

23 December 2019

Our ref: 5879032

Thank you for your request received on 11 December 2019, for the following information:

I searched on your website and couldn't find a suitable copy of your 2018 HMO Licence Register as prescribed under the Housing Act 2004 s.232 (1) and the information that is required to be maintained within the register is described in the The Licensing and Management of Houses in Multiple occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006.

The latter is extracted here for convenience:

Registers of Licences

11. '(1) The following particulars are prescribed for each entry in a register established and maintained under section 232(1)(a) of the Act in respect of a licence granted under Part 2 (HMOs) or 3 (selective licensing) of the Act which is in force'

- (a) HMO Property Address***
- (b) HMO Licence Holder(s) Full Name***
- (c) HMO Licence Holders Correspondence Address***
- (d) HMO Managers Name***
- (e) HMO Managers Address***
- (f) A short description of the licensed HMO or house;***
- (g) A summary of the conditions of the licence;***
- (h) Date of Licence Commencement***
- (i) Date of Licence Expiry***
- (j) Duration of Licence***
- and more.***

Please can I request the details as available on your register for the items (a) to (j) in the list above.

A reply in Excel (spreadsheet) format is requested.

I look forward to hearing from you.

We have processed this request under the Environmental Information Regulations 2004.

Response

We do not hold a copy of the HMO register for 2018.

The register is a live document and is a record of the current licences and as such change regularly. Copies of past registers as they may have been at a particular point in time are not kept.

If you are dissatisfied with the response in any way, there is a complaints process which can be found at **Annex A**.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.

Annex A – Making an appeal

If you are dissatisfied with the way in which your information request has been dealt with you can request an internal review by emailing the Council's Data Protection

Officer email: data.protection@barnet.gov.uk (Please quote the reference number above) or by writing to:

The Data Protection Officer

Information Management Team

London Borough of Barnet

North London Business Park

Oakleigh Road South

London N11 1NP

If you remain dissatisfied with the outcome of the review you have a further right of appeal to the Information Commissioner, who regulates the implementation of the Data Protection Act 2018. The Commissioner can be contacted at the following address:

Information Commissioner's Office

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

website at www.ico.gov.uk.

Email: casework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545860

Monday to Friday, 9am to 4:30pm

You can also chat online with an advisor.

There is no charge for making an appeal.

