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## Applying for Temporary Exemption for a Privately Rented Property

### 1. Check Eligibility

Before sending in a request for Private Rented Property Licence Temporary Exemption please ensure that your property qualifies for an exemption. You may be eligible for a 3 month Temporary Exemption in the following circumstances:

- The property is in the process of being sold
- The owner has given the tenants notice and the property will be sold
- The owner of the property is moving into the property
- The property is in the process of being converted to a commercial premises

If you think that your property may fall under any of these criteria, you must make a temporary exemption application. Please be sure to include evidence, which will be reviewed at the council's discretion. A notice lasts for 3 months and is renewable only in exceptional circumstances. Please note it is an offence not to have a licence where one is required.

### 2. How to Apply

To apply for a Temporary Exemption you will need to provide the following information;

- Address of Property requiring a temporary exemption. The property must be within the borough of Tower Hamlets.

- Applicant Details. Please provide your name, date of birth, address and contact details. It is necessary to collect the details of the person completing the application even if you will have no further interest with the licence or the property.

### 3. Identifying the Role and Remit of the Applicant

Identify which of the following the applicant is, the options are:

- The Manager of the Property (with responsibility for maintenance and tenants)
- The Owner of the property (Freeholder or Leaseholder) • The Rent Collector (with responsibility for collecting rental payments)
- The Mortgage Provider (the financial institution with an outstanding loan on the property)

The applicant could be more than one of these things, please indicate all that apply.

Identify in what capacity the applicant is making the application, the options are:

- Individual
- Company
- Charity
- Partnership
- Public Sector Body
- Local Authority / Registered Provider
- Other If the Applicant is on behalf of an Organisation. Please provide the organisation name, registration number and your position in the organisation. Additional Information Please provide a full explanation and evidence, as to why this property is valid for a temporary exemption from the selective licensing scheme.

### 4. Declaration

As the applicant it is mandatory to declare that to the best of your knowledge the information you have provided is correct.

### 5. Application Number

Ensure you keep a record of the application you have submitted, and any reference number provided by the Council. You will need this number in all communication with Tower Hamlets Council.

Please note that an application is required for every property which requires a temporary exemption notice. You must pay a fee on application for a temporary exemption.

## 6. Complaints

Please contact us in the first instance. [housinglicensing@towerhamlets.gov.uk](mailto:housinglicensing@towerhamlets.gov.uk) Refusal to grant a temporary exemption. The council must notify you if your application to grant a temporary exemption has been refused.

## 7. Appeals

You may also appeal to the Residential Property Tribunal (RPT) regarding refusal, conditions attached to a licence, or any decision to grant, vary or revoke a licence. The RPT is an expert independent tribunal that act in the same way as the County Court to confirm, vary or overturn the council's decision.

The address is  
Residential Property Tribunal  
10 Alfred Place  
WC1E 7LR Tel:  
020 7446 7700  
Email: [london.rap@odpm.gsi.gov.uk](mailto:london.rap@odpm.gsi.gov.uk)

Any appeal must be made within 28 days of the decision being made.

For more information can be found on Councils Landlord Licensing [web site](#)<sup>1</sup>  
or you can email us at: [Housinglicensing@towerhamlets.gov.uk](mailto:Housinglicensing@towerhamlets.gov.uk)

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[https://www.towerhamlets.gov.uk/ign/housing/Health\\_and\\_housing/Landlord\\_licensing\\_scheme/Landlord\\_Licensing\\_Scheme.aspx](https://www.towerhamlets.gov.uk/ign/housing/Health_and_housing/Landlord_licensing_scheme/Landlord_Licensing_Scheme.aspx)