

Appendix 10, Post declaration publicity plan

Law	A Ref	Action Plan	Target date	Status
9. (1) A local housing authority that is required under section 59(2) or 83(2) of the Act to publish a notice of a designation of an area for the purpose of Part 2 or 3 of the Act must do so in the manner prescribed by paragraph (2).			To be confirmed	
(2) Within 7 days after the date on which the designation was confirmed or made the local housing authority must —				
(a) place the notice on a public notice board at one or more municipal buildings within the designated area, or if there are no such buildings within the designated area, at the closest of such buildings situated outside the designated area;	1	<ul style="list-style-type: none"> a) Draft a Public Notice. See info in Action 13 b) Arrange for it on notice board at Town Hall and Riverside House c) Post at Rawmarsh CSC d) Post at nearest municipal building to Thurcroft 		
(b) publish the notice on the	2	<ul style="list-style-type: none"> a) Internet page 		

Appendix 10, Post declaration publicity plan

authority's internet site; and				
(c)arrange for its publication in at least two local newspapers circulating in or around the designated area—	3	b) Arrange Public Notices via AT/Press office		
(i)in the next edition of those newspapers; and				
(ii)five times in the editions of those newspapers following the edition in which it is first published, with the interval between each publication being no less than two weeks and no more than three weeks.				
(3) Within 2 weeks after the designation was confirmed or made the local housing authority must send a copy of the notice to—	4	Gather details of persons in subsections below Respondents gathered Gather others		
(a)any person who responded to the consultation conducted by it	5	Send a copy of the notice to respondents e-mail/post		

Appendix 10, Post declaration publicity plan

under section 56(3) or 80(9) of the Act;				
(b)any organisation which, to the reasonable knowledge of the authority—				
(i)represents the interests of landlords or tenants within the designated area; or	6	Send a copy of the notice to respondents e-mail/post. PLUS ALL THE PEOPLE SENT A CONSULTATION AS A LANDLORD/AGENT		
(ii)represents managing agents, estate agents or letting agents within the designated area; and	7	Send a copy of the notice to respondents e-mail/post		
(c)every organisation within the local housing authority area that the local housing authority knows or believes provides advice on landlord and tenant matters, including—	8	Send a copy of the notice to respondents e-mail/post		
(i)law centres;	9	Send a copy of the notice to respondents e-mail/post		
(ii)citizens' advice bureaux;	10	Send a copy of the notice to respondents e-mail/post		
(iii)housing advice centres; and	11	Send a copy of the notice to respondents e-mail/post		

Appendix 10, Post declaration publicity plan

(iv) homeless persons' units.	12	Send a copy of the notice to respondents e-mail/post		
(4) In addition to the information referred to in section 59(2)(a), (b) and(c) or 83(2)(a), (b) and(c), the notice must contain the following information—	13	Ensure these are detailed in the public notice		
(a)a brief description of the designated area;				
(b)the name, address, telephone number and e-mail address of—				
(i)the local housing authority that made the designation;				
(ii)the premises where the designation may be inspected; and				
(iii)the premises where applications for licences and general advice may be obtained;				
(c)a statement advising any landlord, person managing or tenant within the designated area to				

Appendix 10, Post declaration publicity plan

seek advice from the local housing authority on whether their property is affected by the designation; and				
(d)a warning of the consequences of failing to licence a property that is required to be licensed, including the criminal sanctions.				