Pre-Licensing Checklist

Supported and exempt accommodation in England · Prepared 23 October 2026

> **Status:** Licensing is not in force yet. MHCLG published **draft** regulations on 15 October 2026 for an 8-week consultation, which should close around 10 December 2026 [1]. Parliament still has to approve them [2]. Items marked **[DRAFT]** come from the draft regulations and could change.

How to use it: tick each item only when you can **show the evidence**. If you have a "yes" with no evidence, treat it as a gap.

1. Licensing readiness

☐ Every scheme you run is listed, with the council area (proposed licensing district) it sits in **[DRAFT]** [1]

☐ You have confirmed which schemes count as "specified accommodation" for Housing Benefit. Licensing scope mirrors this definition (s.12 of the Act) [1]

☐ You have a named lead to track the consultation and each council's scheme launch. Councils get 6 months to set up schemes, then there is a 3-month transition **[DRAFT]** [1]

☐ You have budgeted for council application and annual fees. Each council sets these locally on a cost-recovery basis, and there is no national figure **[DRAFT]** [1]

☐ The board understands the proposed penalties: up to £7,000 alongside an improvement notice, and up to £40,000 for not complying with one **[DRAFT]** [1]

☐ Staff know a council officer may enter after giving **at least 24 hours' notice**, and you know who hosts the visit and what gets shown **[DRAFT]** [1]

2. Resident needs assessment and support plans

☐ Every resident has a needs assessment completed **on moving in or within 4 weeks [DRAFT]** [1]

☐ Each move-in date is recorded so the 4-week deadline can be tracked

☐ Every resident has a support plan linked to their assessment

☐ You can show review dates. The draft regulations don't set a review interval, so follow your own policy and record it

☐ Support records show what was delivered, when, and by whom

☐ For any resident chosen at random, you could show support that is "more than minimal"

3. Property safety certificates

☐ Every property has a current gas safety check, renewed every 12 months [3]

☐ Every property has an EICR at a maximum of 5-year intervals where the PRS electrical regulations apply. **Check tenancy type for each case** [4]

☐ Every property has a fire risk assessment on file. Confirm the review frequency with your fire safety adviser

☐ Each certificate's issue date and expiry date are on record, not just the PDF

☐ You have a named owner for renewals, with reminders set before expiry

☐ HMO licensing status is checked for shared houses (see site guidance)

4. Documents, signatures and audit trail

☐ All compliance evidence is held in one place you control, not in personal inboxes

☐ Assessments, support plans and agreements are signed and dated by the right people

☐ You can see who changed a record and when (version history)

☐ Files use consistent names that include the property, the document type and the date

☐ You can produce one scheme's evidence pack (certificates, assessments, plans) within a day of being asked

☐ Access ends on the day a member of staff leaves

5. Governance and Housing Benefit

☐ The landlord's legal status is evidenced (RP number, charity number, or constitution and accounts)

☐ Where a third party delivers support, a written agreement shows it acts on the landlord's behalf

☐ The rent and service charge breakdown separates eligible charges from ineligible ones

☐ The board knows a licence revocation would be reported to the council's Housing Benefit team **[DRAFT]** [1]

☐ Directors understand that personal liability is proposed for negligent directors, along with banning orders **[DRAFT]** [1]

☐ Policies are mapped against the National Supported Housing Standards, as updated in the April 2026 government response [2][5]

☐ There is a dated action plan with an owner for every gap, reviewed every six months

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Next steps

Score your service for free in about 10 minutes with the **audit readiness check**: exemptaccommodation.com/tools/audit-readiness/

Download the **licensing readiness checklist (Excel)**, which lets you track evidence, owners and due dates: exemptaccommodation.com/templates/licensing-readiness-checklist/

Get free **needs assessment** and **support plan** templates at exemptaccommodation.com/templates/

Want an independent view? **SEA Audit** carries out independent audits of supported exempt accommodation.

This is general information about England, not legal advice.

Sources

1. MHCLG, Supported housing licensing regime: consultation on draft regulations (15 Oct 2026): https://www.gov.uk/government/consultations/supported-housing-licensing-regime-consultation-on-draft-regulations/supported-housing-licensing-regime-consultation-on-draft-regulations
2. Supported Housing (Regulatory Oversight) Act 2023, ss.4–7: https://www.legislation.gov.uk/ukpga/2023/26/crossheading/licensing
3. Gas Safety (Installation and Use) Regulations 1998, reg. 36: https://www.legislation.gov.uk/uksi/1998/2451/regulation/36
4. Electrical Safety Standards in the PRS (England) Regulations 2020: https://www.legislation.gov.uk/uksi/2020/312/contents/made
5. MHCLG, Supported Housing regulation consultation: government response (Apr 2026): https://www.gov.uk/government/consultations/supported-housing-regulation-consultation/outcome/supported-housing-regulation-consultation-government-response