

**LONDON BOROUGH OF WALTHAM FOREST  
DESIGNATION OF AN AREA FOR ADDITIONAL LICENSING  
Section 56, Housing Act 2004**

**The London Borough of Waltham Forest** (“the Authority”) in exercise of its powers under section 56 of the Housing Act 2004 (“the Act”) hereby designates for additional licensing the whole of the area in its district, as delineated in red on Map 1. The designation has been made under the general approval granted under Section 58 of the Act and was approved by Cabinet decision taken on 9th July 2024. The designation applies to all Houses in Multiple Occupation (“HMOs”) that are privately rented and occupied by three or more persons forming two or more households who share one or more basic amenities (or one or more basic amenity is lacking) under one or more tenancies or licences unless it is an HMO that is subject to mandatory licensing under section 55(2)(a) of the Act or is subject to any statutory exemption. This designation may be cited as the London Borough of Waltham Forest Designation for an Area for Additional Licensing 2024 and shall come into force on 1st April 2025 and cease to have effect on 31st March 2030 (not more than five years) or earlier if the Authority revokes the scheme under section 84 of the Act.

This designation is made by the London Borough of Waltham Forest, Town Hall, Fellowship Square, Forest Road, London, E17 4JF; telephone number **020 8496 3000** (general enquiries) telephone number **020 8496 4949** (for enquiries in respect of this designation) or by email to **propertylicensing@walthamforest.gov.uk** The designation may be inspected at the above following address during office hours: Private Sector Housing and Licensing Team, London Borough of Waltham Forest, Town Hall, Fellowship Square, Forest Road, London, E17 4JF. Applications for Licences under this designation may be obtained from the Private Sector Housing and Licensing Team at the above address or [www.walthamforest.gov.uk/private-rented-property-licensing](http://www.walthamforest.gov.uk/private-rented-property-licensing).

All landlords, managing agents or tenants within the designated area should obtain advice to ascertain whether their property is affected by the designation by contacting the Council’s Private Sector Housing and Licensing Team.

If you are a landlord, managing agent, or a tenant, requiring information on whether your property is affected or if you require any further information regarding this designation, or to apply for a licence, further information and assistance is available from the Council’s Private Sector Housing & Licensing Team:

Website: **walthamforest.gov.uk/private-rented-property-licensing**

Email: **propertylicensing@walthamforest.gov.uk**

Tel: **020 8496 4949**

### **Consequences of failing to licence a property that is required to be licensed**

Upon the designation coming into force on 1 April 2020 a person commits an offence if they are a person having control of or managing an HMO which is required to be licensed under this Additional Licensing Designation but is not so licensed and will be liable to prosecution. On conviction, the Court may impose an unlimited fine. The Authority may as an alternative to initiating a prosecution pursue one or more of a range of other enforcement actions including the imposition of a financial penalty of up to £30,000. Where an offence has been committed an application may also be made by the Authority and/or tenant for a Rent Repayment Order to pay back up to 12 months' rent, Housing Benefit or Universal Credit. The Authority may also make an Interim Management Order whereby the Authority would take management control of the unlicensed HMO. The Authority will also add any relevant offences to the Greater London Authority Rogue Landlord and Agent register unless it considers that there are valid reasons for not so adding, which will be considered on a case-by-case basis.

**Signed**

A handwritten signature in black ink, appearing to read 'Alan A. Johnson', written in a cursive style.

**Portfolio holder and elected Cabinet Member  
For and on behalf of London Borough of Waltham Forest**



© Crown copyright and database rights 2020 OS GO 100049624 2020

|