective licensing areas only).

A separate application is required to be completed for each property.

Additional evidence to support your application will be required with this application e.g.

- Contract with estate agency selling the property and link to advert on website,
- Change of use planning permission grant,
- Proof of owner occupier habitation of the property such as a recent utility bill/bank statement and title deed from land registry or up to date Council Tax demand.

Property details: *Address of property including postcode*

Applicant's details: *person having control of or managing the above property*

Name

Interest in property

Address

Telephone number:

Mobile telephone number:

Email address:

Owner Details: *(if different from the person in control or managing the property)*

Name

Address

Telephone number:

Mobile telephone number:

Email address:

Please outline what steps you are taking to secure that the property will no longer be required to be licenced.

Declaration

I declare that the information contained in this application is correct to the best of my knowledge. I understand that I commit an offence if I 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 know is false or misleading or I am reckless as to whether it is false or misleading.

Signed:

Date:

Please return to propertylicensing@newcastle.gov.uk