

TELFORD & WREKIN COUNCIL
REPORT AND DECISION NOTICE OF OFFICER KEY
DECISION TAKEN ON 11 SEPTEMBER 2026

PUBLISHED ON 14 SEPTEMBER 2026

Housing Act 2004: Additional Licensing Designation

Decision to revoke designation

Decision maker	Katherine Kynaston, Director: Housing, Commercial & Customer Services
Date of decision	11 September 2026
Cabinet Member consulted	Councillor Nathan England, Cabinet Member: Safer Streets and Better Housing
Decision type	Officer decision under delegated authority
Subject	Review and proposed revocation of the borough-wide Additional Licensing Designation for Houses in Multiple Occupation
Legal powers	Section 60 Housing Act 2004
Original decision	Cabinet report dated 14 May 2026 recorded the original decision to designate. Entered on the Notice of Key Decisions on 16 April 2026

This Key Decision was taken by Katherine Kynaston, being the appropriate Officer under Delegated Powers in compliance with the Council's Constitution and being the appropriate Officer in accordance with the Cabinet decision of 14 May 2026. This decision has been made following consultation with the Cabinet Member: Safer Streets and Better Housing.

The **Key Decision** related to the following identified item contained within the Council's **Notice of Key Decisions** as published on 10 September 2026.

Housing Act 2004: Additional Licensing Designation – Decision to revoke designation

INFORMATION

1. Background

- 1.1 On 14 May 2026, Cabinet approved the designation of a borough-wide Additional Licensing Scheme for Houses in Multiple Occupation under section 56 of the Housing Act 2004. Cabinet also delegated authority to the Director: Housing, Commercial & Customer Services, in consultation with the Cabinet Member, to take such steps as were necessary to finalise and implement the designation.
- 1.2 Following that decision, further legal advice was obtained in relation to the proposed implementation of the designation, its effective date and status. Attached at Appendix A is an exempt document summarising that advice. The Proper Officer is satisfied that, in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing this information and has determined that the information contained within Appendix A is exempt from publication pursuant to s100I and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972. The status of the designation has been reviewed in light of the information contained in Appendix A.

2. Review undertaken

- 2.1 Pursuant to section 60(3) of the Housing Act 2004, the Council has reviewed the operation and status of the designation. In carrying out that review, consideration has been given to:
 - the designation and associated documents;
 - the legal advice obtained by the Council (exempt for the reasons set out within this report);
 - implementation timescales; and
 - the Council's policy objective of improving housing standards and management in the private rented sector

3. Reasons for the decision

- 3.1 Having completed the review required by section 60(3), it is considered appropriate that the designation should be revoked under section 60(4) of the Housing Act 2004. The principal reasons are:-
 - a. as summarised in the exempt Appendix A;

- b. the need for residents and landlords to have clarity around the designation, its operative date and the effect of the designation;
- c. the likely timescales for implementation;
- d. the need to consider the impact of local and national measures affecting HMO's; and
- e. the Council's continuing commitment to improving standards in the private rented sector.

4. Alternative options considered

- 4.1 Consideration has been given to other options as set out within the exempt Appendix A. None of these options have been considered the most appropriate course of action to take to ensure an effective route to implementation, having regard to the legal advice referenced in the exempt appendix and likely implementation timescales.

5. Decision-making

- 5.1 The Cabinet decision made on 14 May 2026 delegated authority to the Director: Housing, Commercial & Customer Service in consultation with the Cabinet Member: Highways, Housing & Enforcement, to take all necessary steps to implement the decision.
- 5.2 In accordance with the Council's Constitution, I have the appropriate powers to make this decision.

6. Urgency of Decision

- 6.1 The Council had already undertaken significant steps to publicise the Designation in accordance with Regulation 9 Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006. To avoid resident and landlord confusion, it is necessary to act promptly to confirm the decision to revoke the Designation.
- 6.2 Any delay in revoking the Designation is likely to result in the Council incurring avoidable expense. As a result, the Council has had insufficient time to follow the standard Notice of Key Decisions process for considering Key Decisions and this decision is brought forward under special urgency provisions. All legal requirements, including notification to, and consent of, the Chair of Scrutiny Management Board to disapply call-in due to urgency, have been undertaken and the Chair is satisfied that this decision is a case of special urgency.

7. Legal Implications

- 7.1 The Director: Housing, Commercial & Customer Service has authority under the Council's Constitution to take this decision. Notification to, and consent of, the Chair of the Scrutiny Management Board to disapply call-in due to urgency were obtained prior to the decision. This decision is a case of special urgency for the reasons set out in the Appendix A and as a result, compliance with Regulations 10 and 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 is impracticable.

8. Financial Implications

- 8.1 Having considered all of the information available, including the exempt legal advice, it is considered that the decision to revoke the Designation will prevent the Council from incurring any unnecessary expense. The work needed to implement this decision will be met from existing budgets.

9. Decision

- 9.1 Following the review at paragraph 3, and consultation with the Cabinet Member in accordance with the delegation granted by Cabinet on 14 May 2026, this decision notice confirms that the Council should proceed to revoke the designation pursuant to section 60(4) of the Housing Act 2004.
- 9.2 Consequently, the following steps shall now take place to give effect to this decision:-
- a. the preparation and execution of a formal revocation instrument pursuant to section 60 of the Housing Act 2004;
 - b. publication of the statutory notice required by section 60(6) of the Housing Act 2004 and Regulation 10 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 within 7 days of the date of the formal revocation instrument;
 - c. the taking of all ancillary administrative steps necessary to implement this decision, including arrangements for the return of any fees received for any additional licensing application, updates to the Council's website, creation and retention of decision records; and
 - d. any other necessary steps required to give effect to this decision.
- 9.3 This decision is the determination, following review, that the Council should proceed to revoke the designation. The statutory act of revocation will occur when the formal revocation instrument is executed. That instrument will specify the date and time at which the revocation takes effect under section

60(5). The seven-day publication period under regulation 10 will be calculated from the date on which the revocation instrument is executed.

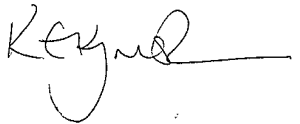
Further Information/Contact – This decision is a case of special urgency. Given the need for expediency in making this decision, compliance with Regulation 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 is impracticable. Having obtained the agreement of Councillor Mark Boylan, the Chair of the Scrutiny Management Board, in accordance with Regulation 11, the decision will take effect on 11 September 2026. In light of the circumstances described above, the Chair also agreed to waive call-in in respect of this decision.

Toni Guest

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Signed:



Katherine Kynaston

Director: Housing, Commercial & Customer Services

Dated: 11 SEPTEMBER 2026

FORM OF REVOCATION
Housing Act 2004, section 60

Revocation of designation of an area for additional licensing of Houses in Multiple Occupation

The Borough of Telford and Wrekin Council (“the Council”), being the local housing authority for the Borough, makes this instrument pursuant to section 60 of the Housing Act 2004.

1. Identification of the designation

The Council previously made a designation under section 56 of the Housing Act 2004 titled “The Borough Council of Telford and Wrekin Designation for an Area for Additional Licensing of Houses in Multiple Occupation 2026”, together with the Addendum dated 28 August 2026 (“the Designation”).

2. Review

The Council has reviewed the operation and status of the Designation pursuant to section 60(3) of the Housing Act 2004.

3. Revocation

Having completed that review and being satisfied that it is appropriate to do so, the Council hereby revokes the Designation pursuant to section 60(4) of the Housing Act 2004.

4. Reasons

The principal reasons are:-

- a. based upon legal advice received in relation to the Designation;
- b. the need for residents and landlords to have clarity around the Designation, its operative date and its effect;
- c. the likely timescales for implementation;
- d. the need to consider the impact of local and national measures affecting HMO's; and
- e. the Council's continuing commitment to improving standards in the private rented sector.

5. Date and time of effect

This revocation is made on 11 September 2026.

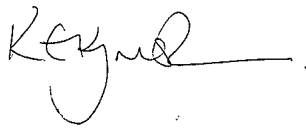
Pursuant to section 60(5) of the Housing Act 2004, this revocation shall take effect at 00:01 on 15 September 2026. From that date and time the Designation shall cease to have effect.

6. Publication

The Council shall publish notice of this revocation in accordance with section 60(6) of the Housing Act 2004 and Regulation 10 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006.

7. Execution

Signed:

A handwritten signature in black ink, appearing to read 'K Kynaston', followed by a horizontal line.

Name: Katherine Kynaston

Director: Housing, Commercial & Customer Services

Date: 11 September 2026

TELFORD & WREKIN COUNCIL

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- 1.1 This Appendix is intended to be read in conjunction with the main report in respect of this matter.
- 1.2 The information contained within this appendix is exempt from publication by virtue of paragraph 3, Schedule 12A, Local Government Act 1972 (information relating to the financial or business affairs of any particular person (including the authority holding that information) and paragraph 5 (information in respect of which a claim to legal professional privilege could be maintained in legal proceedings).