

Approval Level
Director
Senior Housing Control Officer + EA20 and ER11
Senior Housing Control Officer
Housing Control Officer (EGII)
Housing Control Officer (EGI) + CA8
Housing Control Officer (EGI)
Data Integrity Officer
CA8 only
FA1; FA2 and EA9 only

SCHEDULE

Approvals:

Guideline	Description	Delegated Authority
AA1	Application for licences in principle for replacements, where the initial licence was granted within the preceding 2 years (subject to 5 year limitation where appropriate)	Housing Control Officer (EGI)
AA2	Applications for licence for a named person where a licence has been agreed in principle for a post	Housing Control Officer (EGI)
AA3	Setting out options on the basis of income, where licence has been agreed in principle	Housing Control Officer (EGI)
AA3(a)	Setting options for transfer on basis of current income (between 2 and 13 years) and on a flexible basis (after 13 years). See also HA5/6	Housing Control Officer (EGI)
AA4	Issue of licence where application is in accordance with options	Housing Control Officer (EGI)
AA5	Transfer of licence to another dwelling in accordance with options	Housing Control Officer (EGI)
AA6	Applications outside TRP options	Senior Housing Control Officer

AA7	Requests for release from conditions of licence in well-defined circumstances e.g. when husband and wife have in aggregate completed more than 15 consecutive years' service in essential employment	Director
AA8	Recognition of service prior to the granting of a licence, provided that the person was lawfully resident in Guernsey at the time and was employed in the post for which a licence was subsequently granted	Director
AA9	Amendment of licence where employee is promoted, provided that no replacement licence is to be sought (not to apply to technical personnel promoted to non-technical jobs)	Director
AA10	Recognition of period of absence of up to one year on maternity leave as continuing service under essential licence	Housing Control Officer (EGI)
AA10a	Undertake to re-issue essential licence, if 15 year licence holder is seconded from the Island, provided that the absence does not exceed 2 years (period of absence not qualifying residence)	Housing Control Officer (EGI)
AA10b	Undertake to issue unconditional licence to person covered by AA10a when they have completed an aggregate of 15 years under essential licences	Director
AA11	Approvals in principle - renewal for second year (thereafter renewals considered by Board)	Housing Control Officer (EGI)
AA12	Approval of Public Sector employment applications (up to 5 years' duration only)	Housing Control Officer (EGI)
AA12a	Education - 15 year licences for Head Teachers, Deputy Head Teachers and Heads of Department	Director
AA12b	Education - approval of licences for Elizabeth College, Ladies College and Blanchelande on same basis as public sector schools	Housing Control Officer (EGI)
AA12c	Health - Nurse band 6 and over - 5 year essential licences	Housing Control Officer (EGI)
AA12d	Health - Nursing couple below band 5 - 5 year licence - options 3 habitable rooms - conditional on both working	Housing Control Officer (EGI)
AA12e	Education: Approval of employment licences for all posts in secondary and tertiary phases of education and all 'central' posts where a formal teaching qualification is required	Director
AA12f	Health and Social Services: Approval of licences for all posts where a formal medical/social care qualification and registration with a professional medical/health/social care body is required	Director

AA13	Approval of Finance Sector employment licences which are fully supported by the Financial Services Commission and where the period of licence recommended is less than 15 years (rescinded WEF 31/03/2011)	Senior Housing Control Officer
AA13a	Approval of replacement 15 year licences	Director
AA13c	Employment-related applications for licences of up to five years' duration where the application is supported by Economic Development	Senior Housing Control Officer
AA13d	Employment-related applications for licences of up to five years' duration where the employer is a well-established Financial Services Sector business and the post is an established post requiring professional qualifications	Senior Housing Control Officer
AA13e	Employment-related applications for licences of up to five years' duration where the employer is a well-established non Financial Services Sector business and the post is an established post requiring professional qualifications that are in high demand in the Financial Services Sector or where niche professional qualifications are required	Senior Housing Control Officer
AA13f	Employment-related applications for licences of up to five years' duration where the employer is a well-established business associated with the continued provision of services allied to the health and social well-being of the Island's residents and the post is an established post requiring professional health-related qualifications	Senior Housing Control Officer
AA13g	Employment-related applications for licences of up to five years' duration where the employer is an established business, and the licence relates to an established area of business, without the need to refer the application to any advisory body for comment	
AA13h	Audit & Advisory Services: Approval of employment licences from the following firms: Ernst & Young; PricewaterhouseCoopers; KPMG; Deloitte and DBO; where a formal accountancy qualification is required	Director
AA13i	Banks (including: securities, private client/wealth management): Approval of employment licences from the following banks: Barclays; HSBC; Lloyds Bank and RBSI; where a formal professional qualification is required	Director
AA15	Re-issue of licence in respect Education and Health and Social Services employees who transfer to a post of equal or higher status and extension of licence where post is in category AA12a	Director

AA16	Essential licences for staff in 3 to 4 star hotels and top and secondary restaurants as per policy papers dated 26 April and 11 July 1994	Housing Control Officer
AA17	Law Firms: Approval of employment licences from the following firms: AFR; AO Hall; Appleby; Babbe; Bedell Cristin; Carey Olsen; Collas Crill; Mourant Ozannes; and Ogier; where a formal legal qualification is required	Director
AA18	Approval of any other employment licence where the Director is satisfied that there are sufficient grounds to approve the application	Director
BA1	Licences valid for periods not exceeding 9 months	Housing Control Officer (EGI)
BA1a	Licences on changes of employment within the industry	Housing Control Officer (EGI)
BA1b	3 year licences for those with experience and supervisory/managerial or similar responsibility	Housing Control Officer (EGI)
BA2	Employees in 2, 3 and 4 star hotels and top and secondary restaurants (i) 5 year licences for middle management and skilled and semi-skilled staff	Senior Housing Control Officer
BA2a	3 year licences for unskilled staff	Housing Control Officer (EGI)
BA2b	Employees in 1 star hotels and guest accommodation and other restaurants (with more than 20 covers) and takeaways/small restaurants which have extensive menus	Housing Control Officer (EGI)
BA2c	1 year licences (renewable up to 3 years) for semi-skilled or unskilled post	Housing Control Officer (EGI)
BA2d	Licences for any period of 9 months for all staff or employees in other tourist related employment including staff in small catering establishments and fast food operations; restaurants of less than 20 covers; takeaways (except those with extensive menus); fish and chip shops; pizza and wimpy/burger restaurants irrespective of size, and food preparation businesses AND travel and sport	Housing Control Officer (EGI)
BA2d(iii)	Public House and Bar Staff - (a) generally grant 9 month licences, renewable up to a maximum of 3 years residence for all staff other than the Manager/Liquor licence holder (b) Grant 3 year licence for Bar Chef where the menu is extensive (c) Grant licences for manager/liquor licence holder to live on the premises (subject to 5 year limitation)	Housing Control Officer (EGII)
BA2e	Licences for up to 9 months for temporary and seasonal workers in tourism and catering	Housing Control Officer (EGI)

BA2f	Conversion of 9 month licences up to 3 years (in any of the first three 9 month licence periods only) in respect of staff moving to longer term employment subject to the limitations above	Senior Housing Control Officer
BA2g	Licences for period of 1 year renewable to 3 years subject to the Chief Executive Officer being satisfied about attempts to recruit locals AND the applicant having been absent from the Island for the preceding 3 months AND options board and lodgings/en famille	Housing Control Officer (EGI)
BA3	Licences for site management on a significant contract, valid for the period of the contract only (wider options may apply but overall residence on series of contracts not to exceed 5 years)	Senior Housing Control Officer
BA3a	Licences for tradesmen and other labour for the period of the contract only - short term licence options and overall residence limit of three years	Housing Control Officer (EGII)
BA4	Seconded staff - licence to occupy SCHU's or board and lodgings for limited periods.	Housing Control Officer
BA5	Locums - licences for board and lodgings or SCHU for limited (but unspecified) periods - usually for medical or teaching staff	Housing Control Officer
BA6	Limited extension of short term essential licences	Housing Control Officer (EGII)
BA7	Licences for employees in trades other than those specified in BA1 to BA3a inclusive, to reside in Board and Lodgings - period not to exceed 90 days (not renewable)	Housing Control Officer (EGII)
BA8	Temporary licences when permanent licence becomes invalid generally valid for 3 months but not longer than 6 months	Housing Control Officer (EGII)
BA9	Extension of period as guest or tourist beyond 90 days - not exceeding 3 additional months	Housing Control Officer (EGII)
BA10	Licence for 90 days only at Brockside (Council for Alcoholism) for non qualified residents who are ordinarily resident in Guernsey. (Policy to also apply to other recognised social hostel accommodation)	Housing Control Officer (EGI)
BA11	Students engaged in industrial segment of recognised educational course - licence for Board and Lodgings/En Famille for the period of employment	Housing Control Officer
BA12	Short Term (up to 3 years) licences for nursing and care staff in Residential Homes and Hospitals	Housing Control Officer (EGII)
BA13	Issue of licences to "guests" (who require licences to work during their 90 day stay) provided that the employment is of a type for which Housing Control currently grants short term licences	Housing Control Officer (EGII)
CA1	Deletions from the Housing Register at the request of the owner	Director

CA2	Inscription of dwelling to replace demolished dwelling in accordance with Section 31	Director
CA3	Inscription of one unit in the Register where Part A dwelling is subdivided (Section 35)	Director
CA4	Alteration of inscription to incorporate unit of accommodation provided that an alternative unit has been deleted in accordance with Section 34 as amended	Director
CA5	Approval of rationalisation of rooms between Open and Local Market flats (Section 36)	Director
CA6	Transfer of dwellings between the parts of the Register subject to the provisions of Sections 38 to 44	Director
CA7	Addition of premises within a hotel's enclosure to the inscription in Part B (Section 49 as amended)	Director
CA8	Advice on continued eligibility for the Register	Director
CA9	Residential Home licence for a person aged over 65 who has been resident in Guernsey, Alderney, Herm or Sark for the whole of the preceding 10 years	Housing Control Officer (EGI)
CA10	Residential Home licence for the parent (aged 65 or over) of a person, who has been established as a lawful householder in Guernsey for the whole of the preceding 10 years. (Note no residence requirement for the parent)	Senior Housing Control Officer
CA11	Licences for residential or nursing homes for a person whose only near relative is a long term lawful resident of Guernsey, provided that the person is aged 75 or over and in need of residential care	Senior Housing Control Officer
CA12	Licences for persons who satisfy CA9 to occupy property inscribed in Part B of the register	Senior Housing Control Officer
CA13	Licences for retired persons to occupy a Part B Hotel, subject to evidence that they would have been able to purchase an open market property (this option is to allow persons who would otherwise live in Part A to live in a Hotel where they prefer serviced accommodation)	Senior Housing Control Officer
CA14	Licences for persons who have resided in Open Market staff quarters for more than 20 years (options B&L/EF or 2 hab rooms)	Housing Control Officer (EGI)
CA15	Licence for persons who have been resident in Guernsey for more than 20 years and who are aged over 65 or are in ill-health, to occupy a local market dwelling provided that they delete a dwelling from the Open Market Register	Senior Housing Control Officer

CA15a	Licence for persons who have been resident in Guernsey for more than 20 years and who are aged over 65 or are in ill-health, to occupy a local market dwelling provided that they first create a Local Market dwelling either by sub-dividing an Open Market dwelling, or creating a new Local Market dwelling within the curtilage of an existing Open Market dwelling (only to be applied in cases where the new Local Market dwelling will genuinely add to the pool of Local Market housing available for general occupation.)	Director
CA16	Licence for Open Market owner to reside with an unrestricted qualified resident in Local Market dwelling (i) on marriage (ii) 1:1 situations as detailed in FA1	Senior Housing Control Officer
CA17	Permission for a restricted qualified resident to reside with an unrestricted qualified resident in Local Market dwelling (i) on marriage (ii) 1:1 situations as detailed in FA1	Senior Housing Control Officer
CA18	Temporary licence for Open Market owners to reside in a Hotel or SCHU or En Famille while Open Market dwelling undergoes renovation	Senior Housing Control Officer
CA19	Temporary licence for Open Market owners to reside in a Hotel or SCHU or En Famille during bridging sale and purchase of Open Market dwelling	Senior Housing Control Officer
CA20	Temporary licence for Open Market owners to reside in a Hotel or SCHU or En Famille pending purchase and subject to conditions of sale (completion in next 3 months)	Senior Housing Control Officer
CA21	Temporary licence for Open Market owners to reside in a Hotel or SCHU or En Famille where CEO is satisfied that applicant has wherewithal to purchase Open Market dwelling	Senior Housing Control Officer
CA22	Licences for persons who were first resident as minors and who will qualify after 20 years residence provided that they have lived in Guernsey for at least 16 years - options Board and Lodgings/En Famille only	Housing Control Officer (EGI)
CA23	Licence for Open Market owner (not restricted qualified resident) to reside as member of household of qualified resident child subject to the following (i) the child is married or has been established as a householder for at least 2 years (ii) the parent is over 65 or in ill health	Director
CA24	Licences valid for 3 months for persons who are in lawful occupation of a dwelling at the time that it is transferred to Part D	Housing Control Officer (EGI)
CA25	Grant permission to transfer to any dwelling of choice, to restricted qualified residents who inscribed a dwelling in the Housing Register under the 1969 Law and were granted a licence to occupy a controlled dwelling under that Law	Senior Housing Control Officer

CA26	Permission for restricted qualified residents over age 65 to occupy any residential home (registered by HSSD). Note - Section 24 of the Law gives them the right to occupy and Nursing Home	Senior Housing Control Officer
CA27	Permission for a restricted qualified resident who is elderly to occupy a controlled dwelling without the requirement to delete a dwelling from the Register (in accordance with policy statement included in Policy Letter dated 29 December 2000)	Senior Housing Control Officer
DA1	Licences for new purpose created staff quarters (including Open Market properties transferred to Part D)	Director
DA2	Re-issue of licences for staff houses e.g. Bank Houses, Rectories, company owned managers houses (Boots, Insurance Companies)	Director
DA3	Licences for qualified nurses and other professionally qualified health care staff, who would otherwise be occupying HSSD accommodation, to occupy dwellings on a shared basis (limited to 4 dwellings and 20 staff in total) subject to HSSD recommendation	Director
DA4	Grant licences for essential employees in Hotels, valid for 5 years within a quota of one licence to fifty guests	Director
DA5	Grant 5 year licences for 4 and 5 star posts in 3 and 4 star hotels and 2 specified posts in top and secondary restaurants	Senior Housing Control Officer
EA1	Spouse of Qualified Resident who has been resident in Guernsey as the spouse for the preceding 8 years	Housing Control Officer (EGI)
EA2	Spouse of Licence Holder who has been resident in Guernsey as the spouse for the preceding 10 years	Housing Control Officer (EGI)
EA3	A person who has resided as a cohabitee of the same person (under 1:1 licence) for 10 consecutive years	Housing Control Officer (EGI)
EA3a	On the breakdown of any marriage or relationship where there are children, the non-local person will be granted a licence subject to there being evidence that contact with the children is maintained	Senior Housing Control Officer
EA4	Approved licences to be subject to annual renewal provided that there is no significant change in circumstances. However, licences to be issued unconditionally for the whole of the last 5 years of the 20 year qualifying period. However, EA3(a) licences are renewed only if there is evidence of continuing contact with children	Housing Control Officer (EGI)

EA5	Retiring from essential employment after 10 years service at normal retirement age or on health grounds	Director
EA6	Widow(er)s of qualified residents and licence holders who are ordinarily resident on the spouses death grant licence if 50% towards qualifying	Housing Control Officer (EGI)
EA7	Acknowledgement of further education outside the island as ordinary residence in Guernsey if home is maintained here	Director
EA8	Acknowledgement of 1 year's absence as ordinary residence provided home is retained here - applies to extended holiday/travel and seconded employment	Director
EA9	Issue of Status Declarations and Declarations of Lawful Residence (not listed for ratification as decisions are matters of fact, not interpretations of policy)	Housing Control Officer (EGI)
EA10	Cases of illegal occupation or interpretation of the Law - refer to Her Majesty's Procureur	Director
EA11	Licence to enable non qualified residents to occupy future marital home only, for maximum of 6 months prior to marriage where marriage date has been specified	Housing Control Officer (EGI)
EA12	Board and Lodgings/En Famille licences for SINGLE PERSONS who have resided for 16 years or more in Local Market accommodation or Open Market accommodation (or a combination of both) provided that they have been neither the owner nor the tenant of Open Market accommodation (periods of 'blatant' unlawful occupation will not be included)	Housing Control Officer (EGI)
EA13	Undertaking to re-issue compassionate licences if the holder wishes to be absent from Guernsey for not more than 2 years	Housing Control Officer (EGI)
EA14	Assessment of 'ordinary residence' e.g. In cases of minors/spouses whose parent/spouse are resident in Guernsey	Director
EA15	Licence with open options for a person who has completed an aggregate of ten years residence, within a twenty year period, cohabiting as the spouse of a (one) qualified resident	Housing Control Officer (EGI)
EA16	Agree to regard periods of residence cohabiting as the spouse of a qualified resident as the equivalent to residence under licence [10(2)(j)(iii)] if the person has completed 10 years aggregate cohabitation as spouse (as set out in EA15)	Director
EA17	Recognition of period of residence as spouse as equivalent to residence under licence for the purposes of assessing residential qualifications where a licence has been granted as a result of marriage breakdown	Director
EA18	Licence to occupy other accommodation after 20 years occupation of staff quarters	Housing Control Officer (EGI)

EA19	Non employment-related licence applications where the Director or Deputy Director of Housing Control, in conjunction with Civil Litigation Advocates from the Law Officers' Chambers when necessary, consider that the likelihood of an appeal against a decision to reject the application being successfully defended, either under the provisions of the Housing Control Law or the Human Rights Law, is considered to be forty percent or less	Director
EA20	Approval of non employment-related licence where there are overriding human rights arguments in favour of the applicant	Director
FA1	One to one en famille licences, where neither applicant is a minor and the Administrator is satisfied that the application is genuine - licences valid for two years on initial application	Housing Control Officer (EGI)
FA2	Licences for nephews and nieces where the Administrator is satisfied application is genuine (1:1 situations only)	Senior Housing Control Officer
FA2(a)	Licences to accommodate relatives on visits of up to 6 months e.g. where family members are visiting from distant countries such as Australia	Housing Control Officer (EGI)
FA3	Domestic staff - licences for up to 3 years, not renewable thereafter (generally subject to short term licence requirements)	Housing Control Officer (EGI)
FA3(a)	Annual licences issued where there are young children in the household, generally renewable only twice	Housing Control Officer (EGI)
FA4	Renewal of 1:1 en famille licences for periods of five years	Housing Control Officer (EGI)
FA5	Licence to enable a step-child, who is an adult, to live as a member of the household of his parent and step-parent, provided that the step-child is single and without dependants	Housing Control Officer (EGI)
GA1	Licences for children of qualified residents who have lived in Guernsey 10 years and who were first resident as minors - open options. Only applicable where the 10 years can be added to future residence for the purpose of 20 years in 30 years i.e. more than 10 years cumulative absence in the period renders invalid (see paper approved 14 January 1988 for conditions)	Housing Control Officer (EGI)
GA2	Licence for child of retired essential licence holder (who expected to but did not complete 15 years) who has himself been ordinarily resident for 15 years - open options	Senior Housing Control Officer
GA3	Child wishing to leave home before qualifying but completed 80% of qualifying period (i) In case of marriage - set options based on finance	Housing Control Officer (EGI)

GA4	Child wishing to leave home before qualifying but completed 80% of qualifying period (ii) As single person set options as en famille or board and lodgings only	Housing Control Officer (EGI)
GA5	Licence for aged parent to occupy accommodation specifically created for that purpose within the enclosure of a qualified resident child's dwelling - provided that the parent is aged 65 or over	Senior Housing Control Officer
GA6	Annual licences for board and lodgings/en famille only, for children of Alderney and Sark families, temporarily resident in Guernsey for the purpose of professional training not available in Alderney and Sark. (Renewable annually for so long as approved training continues)	Housing Control Officer (EGI)
GA7	Temporary lodgings licences, normally for 6 to 8 weeks, for children of Sark and Alderney families attending block release course at the College of Further Education, as part of the States Apprenticeships schemes	Housing Control Officer (EGI)
GA8	Annually renewable lodgings/en famille licences to person from Sark, Alderney and Herm on taking up employment or tertiary education, provided that they completed secondary education in the Bailiwick and take up residence under licence before the age of 21	Housing Control Officer (EGI)
HA1	Issue of licence where a licence has been agreed in principle and application is in accordance with options	Housing Control Officer (EGI)
HA2	Transfer of licence to another dwelling in accordance with options	Housing Control Officer (EGI)
HA3	Applications marginally outside options	Housing Control Officer (EGI)
HA4	Issue of licence for dwelling under construction where Director anticipates that Rateable Value will be in accordance with options	Director
HA5	Setting of options in relation to income where licence has been agreed in principle and for transfers of licence - setting flexible options where applicant is 85% to qualification (see also AA3)	Housing Control Officer (EGI)
HA6	Options to include a dwelling which Director is satisfied is temporarily vacant during the owner/occupiers absence from the island (generally for a period of not more than 6 months)	Director
HA7	Approval of applications where recent decisions give a clear precedent	Director

Rejections:

Guideline	Description	Delegated Authority
AR1	Licences for restaurant staff	Director
AR2	Licences for hotel staff outside quota or below specialist level	Director
AR3	Licences for building tradesmen	Director
AR4	Licences for applicants not supported by employer or professional body	Director
AR4a	Employment in trades/industries outside licensing policy	Director
AR4b	Employment-related applications for licences of up to five years' duration without reference to advisory body where application does not meet Housing Control's criteria	Senior Housing Control Officer
AR5	Refusal to recognise previous service as essential	Director
AR6	Rejection of application for licences into retirement where essential licence holder has not completed 10 years service; OR	Director
AR7	Has completed 10 years service but has not reached normal retirement age AND retirement is not on health grounds OR taking voluntary redundancy before completing 15 years essential service	Director
AR8	Education: Rejection of employment licences for all posts in secondary and tertiary phases of education and all 'central' posts where a formal teaching qualification is required	Director
AR9	Health and Social Services: Rejection of licences for all posts where a formal medical/social care qualification and registration with a professional medical/health/social care body is required	Director
AR10	Audit & Advisory Services: Rejection of employment licences from the following firms: Ernst & Young; PricewaterhouseCoopers; KPMG; Deloitte and DBO; where a formal accountancy qualification is required	Director
AR11	Banks (including: securities, private client/wealth management): Rejection of employment licences from the following banks: Barclays; HSBC; Lloyds Bank and RBSI; where a formal professional qualification is required	Director

AR12	Law Firms: Rejection of employment licences from the following firms: AFR; AO Hall; Appleby; Babbe; Bedell Cristin; Carey Olsen; Collas Crill; Mourant Ozannes; and Ogier; where a formal legal qualification is required	Director
AR13	Rejection of any other employment licence where the Director is satisfied that policy criteria as set out in Section 10.10.1 of the States Strategic Plan is not met	Director
BR1	Short term outside blue form criteria	Senior Housing Control Officer
BR2	Blue form applicant who has not broken residence	Housing Control Officer (EGI)
BR3	Does not meet all blue form criteria	Senior Housing Control Officer
BR4	Application for building worker to occupy SCHU	Senior Housing Control Officer
BR5	Blue form where applicant has resided in island for 3 years	Housing Control Officer (EGI)
BR6	Blue form where accommodation is not allowed	Housing Control Officer (EGI)
BR7	Blue form where local labour available	Housing Control Officer (EGI)
BR8	Blue form where serious criminal record exists	Senior Housing Control Officer
CR1	Lived in OM staff quarters for less than 20 years	Director
CR2	OM tenants with less than 20 years	Director
CR3	OM owners unless deleting dwelling	Director
CR3(a)	OM owners deleting dwelling when less than 20 years	Director
CR4	OM owners on marriage breakdown	Director
CR5	OM deleting from register when subdividing	Director
CR6	OM resident seeking temporary accommodation in LM	Director
CR7	OM children who were not minors when first resident	Director
DR1	Hotel - Application to use existing dwelling as staff quarters	Director
DR2	Hotel - Blue form not meeting usual criteria	Director
ER1	Marriage breakdown < 5 years or no children	Director
ER2	Spouse of < 15 years essential licence holder	Director
ER3	Breakdown of marriage to OM resident	Director
ER4	Retiring from essential employment after < 5 years	Director
ER5	Applicants who wish to retire to or settle in Gsy	Director
ER6	Existing short term residents seeking licence	Director
ER7	Former residents returning after > 2 yrs	Director

ER8	Persons resident for < 16 yrs and below retirement age	Director
ER9	Rejection of EA3 renewals where no contact with children	Director
ER10	Rejection of licence for dwellings used as holiday homes	Director
ER11	Rejection of non employment-related licence where there is sufficient justification under the Housing Control Law and the Human Rights Law	Director
FR1	Application to accommodate nieces and nephews	Director
FR2	1:1 where basis is not genuine relationship	Director
FR3	1:1 where either party < 18 years old	Director
FR4	Licence request for person who is not member of household	Director
FR5	Applications which are not one to one	Senior Housing Control Officer
FR6	Licence request to accommodate brother or sister	Director
GR1	Persons who are not yet qualified residents	Director
GR2	Applicants with family connections who have not lived here	Director
GR3	Persons who have completed less than 80% of qualifying period	Director
HR1	Licence when TRP is 5 units below options	Director
HR2	Rejection of applications where no new information has been provided	Director
HR3	Rejection of licences outside options	Director
HR4	Rejection of applications where clear recent precedent	Director