

Selective Licensing Scheme

Neighbourhoods Scrutiny 12 Jan 2023

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Scheme Headlines

- The scheme went live at 8:00am on the 10 October 2022.
- The selective team has been recruited and trained:
 - Team manager
 - 1 Admin Manager
 - 2 Senior Regulatory Officer
 - 17 Housing Inspectors
 - 3 Admin support officers
- We currently have had 339 licence applications
- The team have carried out 179 inspections and have issued 19 draft and 24 full Licences.
- The new computer system is fully operational and the central database for the team
- Developing a digital inspection process
- Resourcing is within budget – Fees are meeting resource needs

Application process

- Landlords are directed to the SL webpage on the main LCC site
- The webpage has lots of advice and supporting information
- Landlords can check if a property is within the selective licensing areas
- Applications must be made through the Councils website www.leicester.gov.uk/selectivelicensing
- The team operate a telephone line for support
- Applications are checked to ensure they are complete with all documentation and the correct fees has been paid
- Once a duly made application has been made the application is passed to the inspectors.

Inspection Process

- Officers contact the landlord to organise an inspection
- A draft licence will be issued following the inspection.
- There is a statutory consultation from the draft licence of 14 days for errors to be rectified or observations.
- The 7 week target to process an application to draft licence issue is being met. Current Average is 32 Days
- The team aim to undertake three inspections of all properties within 5 yrs to ensure standards are maintained

Hazards

- Housing Health and Safety Rating System
- 29 Hazards include damp and mould; excess cold; fire; falls; and electrical hazards.
- Category 1 – Serious and immediate risk
- If the issues raised are a category 1 hazard the licence cannot be issued until rectified
- Category 2 – less serious hazards
- Minor issues of concern can be added to the licence and will be required to be attended to within 3 months. A subsequent inspection will be undertaken
- 46% of inspections are finding hazards.
- Approximately 40% Cat 1 and 60% Cat 2.

Examples of Cat 1 Hazards Identified



Hazard - Falls between levels
– No restrictor on window

Hazard – damaged electric pull cord to Shower





Category - falls on stairs - No Handrail

Category - Structural Collapse
and falling elements

Self-seeding Buddlea causing
wall to fall





Category - falls on stairs

The stairs have been adapted and the bottom three steps which wound in to the room have been removed and this new staircase made. These stairs have been condemned by Building control and action is being taken by the Team



Resolution hazard

Window low threshold fully openable window



Remedial action taken to add restrictor

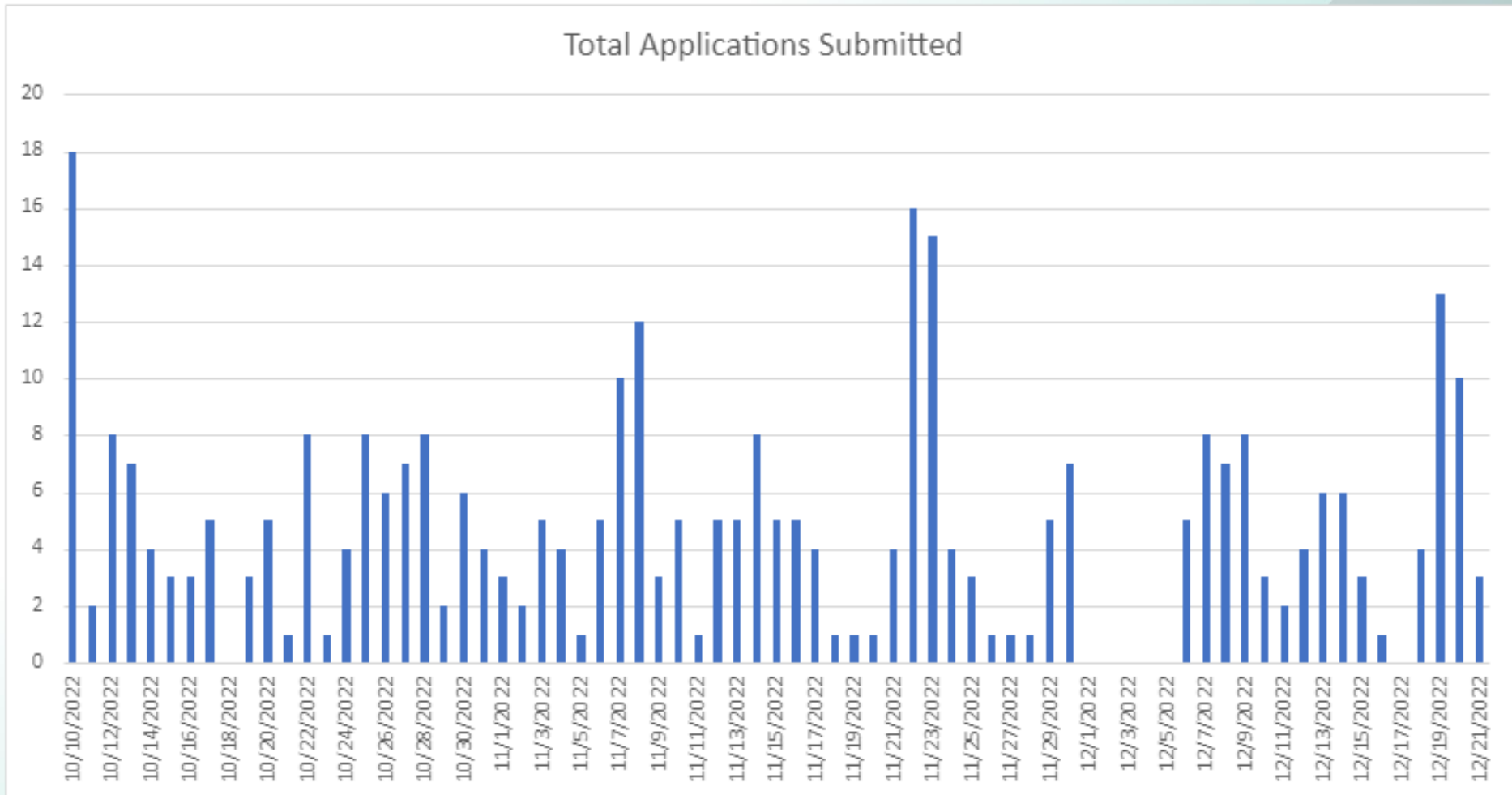


Link to City Wardens



Untidy garden in adjacent property to licenced property – referred to City Warden Team and CPN served to remedy

Application received per day



Selective Licensing Dashboard

Total Applications Submitted (Week starting on)	
10.10.2022	45
17.10.2022	23
24.10.2022	41
31.10.2022	24
7.11.2022	41
14.11.2022	25
21.11.2022	44
28.11.2022	13
5.12.2022	33
12.12.2022	24
19.12.2022	26
Total	339
Total Applications Submitted	
October 2022	113
Novmeber 2022	143
December 2022	83
Total	339
% of case required sending info 1	77.88%
% of case required sending further info 2	32.95%
Drafted licence issued pending finalized	19
Full licence issued	24

Cases passed to inspection team	257
Inspection Conducted	179
Inspection up-coming	26
Total	205
Average time (days) taken from duly made to draft licence	32.23

Communication – planned

Comms plan –

- Quarterly newsletter to landlords from January 2023
- Further website development – case studies, information, updates and newsletter
- Selective Licensing register accessible on LCC website and updated every Friday
- 5 Months press release “have you made your application removal of early bird discount”
- Landlord support ‘Drop in’ sessions planned in Libraries across whole district.