

*"excellent course, correct pace and format"  
Luton Borough Council course delegate*



## Preparing for the Residential Property Tribunal 1 day course

### Who is this course aimed at?

Local Authority private sector housing enforcement staff, who ideally will have attended an HHSRS Inspections and Assessments course and an HHSRS Enforcement course. Social Housing and Private Landlords who wish to understand the appeals procedure following enforcement action under the Housing Act 2004.

### About the course

This course has been developed by CPC Professional Development with input and support from The Residential Property Tribunal Service (RPTS), who attended the first delivery of the course at Luton Borough Council. The course will be hosted by a RPTS panel member.

The course will assist delegates to:

- Further understand local housing authority duties and powers in respect of enforcement action after HHSRS assessment
- Appreciate the procedural requirements with notices and orders and the factors likely to make them open to challenge
- Determine the most appropriate course of action and prepare a statement of reasons with particular regard to the requirements of the RPTS
- Understand the respective obligations of officers and property owners when preparing for an appeal
- Understand how to respond to requests from the RPTS for information
- Understand the procedures of the Residential Property Tribunal and how an oral hearing will be conducted
- Appreciate the factors the Residential Property Tribunal will take into account in reaching a decision and understand how decisions are given and recorded
- Be aware of relevant options and resources for further learning

The course normally runs from 09:00 to 16:30. A course outline is available on request.

### Course materials

Delegates will receive professionally bound Delegate Packs containing course notes from the various sessions.

## Certification

Delegates will be issued with Continuing Professional Development certificates confirming their attendance on the course.

## Course scheduling options

Course dates will be scheduled in response to demand. There are 2 ways in which this can occur:

**In-house courses** - Your authority or organisation finds enough delegates to make the course viable. We deliver the course for you, for a flat fee. If desired, several organisations could commission an in-house course together to share the cost. The advantage of this option is that you can have the course whenever and wherever you want it.

**Open access courses** - You notify us of your interest, and wait until there is sufficient firm demand within your region or sub-region for us to arrange a course, with places charged on a per-delegate basis.

## Enquiries and bookings

For general enquiries or to commission an **in-house course**, please email us at [training@cpcltd.com](mailto:training@cpcltd.com) in the first instance.

Further information on CPC Professional Development, including other courses, may be found on our website at [http://www.cpcltd.com/new/services/prof\\_dev.asp](http://www.cpcltd.com/new/services/prof_dev.asp)

## Course fees

For an **in-house course**, the fee options are as follows:

- For a maximum of **16 delegates: £1,300 + VAT**. This would include one trainer, course packs for delegates to retain, CPD certificates and all expenses.
- For a maximum of **30 delegates: £2,500 + VAT**. This would include two trainers, course packs for delegates to retain, CPD certificates, and all expenses.

The above rates assume that training will be carried out at a venue provided by the client. If we are requested to provide a venue, this will be charged to you at a cost.

For an **open access course**, the standard fee is **£225 + VAT per delegate**. We regularly run open access training throughout the year.