



GUIDANCE NOTES

Applying for an employment-related Housing Licence: Statements in Principle

As far as possible, the application process for an employment-related housing licence should be commenced in advance of efforts to recruit a candidate without residential qualifications. This is done by a prospective employer applying to Housing Control for a statement in principle in relation to a given post. Taking this step will ensure that Housing Control has agreed to grant a licence for the post in question and that the conditions of the licence (in particular its length) are known before a candidate is offered a post of employment.

Please note that it can take some time – 6 to 8 weeks after the receipt of a completed application form – for an initial decision to be made on the issuing of a statement of principle (or, where applicable, the granting of a housing licence).

In many cases, Housing Control chooses to consult service areas under the Committee for Economic Development ('Economic Development') to obtain information that will assist it in assessing the essentiality of the post in question to Guernsey.

In order to help Housing Control and Economic Development to minimise the time taken to determine applications, organisations are asked to complete as much of the application form as possible in support of their request. **Please note that failure to provide adequate detail is likely to result in delays in the assessment process, and requests from Housing Control for further information.**

The process for considering a request for a housing licence in accordance with the Housing (Control of Occupation) (Guernsey) Law, 1994, as amended, is outlined below:

- Contact can, and might sensibly be, made with Economic Development to seek guidance on applying for an employment-related housing licence and to discuss the principles underlying such a request.
- The application form should be completed by the organisation, with reference to the Primary and Secondary Benefits criteria, and returned to Housing Control. Please provide as much information as possible.
Forms submitted electronically will not require a signature but the return of the form will be taken as confirmation of compliance with the declaration.
- The application form is available for download from the States' website at www.gov.gg/essential and can be submitted either electronically to housingcontrolapplications@gov.gg or by post to:

Director of Housing Control, States of Guernsey Housing Control, Sir Charles Frossard House, La Charroterie, St Peter Port, Guernsey, GY1 1FH

- Where Housing Control requires further information before determining the application (including where Economic Development identifies gaps in the information supplied on the application form) it will ask the organisation to provide it.

- However, if an application is being made by a new business, before being able to respond to Housing Control's consultation request, it is likely that a member of staff from Economic Development will make direct contact with the organisation to discuss its business plan in detail. This will also be the case where an application for a statement in principle or licence is being made on the grounds of significant new business developments by an existing organisation (where these have not already been discussed with Economic Development).
- When Housing Control and Economic Development are satisfied that they have adequate information about the application, at the request of Housing Control, Economic Development will make an assessment of the information provided.
- Economic and Development will provide details of its assessment of the request to Housing Control, and will advise of its support, or otherwise, for the granting of the application.
- Housing Control will consider the application and will make the final decision on the granting of a statement in principle (or a licence), taking into account the assessment from Economic Development and all other relevant considerations under the 1994 Law.
- Housing Control will communicate its decision to the organisation concerned. Economic Development will also be informed of the decision.

If the organisation is not satisfied with the decision made by Housing Control, it has a right of appeal to the Ordinary Court, whereupon the information provided on the application form will be a key element for consideration by the Court.

If you encounter any difficulties when completing this form, would like to arrange a meeting to discuss the application process, or would like to discuss a prospective application before submitting this form, please contact Housing Control (tel. 715790). Economic Development may also request a meeting which can be held in conjunction with Housing Control as appropriate.