



Notice Housing and Planning Act 2016, Section 42

Notice of Intended Proceedings – Rent Repayment Order

Offender Name
[Full Name of Alleged Offender]

Address
[Full Address and Postcode of Alleged Offender]

Property Affected This notice relates to
[Full Address and Postcode of the affected property]

Offence The following offence has been committed by you at the foregoing address [choose offence that applies]:

[Using violence to secure entry contrary to section 6(1) of the Criminal Law Act 1977;

Unlawful eviction or harassment of occupiers' contrary to sections 1(2), 1(3) or 1(3A) of the Protection from Eviction Act 1977;

Failure to comply with an Improvement Notice under the Housing Health and Safety Rating System (HHSRS) issued under the Housing Act 2004 (section 30(1));

Failure to comply with a Prohibition Order under the HHSRS issued under the Housing Act 2004 (section 32(1));

Operating a House in Multiple Occupation (HMO) / Selective Licence without a licence contrary to section 72(1) and 95(1) of the Housing Act 2004; or

Breaching a Banning Order issued under section 21 of the Housing and Planning Act 2016]

In that [describe the circumstances of the offence]

Date of Offence [Date of offence] [Ongoing]

Application [Name of Council], as a Local Housing Authority, intend to apply to the First-tier Tribunal for a Rent Repayment Order against you in relation to the above-mentioned property.

Reasons for applying for a Rent Repayment Order The reasons for applying for a Rent Repayment Order are as follows:
[Reasons for applying for a RRO]

Amount to be recovered It is intended to apply for a Rent Repayment Order for the following amount:
£[Amount of RRO]

Representations If you wish to make any representations against the proposal to apply for a Rent Repayment Order or the amount of the proposed Rent Repayment Order, then you may do so by writing to [Title of the person receiving representations] at the Local Housing Authority

at the address shown below or by sending an e-mail to: [\[e-mail address for representations\]](#).

Representations must be received by the Local Housing Authority by: [\[Date for representations\]](#).

Officer

Signature:
[\[Signature of Authorised Officer\]](#)

Name:
Tony Cawthorne

Title:
Selective Licensing Manager

Date:
11th August 2023

Contact address:
Phoenix House, 1 King Street, Leicester, LE1 6RN

Email:
tony.cawthorne@leicester.gov.uk

Telephone:
0116 4547133

Notes

The ability of Local Housing Authorities to apply for Rent Repayment Orders was introduced by the Housing and Planning Act 2016.

A RRO is an order that requires a landlord to:

- Repay an amount of rent paid by a tenant, or
- Pay a LHA an amount in respect to universal credit paid as rent under a tenancy.

Applications for a RRO can be made either by the LHA or a tenant.

The LHA must give the landlord notice of their intention to apply for a RRO and take into account any representations received.

The First-tier Tribunal may only make a RRO where they are satisfied that a landlord has committed a relevant offence.

The amount payable under a RRO are set down under sections 44, 45 and 46 of the Act. Amounts payable under a RRO are recoverable as a debt.

Any party aggrieved by the decision of the First-tier Tribunal in relation to an application for a RRO may appeal to the Upper Tribunal.

Advice

If you do not understand the contents of this notice or would like to know more about it please contact the local authority. If you would like to receive independent advice about the contents of this notice, your rights and obligations then please contact The Citizens Advice Bureau, Housing Aid Centre, law centre or solicitor. Please be aware that you may qualify for Legal Aid or otherwise free independent advice from a solicitor or legal advisor for up to half an hour.
