

Course Profile Licensing for Housing

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| Duration | 1 day |
| Prerequisites | Delegates wishing to attend this course should have successfully completed the following training (or have equivalent experience): <ul style="list-style-type: none">▪ Introduction to <i>UNI-form</i> v7 with Spatial |
| Target Audience | Core Team and End Users |
| Objectives | By the end of this course you will be able to: <ul style="list-style-type: none">▪ Correctly use the <i>UNI-form</i> Licensing Module to process a Licensing Application from receipt to issue, using HMO licensing as an example. |
| Contents | <ul style="list-style-type: none">- Registering a licence application- Validating a licence- Recording payments- Recording additional details- Manipulating HMO details within the RP module- Logging inspections and actions (using Inspections and IVA)- Processing checks- Consultations- Recording representations- Recording Decisions and Issuing a licence- Appeals- Using Miscellaneous Actions- Creating links- Renewals / Transfers / Variations- Searching |
