



## Extending the relevant period for licence agreements in supported accommodation

This operational guidance has been developed by Cymorth Cymru, the Local Authority Housing Support Networks Project and Community Housing Cymru to help supported accommodation providers, landlords and local authorities to follow the correct process when considering whether to extend the relevant period for a licence agreement in supported accommodation.

This should be read in conjunction with the Welsh Government guidance '[Supported accommodation: exceptional approach to extending the relevant period for a tenancy or licence](#)', which outlines the procedure, time-scales and the circumstances in which an extension to the relevant period for licence agreements can be considered.

### Key responsibilities when developing the process for extending licence agreements:

#### Landlords / supported accommodation providers:

- Ensure a system is in place to monitor the relevant period for licence agreements used within supported accommodation, including when they are due to become occupation contracts, unless the period is extended.
- Develop a model form to give notice of an extension to licensees.
- Ensure that licensees are consulted in advance of the decision to extend the licence agreement.
- Ensure mechanisms are in place to evidence the decision-making process.
- Establish named contact within the local authority and agree on a method of referral.
- Ensure the licensee is notified four weeks before the end of licence period and are given the required information.

#### Local Authority:

- Identify a named contact who will be responsible for giving consent for the extension of licence agreements.
- Agree a method of referral with the supported accommodation provider / landlord.
- Establish a decision making process for giving consent to extensions and recording evidence that the provider / landlord is acting reasonably.
- Establish a monitoring process for equality and diversity information.

Please see overleaf for a flowchart to assist supported accommodation providers, landlords and local authorities to navigate this process.

## Considering an extension to the licence agreement

Landlord considers whether there are any legitimate reasons why the licence should not convert into a standard contract.

The decision to extend is expected to be used in exceptional circumstances, not to avoid issuing an occupation contract.

Landlord consults with the licensee regarding the decision to extend the licence period.

Landlord keeps a record of discussion and engagement with licensee.

## Applying to the local authority to extend the licence agreement

Landlord makes the decision to apply for an extension of the licence agreement.

Landlord keeps evidence of the considerations, evidence and reasons for the decision.

Landlord applies to the LA six weeks before the end of the licence period. LA has two weeks to make the decision.

Landlord obtains consent of the LA.

## Giving notice of the extension to the licensee

4 weeks before the end of the licence (following LA consent) landlord gives notice to the licensee of the decision to extend.

Notice must include:

- Reason for extension
- End date of the new licence period
- The right to apply for a review

There is no Welsh Government prescribed form for this, however landlords may wish to design a common approach.

If the licensee applies to the court for a review, they will remain on a licence until the decision of the court

## Actions following the decision to extend the licence agreement

Landlord should work with licensee during the extended period to resolve any issues relating to the extension (if relevant).

Landlord should keep a record of these actions.

If extension is due to lack of suitable move on accommodation, the LA should reflect this in its rapid rehousing planning.

The LA may require the landlord to report annually on the use of extensions to licence agreements, including equality data.