Consultation Proposal
Selective Licensing in the designated areas of, Worksop South East, Worksop Central & Worksop Sandy Lane.
1 Executive Summary
This proposal investigates the options/value of introducing Selective Licensing for private landlords in a designated area of the Bassetlaw District. It explains how Selective Licensing works, gives the background to the Worksop area and the designated localities proposed for Selective Licensing.

The designated areas on which the proposal will focus are; Worksop South East, Worksop Central and Worksop, Sandy Lane area; detail on the streets included is contained within the proposal.

Worksop has a high concentration of privately rented accommodation. This is a common consequence of a migrating workforce who have difficulty accessing mainstream finance to buy a home. Government guidance on Selective Licensing, (Part 3 of the Housing Act 2004 & Selective Licensing in the Private Rented Sector: A Guide for Local Authorities), states there must be evidence to suggest the following conditions are satisfied within the designated area;

- High levels of deprivation
- Significant and persistent problem caused by anti-social behavior
- High levels of crime
- Low demand and low property prices
- Poor property conditions

Selective Licensing can make a significant contribution to addressing problems associated with deprivation in communities. The data contained within this proposal demonstrates that the designated areas of Worksop, based on factual evidence, meet all the criteria for Selective Licensing intervention.

Selective Licensing can improve the situation on the following grounds:

1) Landlords will be required to ensure properties are free from significant hazards to health and safety, and that adequate checks are carried out to gas and electrical appliances; including installations of adequate fire detection and alarm systems.

2) Landlords are required to implement appropriate property and tenancy management; to provide advice to new tenants on dealing with rubbish; to ensure properties are inspected at least every 6 months; and to tackle anti-social behavior connected with their tenants.

3) A positive relationship between the Council and landlords will seek to reduce homelessness and empty properties.

4) Landlords would have to obtain references, thus avoiding occupation of privately rented properties by those likely to commit crime and anti-social behaviour.

5) A more collaborative approach should ensure improved property conditions.
This proposal considers other alternatives to Selective Licensing including: accreditation, enforcement of housing standards, management orders, private sector leasing schemes, and raising landlord awareness. These alternatives do not compel landlords to address tenant behaviour or obtain references. Selective Licensing schemes in other Local Authorities have proven effective in this respect. The alternative options can only tackle a small number of properties compared to Selective Licensing, which covers all privately rented properties within the designated area. The initial decision to explore the options around Selective Licensing remains with Members, however, on approval, a robust 12 week consultation period would take place. This would include direct consultation with landlords who own properties in the designated areas, and all other affected parties.

2 Introduction
Selective Licensing forms part of the Housing Act 2004:(Part3), and allows Local Authorities to make designations based on factors such as low housing demand, high levels of anti-social behaviour, or landlords failing to take action to combat problems in houses they own and manage. The designation of an area can be agreed for a maximum of five years, however, this can be lifted sooner, if it is felt that the problems within the area have been significantly reduced and Selective Licensing is no longer required to maintain the improved standards.

Selective Licensing requires all private sector landlords within a designated area to obtain licences in order to let their properties, the license is acquired via applications to the Local Authority. It is valid for the duration of the designation and will contain a series of conditions that must be fulfilled by the landlord, in order to prevent the licence being revoked. Breaches of licence conditions are a criminal offence, as is a failure to apply for a license, which can lead to prosecution and a fine of up to £20,000.

This document outlines the Bassetlaw District Council proposal to designate the Worksop South East, Worksop Central and Worksop Sandy Lane area as proposed locations for Selective Licensing. The evidence is based on a significant and persistent problem caused by high levels of deprivation including, anti-social behaviour, levels of crime, and poor property conditions, in line with Part 3 of the Housing Act 2004.

This document sets out detailed information for the proposed designation area and will invite comments and feedback from all stakeholders in the areas that are affected by the proposal. A robust consultation period will run for a minimum of 12 weeks involving any persons likely to be affected by the designation in adherence to section 80 (9) of the Housing Act 2004. The Council will consider all consultation responses alongside any other relevant information prior to any decision on the proposal. A final decision can then be made as to whether the areas should be designated as a Selective Licensing location.

3 Legal Framework and Guidance
This section provides a summary of the legal requirements required to introduce Selective Licensing. The relevant legislation can be found in the Housing Act 2004, accompanied by the supporting document “Selective Licensing in the Private Rented Sector: A Guide for Local Authorities”, published by the Department for Communities and Local Government. Local Authorities have the power to designate an area, or part of an area in their District for Selective Licensing if one of two conditions are met; detailed in section (80) of the Act.

The first set of general conditions are
(a) That the area is, or is likely to become, an area of low housing demand; and
(b) That making a designation will, when combined with other measures taken in the area by the Local Authority, or by other persons together with the Local Authority, contribute to the improvement of the social or economic conditions in the area.
The second set of general conditions are
(a) That the area is experiencing a significant and persistent problem caused by anti-social behaviour;
(b) That some or all of the private sector landlords who have let premises in the area (whether under leases or licenses) are failing to take action to combat the problem that it would be appropriate for them to take; and
(c) That making a designation will, when combined with other measures taken in the area by the Local Authority, or by other persons together with the Local Authority, lead to a reduction in, or the elimination of, the problem.

Selective Licensing in the Private Rented Sector: A Guide for Local Authorities also provides a list of six conditions which if the area is experiencing one or more of, a Selective Licensing designation may be made. These include:
- low housing demand (or is likely to become such an area)
- a significant and persistent problem caused by anti-social behaviour
- poor property conditions
- high levels of migration
- high levels of deprivation
- high levels of crime

Sections of the Housing Act 2004 also list requirements of Local Authorities to demonstrate how agreeing a designation will improve an area and how it will compliment pre-existing measures. A Local Authority may only make a designation after they have considered if there ANY other available courses of action open to them. Consideration must be given to the intended outcomes, and all other measures should be exhausted before perusing Selective Licensing as an option.

Prior to making a designation, the legislation requires Local Authorities to take reasonable steps to consult anyone likely to be affected by the designation and consider any representations made in accordance with the consultation

4 Consequences of Designating a Selective Licensing Area
Once a Selective Licensing designation has been agreed, any private landlord wishing to rent out properties within the designated area must apply for a license. A separate license must be obtained for every tenanted house within the designated area. If houses have been made exempt under the Selective Licensing of Houses (Specific Exemptions) Order 2006 the Local Authority cannot request them to obtain a license. Examples of circumstances in which this would apply include business tenancies, tenancies which have a term over 21 years, or buildings which are regulated under any other legislation. Selective Licensing also does not apply to any person registered as a social landlord under part 1 of the Housing Act 1996.

An application for a license must be submitted for every privately rented property in the designated area. This means if one landlord owns five properties in the designated area, they will need five licenses. The Local Authority is entitled to charge a fee per license, which accompanies the application; further details of the proposed fee can be found in Appendix 1. As part of the application process, proposed license holders and managers will be required to provide information that they are “fit and proper persons” and they have satisfactory management arrangements in place, including dealing with anti-social behaviour. Further details of the proposed “fit and proper person” criteria can be found in Appendix 2. In circumstances where the Local Authority are not satisfied that the license holder or manager are a “fit and proper person”, and/or the management arrangements are unsatisfactory, then it can refuse to grant a license. The proposed license conditions are attached to this document as Appendix 3.
5 Implications of Renting a Property without a License
A landlord's failure to apply for a license to rent a property in a designated Selective Licensing area could result in prosecution with the potential of a fine of up to £20,000 as it is a criminal offence to do so.

6 Bassetlaw District Location Map
8 Worksop details

Worksop is the largest town in the Bassetlaw District of Nottinghamshire, England, on the River Ryton at the northern edge of Sherwood Forest. It is about 19 miles (31 km) East-South-East of the City of Sheffield.

Census 2011 shows the total resident population of Bassetlaw is 115,200 with 50,400 dwellings. Worksop South East Ward has 958 households currently renting from the Local Authority, which is the highest number for any Ward in Bassetlaw.

Worksop is attracting an increasing quantity of commuters to the local area because of the close proximity to Nottingham, Lincoln, Sheffield, and to a lesser degree, Leeds, Derby, Doncaster, and Kingston-Upon-Hull.

Worksop lies on the A57 with links to the A1, M1 and A60, allowing goods to be easily transported into and out of the area, demonstrating why large distribution centers are attracted to the area.

Following the collapse of the coal mining industry in the 1980s, the local economy has been through difficult times and has re-orientated to service industries and manufacturing. These industries have attracted a new type of ‘mobile’ worker and the demand for privately rented accommodation has increased significantly.

9 Worksop Housing Description.

The proposed designated areas are a mix of tenure types, but with a dominance of rented accommodation, particularly private rented. The age and type of properties indicate the need
for significant investment to ensure homes are of a liveable standard. All privately rented dwellings would be inspected for ‘fitness’ under a Selective License Scheme.

**Gateford Road/Sandy Lane/Gladstone Street/ Portland Street/John Street/Grafton Street/Mill Street/James Street;**
This area is dominated by Late-Victorian terraced housing, built in the 1870s-c1910 period, primarily to house workers of nearby Shireoaks Colliery but also the town’s malting/brewing Industry. The houses are mostly 2 and 3 bedroom, of red brick with welsh slate roofs, and somewhat lacking in ornamentation and in open space. Terraces were the most cost effective way of housing a large number of people and were built at a high density. Many of the original dwellings are now in need of modernisation.

**Trent Street/Sime Street/Cresswell Road;**
The Victorian terraces in this area were cleared in the 1950s/60s, and blocks of flats together with semi-detached houses were constructed by the Local Authority. The semi-detached houses (Trent Street/Sime Street), were constructed in red brick with slate roofs, together with timber windows and doors. Repair programmes in the 1990s and, more recently, owner-occupied works, has seen most roofs replaced with concrete tiles.

**Clarence Road/Overend Road/Elms Road/Welbeck Street**
This area was built in the Late Victorian and Edwardian period and comprises terraces and semi-detached houses.

**Norfolk Street/Newcastle Avenue/Westgate/Newcastle Street/Central Avenue/Stubbing Lane/Ryton Street/Watson Road/Church Walk/Beaver Place;**
The oldest housing in this area is along Norfolk Street, with two and three storey stone and pantile dwellings constructed in the 1790s associated with William Topliss’s textile mill. Larger villas were also constructed along Newcastle Street, Queen Street and Watson Road, between the 1870s/1900s, to accommodate the growing middle classes.

**Priorswell Road/Kilton Road/Shelley Street/Garside Street;**
Terraced housing constructed in the 1870s-80s to accommodate workers of the nearby industries, especially the Worksop & Retford Brewery and Garside’s Timber Yard, built along Priorswell Road, Garside Street, Shelley Street and Kilton Road. Local Authority terraced and semi-detached housing was built on Garside Street in the 1950s, with private semi-detached houses built on Shelley Street.

**Cheapside/Netherton Road/Clinton Street/Lincoln Street/Pilgrim Way/Abbey Street**
This area contains late-Victorian red brick and slate terraces, being functional in their appearance. Large parts of this area were cleared in the 1960s, previously called ‘Marecroft’, with Local Authority developments including houses, bungalows and flats built mostly in the 1970s-1990s period.

**Bridge Street/Potter Street;**
This is the historic core of the town, with buildings dating mostly to the 18th and 19th centuries and being two and three storeys. This area contains a number of private rented flats on the upper floors.

**Manton Villas;**
This area contains the larger semi-detached houses built to house the managers of Manton Colliery. They are much more decorative when compared with 1920s colliery houses of the general population nearby and are primarily owner occupied or privately rented.

**Manton Crescent/Dukeries Crescent/Retford Road/Hardwick Road;**
This area contains the houses built for the general colliery workers for Manton Colliery, often referred to as ‘Old Manton’. These are mostly semi-detached, red brick with a mixture of roof tiles (originally Rosemary tiles or Welsh slate).

**Netherton Road/Shrewsbury Road/Radford Street/South Street/Lincoln Street/Pelham Street/Cavendish Road/Rufford Street;**
This is a large area of Local Authority housing, primarily consisting of 1930s and 1950s semi-detached two and three bedroom dwellings (mostly to house workers of Manton Colliery) together with two bedroom bungalows. This area is commonly referred to as ‘New Manton’. There are also several blocks of flats, also 1950s (and 1960s) in date, similar in design and construction to those off Sandy Lane.

10 Why Consider a Selective Licensing Scheme?
This proposal outlines how and why the conditions for Selective Licensing apply within Worksop or part of, and how the proposal complies with the legislation and guidance as explained at the start of this document.

The proposed designated areas have evidence of antisocial behaviour, high levels of crime, high levels of deprivation and poor property conditions. Selective Licensing aims to make improvements in management and maintenance of private rented accommodation. In order to ensure that the area remains a sustainable mixed tenure environment, there is a need to ensure effective management practices are operating for properties within the private rental sector.

11 Why choose the Worksop South East, Worksop Central and Worksop Sandy Lane area for a proposed Selective Licensing designation?
Worksop South East, Worksop Central and Worksop Sandy Lane have been selected as proposed areas for Selective Licensing due to high levels of disadvantage, demonstrated by the indices of multiple deprivation.

12 Indices of Multiple Deprivation
The map below shows the ranks and deciles for the Index of Multiple Deprivation 2015 (IMD 2015). The deciles are calculated by ranking the 32,844 Lower Super Output Areas, (LSOA), in England from most deprived to least deprived.
Data taken from the Public Health website shows that Worksop is suffering from deprivation, as demonstrated in the following graphs 1-7.

**Graph 1**

*Income Deprivation*

Graph 1 shows that Worksop South East, Worksop Central and Worksop Sandy Lane rank lowest in terms of income deprivation.

**Graph 2**

*Employment*

Graph 2 shows that combined Worksop South East, Worksop Central and Worksop Sandy Lane rank lowest in terms of employment deprivation.
Graph 3 shows that combined Worksop South East, Worksop Central and Worksop Sandy Lane rank lowest in terms of Education / Training & Skills.

Graph 4 shows that Worksop South East, Worksop Central and Worksop Sandy Lane area rank lowest out in terms of health deprivation.
Graph 5 shows that combined Worksop South East, Worksop Central and Worksop Sandy Lane area rank lowest in terms of crime with Cheapside, Worksop Central and Eastgate being the lowest.

Graph 6 shows that combined Worksop South East, Worksop Central and Worksop Sandy Lane area rank lowest in terms of living environment, only Retford Central has a lower score.
Graph 7 shows that combined Worksop South East, Worksop Central and Worksop Sandy Lane area rank lowest in terms of income for children and older people.

13 Proposed Selective Licensing Area map
14 List of Proposed designated Streets (This is not an exhaustive list)
Worksop South East, Worksop Central and Worksop Sandy Lane area – of the streets listed below, all rank poorly in deprivation statistics.

Abbey Street        Furnival Street        Prioryswell Road
Albert Street       Garside Street       Queen Street
Albion Close        Gateford Chambers     Radford Street
Allens Cottages     Gateford Road        Ravens Court
Allen Street        George Street        Richmond Road
Ashley Terrace      Gladstone Street     Rufford Street
Baden Court         Godfrey's Court       Rushey Close
Baker Close         Gorselands Avenue     Ryton Place
Beaver Place        Grafton Street       Ryton Street
Birklands Avenue    Hardwick Crescent   Shakespeare Street
Bonemill Lane       Hardwick Road East  Shaw Street
Boundary Row        Hardwick Road West   Shrewsbury Street
Bridge Place        Hardy Street        Sherwood Road
Bridge Street       Highfield Lane       Sime Street
Brook Terrace       Howard Street       South Dene
Browning Close      Humber Street       Southwell Close
Cambria Terrace     James Street        Speedwell Place
Canal Road          Johnson Court        Spur Crescent
Carlton Road        Kenilworth Close     St Cuthbert Street
Castle Street       Kiln Road up to High-Ho-St Pauls Road
Cavendish Road      Kiln Terrace        Stubbing Court
Cemetery Road       King Street         Talbot Road
Central Avenue      Kingston Close      Tenby Grove
Cheapside           Kingston Road       The Pines
Church Walk         Langley Street      The Willows
Clarence Road       Lead Hill           Trent Street
Claylands Avenue    Lincon Street       Turner Drive
Claylands Close     Lincon View         Turner Road
Clayland Lane       Lowtown Street      Vicars Walk
Clinton Street      Lowtown View        Victoria Road
Clumber Place       Manton Dale         Victoria Square
Colbeck Street      Manton Villas       Vulcan Place
College Lane        Manvers Street      Watson Road
Cresswell Street    Market Crescent     Waverley Place
Crown Street        Maple Leaf Gardens   Waverley Way
Cumbria Road        Market Street       Welbeck Street
Dennis Street       Martlet Way         White Heart Yard
Dock Road           Memorial Avenue      Woodland Avenue
Dukeries Crescent   Mill Street        Worcester Close
Dunham Close        Morven House        Yeoman Close
Eastgate            Nelson Cottages
Edinburgh Road      Netherton Road
Edward Street       Netherton Place
Elms Road           New Holles Court
Ely Close           Newgate Street
Fetherstone Avenue  Norfolk Street
Forest Lane         Overend Road
Forest Rise         Park Street
Forest Walk         Pelham Street
Forests Yard        Percival Street
15 Housing Stock
Sheffield City Region housing profile 2016 shows Bassetlaw as
- Having a population of 115,200.
- The housing stock is estimated at 50,400 dwellings.
- Of these 32,325 are owner occupied (64%)
- Private Rented 9,925 (19.7%)
- Local Authority 6,850 (13.6%)
- Registered Provider 1,250 (2.5%)

Sheffield City Region Housing Profile 2016

16 Proposed Number of Affected Dwellings
Bassetlaw District Council Electoral Services indicate;
- Total number of dwellings in the proposed Selected licensing Area is 4,784
- Total number of Council owned properties is 1,107.
- Uk Census data shows that there is an estimated 1500 private rented properties in the proposed selected licensing area. Out of 50,400 dwellings in Bassetlaw, 9,925 are private rented giving 14.8% as the total properties within the proposed selective licensing area.
The above graph indicates that house prices are considerably lower in the proposed selective licensing areas.

**What indicators show that the proposed area is suffering from antisocial behaviour?**

The evidence detailed below presents a number of separate indicators that when taken together build a strong argument to demonstrate an area of high level ASB and crime.

**Anti-Social Behaviour and Crime – Priority Areas**

Twenty priority and high impact localities have been identified across Nottingham and Nottinghamshire based on the levels of complex need and cross-agency demand that they present. These areas have been the focus for the Community Safety Partnership for the last 5 years.

Trends are used to establish seven core crime groups to provide the basis for identifying the most problematic geographic areas in the District. Each crime group consists of a series of data sets and sub-categories to provide an overall picture. The seven crime groups are as follows (component sub-categories are shown in brackets):

- Serious Acquisitive Crime (Dwelling Burglary, Vehicle Crime, Robbery);
- Violence excluding Domestic Abuse (Violence with Injury excluding Domestic Abuse, EMAS/sexual assault);
- Domestic Abuse (Domestic Abuse tagged crimes and Domestic Incidents);
- Hate Crime (all crimes and incidents with a Hate tag);
- Anti-Social Behaviour (core Police recorded ASB, All Secondary Fires, Criminal Damage);
- Youth Issues (Youth related crime, Supervised young Offenders and youth related ASB); and
- Drugs and Alcohol (Drug Offences, Positive Tests on Arrest and Alcohol related ASB).

**This has included analysis of the following data sets:**

- Police recorded crime and incidents;
- Police recorded ASB;
• EMAS recorded Assaults and sexual assaults
• Notts Fire recorded Deliberate Secondary Fires;
• Positive testers on arrest (Bridget Police System); and
• Youth crime (Nottinghamshire Support and Youth Justice Service).

Individual Wards have been ranked for volume, rate and an average score calculated for each of the seven categories (and component sub-categories). These have been used to produce an overall score for the key community safety issues as a whole.

The areas in Bassetlaw highlighted by Nottinghamshire Police in the 2016 Crime Needs Assessment were Worksop South East, Worksop Central and Worksop Sandy Lane area.

### Anti-Social Behaviour
Data is provided by Nottinghamshire Police and includes data from 2015 to 2018

![ASB Data map](image)

ASB Data map

ASB complaint data was collated from Bassetlaw District Council ASB Team from 2015-2018. This demonstrates that Worksop South East, Worksop Central and Worksop Sandy Lane area had consistently high anti-social behaviour (ASB) complaints. Bassetlaw District Council and Police have carried out a number of interventions in recent years to address ASB in the District.

Council Tax data indicates that many landlords with properties in Worksop South East, Worksop Central and Worksop Sandy Lane area live outside of Bassetlaw District Council area, and in some circumstances, this can be a barrier when dealing with problematic tenants.

Since 2015 the Bassetlaw District Council has issued 56 Community Protection Warning letters and 12 Community Protection Notices under the Crime and Policing Act 2014.
Housing Conditions map statistics provided by Bassetlaw Environmental Health Team

Environmental Health Service Requests 17/18

- Surrounding Areas
- Gateford
- Watermeadows
- Worksop South East
- Worksop Centre & Sandy Lane

Environmental Health by area 17/18

- Surrounding Areas
- Gateford
- Watermeadows
- Worksop South East
- Worksop Centre & Sandy Lane

Noise, Fly Tipping and noise statistics provided by Bassetlaw Environmental Health Team
**Nottinghamshire Fire & Rescue statistics**
Fire & Rescue Map - Nottinghamshire Fire and Rescue

The data demonstrates a greater response is required by the Fire & Rescue Service in the proposed designated area.

**East Midlands Ambulance Service statistics**
Ambulance request map provided by East Midlands Ambulance Service

The data demonstrates a greater response from the East Midlands Ambulance Service is required in the proposed designated areas.
Crime figures provided by Nottinghamshire Police
The following 15 charts show crime statistics for the Bassetlaw District in complied in April 2018; the locations of data collected are in the title of each individual chart.

Crime statistics for the selected areas of South East Worksop, Central Worksop and Sandy Lane area are well above average for crime in the District. Crime statistics for Carlton in Lindrick, Retford and Langold are also shown as a comparison and demonstrate the lower levels of crime in other areas of the District. These statistics show a comparison from 2015 to 2018 and demonstrate that anti-social behaviour and violent crime have remained consistent in the areas proposed for designation.

Crime map proposed selective licensing area April 18

Crime map all other Worksop areas April 18
Crime map all other Worksop areas April 17

Anti-social behaviour: 24
Bicycle theft: 0
Burglary: 4
Criminal damage and arson: 6
Drugs: 1
Other theft: 14
Possession of weapons: 0
Public order: 3
Robbery: 0
Shoplifting: 3
Theft from the person: 0
Vehicle crime: 20
Violence and sexual offences: 24
Other crime: 1

Crime map Carlton In Lindrick April 17

Anti-social behaviour: 3
Bicycle theft: 0
Burglary: 2
Criminal damage and arson: 6
Drugs: 0
Other theft: 2
Possession of weapons: 0
Public order: 1
Robbery: 0
Shoplifting: 0
Theft from the person: 0
Vehicle crime: 4
Violence and sexual offences: 4
Other crime: 0
Crime Map Proposed selective licensing area April 15

- Anti-social behaviour: 87
- Bicycle theft: 6
- Burglary: 16
- Criminal damage and arson: 31
- Drugs: 4
- Other theft: 29
- Possession of weapons: 2
- Public order: 6
- Robbery: 0
- Shoplifting: 23
- Theft from the person: 2
- Vehicle crime: 56
- Violence and sexual offences: 6
- Other crime: 6

Crime map all other Worksop areas April 17

- Anti-social behaviour: 49
- Bicycle theft: 1
- Burglary: 12
- Criminal damage and arson: 19
- Drugs: 2
- Other theft: 10
- Possession of weapons: 1
- Public order: 5
- Robbery: 0
- Shoplifting: 12
- Theft from the person: 0
- Vehicle crime: 11
- Violence and sexual offences: 14
- Other crime: 3
### Crime Carlton In Lindrick  April 15

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<td>Possession of weapons</td>
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<tr>
<td>Public order</td>
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<td>Robbery</td>
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### Crime Map Langold  April 15

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18 Education.
There are two secondary schools in the Worksop area but neither are located in the Selective Licensing area proposed.

Outwood Academy Valley
Outwood Academy Portland

There are 3 Primary Schools in the selected area, (performance data shown). These schools are achieving a lower grade than other schools in Worksop with the exception of Sparken Hill academy and St Anne’s Primary both of which are on the border of the Selected Licensing area.

- Worksop Priory
- Redlands Primary
- Holy Family Catholic School

Other Primary Schools in Worksop
- St Johns Primary
- Gateford Park
- Sparken Hill Academy
- Prospect Hill Primary
- St Anne’s Primary
- Norbridge Academy
19 Homelessness
Out of 156 Homeless applications made to Bassetlaw District Council in 2017/18 there were 71 from Worksop South East, Worksop Central and Worksop Sandy Lane area; 45.51%
In addition, there were 497 approaches for advice and assistance from people in direct housing need: of these 50 were from the Worksop South East, Worksop Central and Worksop Sandy Lane area - 10.06%

Homelessness Statistics provided by Bassetlaw District Council Homeless database
20 How does Selective Licensing Support the Housing Strategy?

The proposed Selective Licensing designation supports the Housing Strategy for the District and will form part of a wider strategic framework for improving housing. The introduction of Selective Licensing in Worksop South East, Worksop Central and Worksop Sandy Lane area is key to the Council’s Housing Strategy to tackle and improve the quality of homes within the District and create a balanced housing market to support social and economic improvements.

Housing plays a fundamental role in delivering sustainable communities, facilitating social and environmental improvements and promoting economic growth. Selective Licensing has an important role to play and offers valuable support to existing initiatives to tackle empty homes, prevent homelessness, create sustainable, high quality neighbourhoods and reduce anti-social behaviour.

The Bassetlaw Council Plan supports ‘Place and ‘People’, with the objective of regenerating the priority areas and providing an attractive and sustainable environment that local people can enjoy/appreciate. The objective is to ‘reduce anti-social behaviour, crime, and the fear of crime’ and ‘improve health and well-being.’

Private Rented Sector

A positive relationship between Bassetlaw Council and the private rented sector is of mutual benefit to both parties, and residents of the District. Via work programmes to tackle empty homes, prevent homelessness, address issues of low demand, and improve housing standards, Bassetlaw Council have forged links to the private sector. The Private Landlords Forum meet periodically to discuss issues of particular relevance to the sector and Bassetlaw Council supports this partnership as an important mechanism which contributes to improving property standards and management practices across the sector.

Anti-Social Behaviour and Crime

Selective Licensing supports the strategic aims of the Community Safety Partnership to reduce crime and disorder. Selective Licensing supports the anti-social behaviour team, the
Police, and landlords to encourage and assist landlords to deal with issues of ASB and crime.

The license conditions will require landlords to meet the “fit and proper person” criteria. This, combined with the other Selective Licensing conditions, should help to professionalise landlords within the designation area, and therefore improve housing standards and landlord compliance.
The conditions of the license will require landlords to obtain references for any potential tenant, before the tenancy commences. Landlords will be required to take appropriate enforcement action against tenants where there is evidence of antisocial behaviour or criminal activity. This should help to reduce levels of crime and ASB within the private rented sector

**Housing Conditions**

Selective Licensing legislation requires that all privately rented properties within the designated area be inspected prior to the issue of the license. This ensures that properties are ‘fit to let’ and all the relevant safety checks are in place; should Bassetlaw Council receive a housing condition complaint in respect of a property from the Selective Licensing area, the property is inspected under the terms of the Selective Licensing Scheme.
Formal enforcement action may be needed in some cases to bring properties up to the Housing, Health & Safety Rating System,(HHSRS), used by the Housing Standards Team. A collaborative approach developed through the Selective Licensing designation should enable Bassetlaw Council to work with landlords to improve the quality of housing stock.

**Negative Impacts**

Selective Licensing can cause an increase in empty homes as landlord’s may decide to leave a property vacant rather than pay the license.
Landlords may decide to sell the property rather than pay the license; this reduces the numbers of homes available.
Landlords may try to avoid the license fee even though this is a criminal offence. There are no guarantees that any scheme will improve an area, any positives may take years to impact on deprivation statistics.

**21 Other Options to Selective Licensing**

**Accreditation**

Accreditation was first introduced in the 1990’s as a mechanism for helping landlords or agents to meet agreed standards of competence, skills and knowledge about the business of owning, managing or letting a private rented home.
Accreditation is supported nationwide by a wide range of stakeholders, including the Government, Landlord Associations, and Local Authorities, Shelter, the National Union of Students and the Chartered Institute of Environmental Health. It can aid the supply of good-quality, well-managed homes. Nationally, Landlord Accreditation is available through the National Landlords Association or the Residential Landlords Association (RLA) who charge landlords to join their schemes.
Locally, it is evident that whilst landlord accreditation can prove successful in improving housing conditions and professionalising the sector, many landlords choose not to subscribe. The proposal to introduce Selective Licensing should encourage landlords to become accredited as discounts on license fees can be offered to landlords who opt to join an accreditation scheme.

**Enforcement of Housing Standards**

The Housing Act 2004 introduced the Housing Health and Safety Rating Scheme (HHSRS). This allows Local Authorities to inspect privately rented properties to ensure the condition of
the property does not have an adverse effect on the health, safety or welfare of tenants. This is the standard used by Bassetlaw District Council Housing Standards Team. The number of property inspections, are in the main reactive; a service request is made to the Environmental Health who will then undertake a HHSRS inspection to determine whether action needs to be taken. Whilst this approach does improve property conditions, it is sporadic across the District and does not have a concentrated impact in one area. In addition, this function does not tackle property management standards. Proactive property inspections form part of Selective Licensing in the designated area. Improved property conditions will assist in retaining tenants and attracting occupants to the area assisting in tackling low demand.

**Management Orders**
The Housing Act 2004, part 4, introduced the use of Management Orders. A Management Order allows a Local Authority to take control of a property, although legal ownership does not transfer from the landlord. There are two forms of Management Order, interim and final. Interim lasts for a period of 12 months, this can then be followed by a final Management Order, which lasts for a maximum of 5 years. Once a Management Order is in place the Local Authority takes over the management of the property. The occupiers pay their rent to the Authority and any repair costs or building insurance are taken from the rent before any surplus is given to the owner (landlord). This power only deals with individual properties and is resource intensive. In some cases, even retention of the full rental income may not be adequate to properly maintain and manage the property, in which case, additional costs would be borne by the Local Authority. This approach does not present a long-term solution to address poor management of privately rented stock as any property is ultimately returned to the original owner/landlord.

**A Private Sector Leasing Scheme**
A Private Sector Leasing Scheme allows a Local Authority to obtain a lease, normally 3 to 5 years in duration, from a private owner/ landlord on their property. The Authority then uses the property to provide affordable accommodation for homeless families. There is no guarantee that landlords will join the scheme and the Council cannot compel them to do so. As with Management Orders the scheme does not address poor management practices as the landlord does not gain experience, advice or training during the lease period.

**Raising Landlord Awareness**
Newsletters can be distributed to landlords within the proposed designated area. Landlords can then be provided with information on how to conduct a tenancy appropriately; the requirements of landlords; and the options on ‘vetting’ prospective tenants in order to reduce the intake of problem occupants within the area. There is no obligation for the landlords to listen/read to the information distributed to them, or to address tenant behaviour and obtain references.

**Summary of Options**
The alternatives to Selective Licensing would require partial or full funding from the Bassetlaw District Council; Selective Licensing is designed to be self–financing once established. The cost of the license fee should cover the administrative/inspection costs attributed to the Local Authority. A final financial calculation would take place alongside a robust consultation period. The alternative options do not compel a landlord to address tenant behaviour or ensure landlords seek references when allocating their properties. Existing Selective Licensing Schemes elsewhere in the Country have proven successful in tackling anti-social behaviour and ensuring problem tenants do not move within the designation area. Landlords are able to continue to access advice and support from the Local Authority to deal with problematic tenant behaviour.
The alternative options do not provide a long-term solution to the training of inexperienced landlords whose business and subsequently the community, would benefit from improved management practices.

Selective Licensing tackles all privately rented properties in the proposed designation area. This is favourable in improving conditions and standards of management/properties as a large number of privately rented properties can be targeted.

Accreditation, enforcement of property standards, and management orders can be used in conjunction to Selective Licensing as part of an integrated programme of measures to improve the social and economic conditions of the area. Discounted license fees can be offered to landlords who choose to become accredited.

There is a clear risk that landlords may illegally evict tenants, leave the area or try to avoid licensing. Robust monitoring procedures will need to be in place to address these issues via additional resources within the Housing Standards Team.

Whilst some landlords have engaged with Bassetlaw Council, monitoring of management practices does continue to show that some landlords will “cut corners”. This is often in relation to tenant references and the standards of property management. Landlords are under increased pressure with changes to the benefit system and Council Tax relating to empty properties to minimise void periods.

Bassetlaw has a number of other regeneration priorities in the area to tackle empty homes and deliver new housing developments. Selective Licensing can support these physical regeneration activities to ensure poorly managed properties do not undermine regeneration and dissuade people from moving into an area. A balanced, stable housing market creates a neighbourhood of choice that offers a range of property types and tenures to meet current and future housing demand. Selective Licensing can make a valuable contribution to achieving this potential.

This proposal has considered the housing market within the designated area and demonstrated clear evidence of ASB, crime, deprivation and poor housing conditions. Government guidance on Selective Licensing, the “Evaluation of the impact of HMO Licensing and Selective Licensing” published by the Building Research Establishment on behalf of the Communities and Local Government January 2010, stated that Selective Licensing is a long-term strategy and will not provide instant solutions.

Prior to the approval of a Selective License Scheme, a robust 12-week consultation period will need to take place. This will consist of:

- Face to face open forums with residents/landlords.
- Mailshot to private landlords known to own properties in the area.
- Leaflets to be hand delivered to all residents/businesses within the proposed area.
- Press release and advert in to local newspapers.
- Posters to be displayed in community buildings and businesses.
- Information on the Bassetlaw District Council’s website and social media platforms.
- Community briefing events to explain the proposal.

Once the consultation period has closed a final decision can be made to the Selective Licensing Proposal.
## Appendix 2: List of Proposed Fees; Bassetlaw District Council

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Fee</td>
<td>£640</td>
<td>For non-accredited landlords</td>
</tr>
<tr>
<td>Accredited Landlord fee</td>
<td>£580</td>
<td>The proposed licence holder is accredited with either DASH, NLA, RLA, Unipol or equivalent landlord accreditation body.</td>
</tr>
<tr>
<td>Paper Application Form</td>
<td>Additional £100</td>
<td>For the Council to send out a paper application pack and process the completed paper response, rather than submitting online.</td>
</tr>
<tr>
<td>Missed Inspections</td>
<td>£50</td>
<td>Failure to attend an agreed inspection a charge shall be levied.</td>
</tr>
<tr>
<td>Finder’s fee</td>
<td>£150</td>
<td>Where the Council has to do more than the normal amount of work to ensure a licence application/renewal is made</td>
</tr>
<tr>
<td>Part 1 Housing Act 2004</td>
<td>£350</td>
<td>Not all costs can be recovered from the licence fee. Under part 1 of the Housing Act 2004 (Section 49) the Council can charge for relevant costs linked to enforcement work. NB once an invoice is issued, this charge becomes a local land charge on the property</td>
</tr>
<tr>
<td>Application to Vary a Licence</td>
<td>No charge</td>
<td>Includes applications to change the manager, address, number of occupants</td>
</tr>
<tr>
<td>Extra Correspondence</td>
<td>£30</td>
<td>Where the Council has to e.g. do more than normal to obtain further information to secure a valid licence application or provide copies of documents requested.</td>
</tr>
</tbody>
</table>
Appendix 3: Fit and Proper Person and Management Arrangement

**Fit and Proper Person and Management Arrangement Criteria for Selective Licensing**

The Housing Act 2004, part 4 outlines that, when deciding whether to grant a licence or not the Local Authority (the “Authority”) is required to look at three aspects of the management of the property (the “Property”) and if these are satisfactory then it must grant a licence:

- The proposed licence holder (the “Licence Holder”)
- The proposed manager (the “Manager”) (if a different person from the Licence Holder)
- The proposed management arrangements (the “Property Management Arrangements”)

The application will be checked to determine if:

- The proposed license holder is a fit and proper (“Fit and Proper”) person to be the license holder, and, out of all the persons reasonably available to be the license holder in respect of the house, the most appropriate person;

- The proposed manager of the house is either – the person having control of the house, or a person who is an agent or employee of the person who controls of the house;

- The proposed manager is a fit and proper person;

- The proposed property management arrangements for the house are satisfactory.

All persons involved in the management of the property are to be identified and assessed under the ‘Fit and Proper’ person criteria.

**The Authority will ensure that:**

Each case will be determined on its own merit;
Each specific offence, incident or issue will be considered in terms of its relevance to the holding of a license or to management and will take into account the gravity of the offence. Where the information contained in the initial application is insufficient to determine suitability, we may contact the applicant to request further information. Where no other information is available or forthcoming, the Authority can refuse to grant the license on grounds of insufficient evidence.

**Definition of Fit and Proper Person Criteria**

A Fit and Proper person means that they are morally suitable. In determining whether a person is ‘Fit and Proper’, the Housing Act 2004 Section 89 outlines the test. This includes assessing whether there has been any;

- Offences involving fraud, or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offenders Act 2003
- Unlawful discrimination on grounds of sex, colour, race, ethnic or national origins, or disability
- Breaches of housing or landlord and tenant law

When determining if the person is ‘Fit and Proper’ the Authority will consider the following;

- They are without any significant and relevant convictions, cautions, reprimands and warnings
- If involved in managing the house, they have the necessary experience and/or managerial skills and competence to successfully manage the property
- They are aware of, and sensitive to, the needs of all sections of society;
- They are willing to engage with the Authority in the licensing procedure.

They have suitable management arrangements and funding arrangements.
Application process - How to determine whether a person meets Fit & Proper Test

The license holder and manager will be assessed under each of the following categories to determine whether they meet the Fit and Proper person requirements.

*They are without any significant and relevant convictions, cautions, reprimands and warnings:*

The applicant is to provide copy photo identification, such as Passport or Driving license of the proposed license holder.

Any significant and relevant convictions, cautions, reprimands and warnings showing will not necessarily mean that an application for license will be refused. However, the nature of some offences will be viewed more seriously than others. Offences have been categorised into “Category 1”, “Category 2” and “Category 3”, where category 1 is to be regarded as the most serious.

Due regard to the full circumstances surrounding the offence will be given.

*If involved in managing the house, they must have the necessary experience and/or managerial skills and competence to successfully manage the property in accordance with management standards:*

Investigations will be made with other departments within the Council in addition to other Local Authorities, this checks the applicant, in handling disrepair complaints, dealing with anti-social behaviour, compliance with legal notices and identifies any concerns relating to management arrangements.

The applicant is to provide information relating to out of hours emergencies, anti-social behaviour, tenancy deposits, lettings and repairs reporting procedures.

*And,*

That the management of their property does not contravene relevant legislation and standards, such as the Race Relations Act and Statutory Code of Practice on Racial Equality in Housing.

*They have suitable management structures and funding arrangements:*

The license holder must reside within the United Kingdom.

In addition to those financial responsibilities outlined in the Property Management Arrangement, the Authority would expect a successful license applicant to have suitable funding arrangements in place to effectively deal with repairs when they arise.

As part of the application process, potential license holders will have to show that they have suitable financial management procedures in place to ensure contingency funds are available for any repair or emergency remedial works needed. Further investigation, for example credit reference checks or examination of bank account statements may be required.

*They are willing to engage with the Local Authority in the licensing procedure:*

In addition to assessing compliance with current and previous license criteria, the Local Authority will take into account the way in which the applicant has engaged with any previous licensing or enforcement procedures.

Property Management Arrangements

The license holder and manager are to ensure that there are satisfactory property management arrangements in place, below are the standards the Local Authority require for each property.
Standard 1 – Letting Practices
Actively encourages applicants from all backgrounds and makes clear that prospective tenants will not be discriminated against due to their race, colour, gender, religion, sexual orientation, ethnicity, disability or national origin or age.
Provides clear information to prospective tenants about the property including rent levels, due dates and increase dates, deposits, receipts, the terms and conditions of the tenancy, charges (including service charges), a rent book and payment methods.
Includes referencing procedures. These procedures should not merely be credit references, but should include character references to indicate their suitability as a tenant. Wherever possible references should be obtained from the previous two landlords, or, where this is not possible, from an employer, educational professional or other responsible person who knows the prospective tenant well.
Provides clear information on who has responsibility for the payment of all utility charges and Council Tax.
Provides clear information about how deposits are to be held under the Tenancy Deposit Scheme, which was introduced by Part 6 of the Housing Act 2004.
Ensures prospective tenants are made aware of the standard operating procedures, such as emergency repairs, hours of contact etc.
Provides the tenant, on receipt of a deposit, with an inventory describing the state of the property and contents. Where practicable, photographic evidence should be included.

Standard 2 – Creating the tenancy
The Tenancy Agreement issued must comply with current legislation. All parties included in the Tenancy Agreement should be aware of their rights and responsibility under the agreement and landlords should be able to demonstrate that they have made every reasonable effort to ensure the tenants awareness.
This could include providing clear, written descriptions of:
The terms on which the property is to be occupied.
An address in England or Wales for the tenant to use to serve notice.
Contact details for the landlord, agent or representatives, including emergency and ‘out of hours’ information.
Repair-reporting procedures including maximum response times.
Local facilities and amenities, including refuse collection/recycling.
Provision of alley gate keys where applicable.
The tenancy should contain acceptable behaviour clauses. Tenants should be provided with clear information about the level of behaviour expected of them whilst in the tenancy and their responsibilities both to the property and to their new neighbours and wider community. The information should also include examples of behaviour constituting antisocial behaviour and nuisance, as well as explaining clear consequences of displaying such behaviours.

Standard 3 – Managing the Tenancy
They must make every possible step to ensure their tenants are able to live peacefully within their property. More specifically, they must: ensure any repairs are undertaken within a reasonable timescale; ensure the property is free from disrepair
Carry out quarterly checks of the property
promptly tackle any antisocial or nuisance behaviour emanating from the property, whether perpetrated by the tenants or people visiting or living with them; and
Respect the privacy of the tenant, for example by giving adequate notice and ensuring permission is given (usually no less than 24 hours) before access to the property is needed.
Tackle any breaches of the tenancy agreement promptly, and take any necessary action.

Standard 4 – Tackling Antisocial Behaviour
The tenancy should contain acceptable behaviour clauses. Tenants should be provided with clear information about the level of behaviour expected of them whilst in the tenancy and
their responsibilities both to the property and to their new neighbours and wider community. The information should also include examples of behaviour constituting antisocial behaviour and nuisance, as well as explaining clear consequences of displaying such behaviours. Ensure there is a clear procedure for dealing with ASB, including warning letters, home visits and an escalation process. Landlords and Agents should seek advice from the Authority as soon as they become aware of nuisance or antisocial behaviour being perpetrated by their tenants or people visiting or living with them. The Authority and partners will work with landlords, managers and agents to develop an appropriate course of action for each case. This could include referral to mediation services, requesting action to regain possession of the property, the provision of a support service to the tenant. Where complaints against the property continue, license holders and managers will be requested to demonstrate measures undertaken to address the issues. Good references for tenants that have caused ASB should not be provided, in order to move a tenant on. Landlords, Managers and agents must always provide accurate and honest references to other landlords or agents on request.

**Standard 5 – Ending a Tenancy**
License Holder or Manager must be able to demonstrate a satisfactory understanding of relevant legislation and procedures. Unless a tenant clearly surrenders the property or the tenancy is ended by mutual agreement evidenced in writing, the correct legal notice must be served in order for the landlord to regain possession of the property. If the tenant fails to leave the property following the granting of a possession order, a Bailiff’s Warrant must be obtained in order to evict the tenant.

The authority expects applicants, license holders and managers to be able to evidence that: They will comply with current legislation in order to gain possession of the property. Tenants are issued with clear information regarding the arrangements for bringing the tenancy to an end. This information must include clear guidance regarding the condition of the property expected at the end of the tenancy and the consequences of failing to meet this standard. That the Tenancy Deposit Scheme is used to promptly and efficiently return deposits and that any deductions are justified with evidence of expenditure, made available to the tenant.
Appendix 4: Proposed License Conditions for Privately Rented Houses

*Indicates a statutory condition as prescribed by the Housing Act 2004

Gas, Electrical and Fire Safety

Gas Safety

Where gas is supplied to the house, the licence holder shall ensure that all gas installations and appliances are in safe condition at all times and that an annual gas safety check is carried out by a Gas Safe registered engineer. The licence holder shall provide a copy to all tenants/occupiers at the beginning of their tenancy, and keep a written record that it has been provided.

The licence holder shall produce the gas safety certificate issued in respect of the house within the previous 12 months for inspection within 7 days of the council’s demand.

Electrical Appliances

The licence holder shall ensure that electrical appliances made available in the house by them are kept in a safe condition and proper working order at all times.

The licence holder shall ensure a record of visual inspection and tests of such appliances is maintained and shall submit this record to the council within 7 days of the council’s demand. Within 7 days of the council’s demand, the licence holder shall supply a declaration as to the safety of electrical appliances made available by him at the house.

Safety of Electrical Installations

The licence holder shall ensure that the electrical installation in the house is kept safe and in proper working order at all times. The licence holder shall ensure that a satisfactory Electrical Installation Condition Report (EICR) or Electrical Installation Certificate (EIC) is produced at intervals of no more than 5 years or more frequently if indicated on the previous report and supply the most recent EICR or EIC to the council within 7 days of the council’s demand.

Smoke Alarms/Fire Detection Systems

The licence holder shall ensure that at all times a suitable fire detection and alarm system is installed in the house and is maintained in proper working order. As a minimum, there must be a smoke alarm installed on each storey of the house on which there is a room used wholly or partly as living accommodation. For the purposes of this paragraph, a bathroom or lavatory is to be treated as a room used as living accommodation. *

The licence holder shall ensure that where the current BS 5839 (or any British Standards which subsequently replaces this) requires the fire alarm system to be tested in accordance with it that they system is so tested, inspected and serviced by a competent person and that copies of testing certificates shall be supplied to the council within 7 days of the council’s demand.

9. The licence holder shall supply a declaration as to the condition and position of any smoke alarms/detectors in the property within 7 days of the council’s demand. *

Emergency Escape Lighting

The licence holder shall ensure that any emergency escape lighting in the house is inspected, tested and serviced by a competent person in accordance with BS 5266-1:2012 (or any British Standard which subsequently replaces this.) Copies of testing certificates shall be provided to the council within 7 days of the council’s demand.

Furniture and Furnishings (Fire Safety)

The licence holder shall ensure that the furniture made available by them at the house is kept in a safe condition as all times. *

12. The licence holder shall supply a declaration as to the safety of the furniture made available by him at the house within 7 days of the council’s demand. *

Carbon Monoxide Alarms
The licence holder shall ensure that a carbon monoxide alarm is installed in any room in the house which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance. Any such alarm must be kept in proper working order. For the purposes of this paragraph, a bathroom, lavatory, hall or landing are all treated as being a room used as living accommodation.

14. The licence holder shall supply a declaration as to the condition and position of any carbon monoxide alarms in the property within 7 days of the council’s demand.

**Property Management**

The licence holder must ensure all reasonable and practical steps are taken to respond to repair and maintenance issues at their property and that any works to deal with repairs are undertaken within a reasonable period of time after they are notified, and within the timescales notified to occupiers under condition 22. The licence holder must ensure that:

- The property is kept in a good state of repair and free from significant hazards that could affect the health and safety of tenants, occupiers and visitors to the property (as required by part 1 of the Housing Act 2004)
- The exterior of the property is maintained in a reasonable decorative order, and in a good state of repair.
- The exterior of the property and boundary walls, fences and gates etc. are kept free from graffiti.
- Gardens, yards and other external areas within the boundary of the property are kept in a clean and tidy condition and free from rodent infestations at all times.

The licence holder shall ensure the property is secure by complying with the requirements of paragraphs a) to g) below:

So far as reasonably possible, any emergency works necessary to protect the security of the property are undertaken within 24hrs of notification e.g. damage to windows/entrance points to the property.

The security provisions for the access to the property (locks, latches, deadbolts and entry systems etc.) are maintained in good working order at all times;

Where window locks are fitted, that keys are provided to the occupant(s) of the property;

Where a burglar alarm is fitted to the house, that the occupant(s) is (are) made aware of the code, how the alarm is operated and the circumstances under which the code for the alarm can be changed;

Where previous occupiers have not surrendered keys, arranging for a lock change to be undertaken, prior to new occupiers moving in;

Where alley gates are installed to the side or rear of the licensed property, taking responsibility for holding a key and making satisfactory arrangements for the occupiers' access;

The main escape route (usually the front door) must be fitted with a thumb turn mortice lock, or equivalent, to five-lever security level. The lock must comply with fire safety requirements in that it shall be openable from the inside without the use of a key.

**Dealing with Rubbish:**

The licence holder shall at the beginning of a tenancy, provide written information to the occupiers of the property indicating:

- What day refuse collections take place
- What type of bins to use for household and recycling waste
- Details of the council’s bulky waste collection service

The occupier’s responsibility to put bins out no earlier than 4pm on the day before collection and to return refuse containers within the boundary of the property by 8am the day after they are emptied

That occupiers should make arrangements for any extra rubbish that cannot fit in the bins to be collected and/or disposed of as soon as is reasonably possible and ensure that such
rubbish, where possible, is stored at the rear of and within the boundary of the property until collection/disposal.

The licence holder shall ensure so far as is reasonably possible, that the occupiers make arrangements for the collection of waste in accordance with these provisions and, when the property is unoccupied, adhere to these provisions him/herself.

19. The licence holder shall ensure that suitable and adequate provision for refuse storage and collection is made at the house. This shall include a closable bin(s) of suitable capacity as specified by the council.

**Property Inspections**

The licence holder must ensure that the tenant’s right to quiet enjoyment of the property is respected. Where entry is required the licence holder must ensure that any notice requirements contained in the tenancy agreement are complied with. Where the tenancy agreement does not contain any such requirements, the licence holder must ensure that the tenant receives at least 24 hours written notice of intention to enter the property specifying the reason entry is required. The only exception when it would not be reasonable to give such notice and access is urgent, e.g. in an emergency.

The licence holder shall ensure that inspections of the property are carried out at least every six months to identify any problems relating to the condition and management of the property. The records of such inspections shall be kept for the duration of this licence. As a minimum requirement, the record must contain a log who carried out the inspection, date and time of inspection and issues for an action(s) taken. Copies of these must be provided within 7 days of the council’s demand.

**Tenancy Management**

At the beginning of a new tenancy, the licence holder must provide the occupier(s) with written information, including contact details, explaining how they can make a complaint about the property and the arrangements in place to deal with emergency and other repairs. The contact and telephone number details should be applicable for contact between 9am – 5pm Monday to Friday and should also include out of hours contact details for use in emergencies. Any change in contact and/or telephone number details should be provided to occupiers within 24 hours of the changes being made. Copies of the written information provided to tenants must be provided within 7 days of the council’s demand.

The licence holder shall indicate to the occupier(s) how they intend to respond to the complaint including a timescale for the steps they intend to take.

The licence holder shall respond to any complaint within a reasonable timescale. Copies of all correspondence relating to complaints shall be retained during the currency of the occupation and for 6 months thereafter and shall be provided to the council within 7 days of the council’s demand.

The licence holder must provide the tenant with an information pack containing the following details:

A true copy of the licence to which these conditions apply.

A notice with the name, address, day time and emergency contact number of the licence holder or managing agent.

Where appropriate, true copies of the current gas, electrical safety and energy performance certificates.

The information required by conditions 18, 22 and 26.

The licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it. This statement shall be provided within 7 days of the occupancy beginning and the licence holder shall supply a copy of the written statement within 7 days of the council’s demand. *
The licence holder shall comply with all relevant landlord and tenant law and ensure that all legal processes are followed when requiring occupiers to leave. If a complaint of illegal eviction is made to the council, the licence holder shall provide information as to the steps taken to evict an occupant within 7 days of the council’s demand.

The licence holder shall demand references for new occupiers before entering into any occupancy agreement with them or allowing them to occupy the premises. Copies of these references shall be kept for the duration of this licence and made available to the council within 7 days of the council’s demand.

The licence holder shall ensure there is suitable and sufficient buildings insurance in place for the duration of this licence. This should cover the costs of re-housing occupiers in the event of a need arising.

Before a new tenancy is issued the licence holder/agent should carry out an inventory and document it with photographs (where appropriate). Both the licence holder and the tenant shall date and sign the inventory and each retain a copy.

Where a deposit is taken the licence holder must provide any tenant with the relevant information about the deposit scheme to which it relates and any other information required under section 213 of the Housing Act 2004. The information must be provided to the council within 7 days of the council’s demand.

**Tackling Anti-Social Behaviour**

The licence holder shall ensure that all reasonable and practical steps are taken to prevent and respond to anti-social behaviour. These include written tenancy management arrangements to prevent or reduce anti-social behaviour by persons occupying or visiting the property. Copies of these must be provided to the Council within 7 days of the Council’s demand. If the licence holder or manager/agent receive complaints of anti-social behaviour that concern the occupiers of, or visitors to the property or that result from their actions they must comply with requirements (a) to (i) below:

- Any letters, relating to anti-social behaviour, sent or received by the licence holder, or agent of the licence holder, must be kept by the licence holder. True copies of the original document should be provided to the Council within 7 days on demand.
- Ensure that written notes are kept of any meetings or telephone conversations or investigations regarding anti-social behaviour.

If a complaint is received, or anti-social behaviour is discovered, within 7 days the tenant must be informed of the allegations of anti-social behaviour in writing and of the consequence of its continuation.

From the date of receipt of the complaint of anti-social behaviour, monitor any allegations of anti-social behaviour and take all necessary steps to establish if it is continuing.

Where the anti-social behaviour is continuing after 14 days from receipt of the complaint, the licence holder, or his agent must, within 7 days visit the premises and give to the tenant, or leave at the property marked for their attention, a warning letter advising them of the possibility of eviction.

Where the licence holder or his agent has reason to believe that the anti-social behaviour involves criminal activity the licence holder must ensure that the appropriate authorities (e.g. Police, Council etc.) are informed.

If after 14 days of giving a warning letter the tenant has failed adequately to address the anti-social behaviour so that it is continuing, the licence holder must take appropriate formal steps under the tenancy agreement, whether to enforce its terms or to terminate it, including, where necessary, by taking legal proceedings against the occupier(s).
Where the obligation under (g) has arisen, the licence holder must, within 7 days, provide to the Council in writing a plan setting out the steps he proposes to take, and the timescale for taking those steps, in order to resolve the problem. If the licence holder is invited to do so, they must attend a case conference or Multi-Agency Meeting arranged by the Council or Police (whether following the provision of a plan referred to at (h) above, or generally.)

There may be instances where anti-social behaviour occurs more than once, but not continuously and possibly several months apart. In such circumstances the licence holder would still be expected to take all reasonable and practical steps to ensure it is effectively dealt with, up to and including eviction.

**Change of Details or Circumstances**
The licence holder must inform the council within 21 days of any material change in circumstances including:

- Change of their address
- Change of manager, management arrangements or ownership
- Any changes to their, the manager’s or any associate’s circumstances which could affect their fit and proper person status i.e. any cautions or convictions for any offence involving fraud, dishonesty, violence, drugs, sexual offences (under Sexual Offences Act, schedule 3) discrimination or breach of housing or landlord/tenant law.
- Any proposed changes to the layout of the house that would affect the licence or licence conditions.

**Licence Holder Training**
Where the licence holder has not attended relevant training in the previous 3 years, they must as a minimum attend suitable training on the law and legal requirements relating to managing privately rented housing within 12 months of the date the licence is issued. This requirement can be satisfied in one of the following ways:

By attending a one-day training course arranged and delivered by the Council or our accreditation partner DASH Services and submitting a certificate to the Council following this training. Visit [www.dashservices.org.uk](http://www.dashservices.org.uk) or call 01332 641111 to arrange this.

By completion of the accreditation training of the National Landlords Association (NLA) or Residential Landlords Association (RLA) or other equivalent recognised landlord accreditation body and submitting the pass certificates to the Council for confirmation.

By completion of other suitable training on the law and legal requirements relating to managing privately rented properties subject to approval by the Council in advance and subject to submitting a pass certificate or similar document to the Council for confirmation.

**Interpretation**
35. Where reports, certificates, declarations or other documents are required to be produced or supplied to the Council, this shall mean sending by email (preferred method), post or delivering by hand, declaration to the Council’s offices for the attention of the Housing Licensing and Compliance team.

36. Any reference to tenant or tenancy can also be interpreted to include occupancy by licence or other form of written agreement for the purposes of these conditions.

37. Where electrical works/certificates are required they shall be carried out by a suitably qualified electrical contractor who should be registered/member of an approved scheme such as NICEIC, ECA, NAPIT etc. or registered to undertake electrical works in accordance with part P of the Building Regulations. Electrical contractors that are on a relevant competent person scheme can be found at [www.competentperson.co.uk](http://www.competentperson.co.uk)