

# What to Do When You Sell a Property with an Additional Licence

When you sell a property that has an Additional Licence, it's important to tell the Council, as the Licensing Authority, or Home Safe. An additional licence is issued to a person, not the property, so it does not transfer to the new owner.

Until the Council formally revokes the licence, **you remain the legal licence holder.**

## Why the Council must be notified

If you sell a licensed property and do not inform the Council (Home Safe can do this on your behalf):

- The licence stays active in your name
- You remain legally responsible for the licence conditions
- You may still be contacted about inspections, updating expired certificates, complaints or breaches of licence conditions
- Enforcement action may still be taken against you
- The licence only ends when the Council revokes it.

## What remains enforceable after you sell the property

Even after the sale, the following licence conditions remain enforceable against you until revocation:

### Mandatory conditions (Housing Act 2004)

- Providing valid safety certificates (e.g., gas safety, electrical safety)
- Ensuring smoke and carbon monoxide alarms are installed and maintained
- Ensuring the property is managed to prevent anti-social behaviour
- Ensuring the property is free from serious hazards

### Local licence conditions

These include:

- Informing the Council of any material changes (such as change of ownership)
- Providing documents or information when requested
- Ensuring proper tenancy management arrangements
- Ensuring repairs and maintenance are carried out
- Ensuring waste and refuse arrangements are in place

These responsibilities remain attached to the named licence holder, even if you no longer own or control the property. A licence holder doesn't have to be the owner.

## What you need to do

If you have sold a licensed property, please:

- Notify the Council/or Home Safe in writing
- Request revocation of the Additional Licence
- Provide evidence of sale, such as:
  - A copy of the TR1 form submitted to the Land Registry showing the transferor and transferee of the property
  - Solicitor's letter confirming completion with the property address and completion date

Once received, the Council will revoke the licence and confirm that your responsibilities have ended.

## Summary

- A licence holder doesn't have to be the owner
- An additional licence does not transfer to a new owner
- You remain legally responsible until the licence is revoked
- You must notify the Council, or us, and request revocation, providing evidence of sale
- Enforcement action may still apply until revocation is completed