

CABINET ITEM COVERING SHEET PROFORMA

AGENDA ITEM

REPORT TO CABINET

12 JULY 2018

**REPORT OF
CORPORATE
MANAGEMENT TEAM**

CABINET DECISION

Regeneration and Housing – Lead Cabinet Member – Councillor N Cooke

SELECTIVE LICENSING OF PRIVATE RENTED ACCOMMODATION

1. Summary

As members may recall, approval was recently granted to implement an area based, targeted intervention approach which would provide a visible, neighbourhood management presence to some of the more vulnerable local communities, specifically those areas which tend to experience high levels of low value private rented accommodation (the central Stockton area and the Victoria area in Thornaby). As part of this proposal Cabinet granted approval (November 2017) to explore Selective Licensing as a tool to address low housing demand and tackle irresponsible landlords.

Following a detailed assessment of selective licensing, approval is now sought to undertake formal consultation on the proposed implementation of a Selective Licensing designation. Selective Licensing would provide an additional 'tool' which would work alongside other existing activities undertaken by the Council to provide a period of 'intensive care' for areas of our borough (specifically '**Central Stockton**' and '**North Thornaby**'). It is proposed that Selective Licensing is required within each of the two proposed locations on the basis that the areas are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. The proposal is further underpinned by evidence that these areas also experience significant and persistent anti-social behaviour and levels of crime. The Council will charge a fee to cover the cost of operating a Selective Licensing scheme, this will be a ring-fenced account solely in connection with the scheme. As the Council is seeking to support responsible landlords, it is proposed to offer a £100 per property discount for landlords who are members of the Council's Voluntary Accreditation Scheme and/or those who are members of nationally recognised landlords associations.

2. Recommendations

Cabinet are asked to:

1. Note the evidence base to support the introduction of Selective Licensing designation of private rented accommodation within two distinct areas of the Borough, Central Stockton and North Thornaby (as detailed in the attached **Selective Licensing Scheme Proposal** and supporting appendices and paragraphs 11-12 of this report).

2. Grant approval 'in principle' to pursue a scheme of Selective Licensing in both Central Stockton and North Thornaby as detailed within the attached Selective Licensing Scheme Proposal Report.
3. Subject to the above, instruct Officers to commence a detailed programme of public consultation to ensure that the Council takes "reasonable steps to consult with persons who are likely to be affected by the designation" as required Part 3 of the Housing Act 2004 Section 80 (9) and in accordance with relevant Government guidance.
4. Approve that a further report be presented back to Cabinet following the conclusion of the above public consultation exercise. This report will inform Cabinet of the outcomes of the consultation and allow Cabinet to decide whether to make a Selective Licensing designation (covering Central Stockton and North Thornaby).

3. Reasons for the Recommendations/Decision

The Council will actively use selective licensing as a tool (working alongside a range of existing other measures) to address low housing demand with the aim of achieving a more balanced housing market in areas of Central Stockton (which crosses the Stockton Town Centre and Parkfield and Oxbridge wards) and North Thornaby (in the Mandale and Victoria ward).

The proposed Selective Licensing designation has been determined following a comprehensive evidence based assessment (undertaken in accordance with the Department for Communities and Local Government guidance). Following the conclusion of this assessment Officers are satisfied that the relevant statutory tests have been met and that the selective licensing of private rented housing within the proposed designation areas would be an appropriate tool to address the problems identified.

4. Members' Interests

Members (including co-opted Members) should consider whether they have a personal interest in any item, as defined in **paragraphs 9 and 11** of the Council's code of conduct and, if so, declare the existence and nature of that interest in accordance with and/or taking account of **paragraphs 12 - 17** of the code.

Where a Member regards him/herself as having a personal interest, as described in **paragraph 16** of the code, in any business of the Council he/she must then, **in accordance with paragraph 18** of the code, consider whether that interest is one which a member of the public, with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest and the business:

- affects the members financial position or the financial position of a person or body described in **paragraph 17** of the code, or
- relates to the determining of any approval, consent, licence, permission or registration in relation to the member or any person or body described in **paragraph 17** of the code.

A Member with a personal interest, as described in **paragraph 18** of the code, may attend the meeting but must not take part in the consideration and voting upon the relevant item of business. However, a member with such an interest may make representations, answer questions or give evidence relating to that business before the business is considered or voted on, provided the public are also allowed to attend the meeting for the same purpose whether under a statutory right or otherwise (**paragraph 19** of the code).

Members may participate in any discussion and vote on a matter in which they have an interest, as described in **paragraph 18** of the code, where that interest relates to functions of the Council detailed in **paragraph 20** of the code.

Disclosable Pecuniary Interests

It is a criminal offence for a member to participate in any discussion or vote on a matter in which he/she has a disclosable pecuniary interest (and where an appropriate dispensation has not been granted) **paragraph 21** of the code.

Members are required to comply with any procedural rule adopted by the Council which requires a member to leave the meeting room whilst the meeting is discussing a matter in which that member has a disclosable pecuniary interest (**paragraph 22** of the code)

AGENDA ITEM

REPORT TO CABINET

12 JULY 2018

**REPORT OF SENIOR
MANAGEMENT TEAM**

CABINET DECISION

Regeneration and Housing – Lead Cabinet Member – Councillor N Cooke

SELECTIVE LICENSING OF PRIVATE RENTED ACCOMMODATION

SUMMARY

As members may recall, approval was recently granted to implement an area based, targeted intervention approach which would provide a visible, neighbourhood management presence to some of the more vulnerable local communities, specifically those areas which tend to experience high levels of low value private rented accommodation (the central Stockton area and the Victoria area in Thornaby). As part of this proposal Cabinet granted approval (November 2017) to explore Selective Licensing as a tool to address low housing demand and tackle irresponsible landlords.

Following a detailed assessment of selective licensing, approval is now sought to undertake formal consultation on the proposed implementation of a Selective Licensing designation. Selective Licensing would provide an additional 'tool' which would work alongside other existing activities undertaken by the Council to provide a period of 'intensive care' for areas of our borough (specifically '**Central Stockton**' and '**North Thornaby**'). It is proposed that Selective Licensing is required within each of the two proposed locations on the basis that the areas are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. The proposal is further underpinned by evidence that these areas also experience significant and persistent anti-social behaviour and levels of crime. The Council will charge a fee to cover the cost of operating a Selective Licensing scheme, this will be ring fenced account solely in connection with the scheme. As the Council is seeking to support responsible landlords, it is proposed to offer a £100 per property discount for landlords who are members of the Council's Voluntary Accreditation Scheme and/or those who are members of nationally recognised landlords associations.

RECOMMENDATIONS

Cabinet are asked to:

1. Note the evidence base to support the introduction of Selective Licensing designation of private rented accommodation within two distinct areas of the Borough, Central Stockton and North Thornaby (as detailed in the attached **Selective Licensing Scheme Proposal** and supporting appendices and paragraphs 11-12 of this report).
2. Grant approval 'in principle' to pursue a scheme of Selective Licensing in both Central Stockton and North Thornaby as detailed within the attached Selective Licensing Scheme Proposal Report.

3. Subject to the above, instruct Officers to commence a detailed programme of public consultation to ensure that the Council takes “reasonable steps to consult with persons who are likely to be affected by the designation” as required Part 3 of the Housing Act 2004 Section 80 (9) and in accordance with relevant Government guidance.
4. Approve that a further report be presented back to Cabinet following the conclusion of the above public consultation exercise. This report will inform Cabinet of the outcomes of the consultation and allow Cabinet to decide whether to make a Selective Licensing designation (covering Central Stockton and North Thornaby).

DETAIL

Background

1. Members may recall that in November 2017 a report was presented to Cabinet which highlighted that the private rented sector had grown significantly in recent years at both a national and local level. At a borough wide level between the 2001 and 2011 census the percentage of households renting their home from a private landlord had increased from 5.2% to 13.1%. Whilst an increase was experienced in each of the boroughs wards, it was more significant in those wards where private rental housing was already a significant tenure, specifically:
 - Town Centre increased to 23.4%
 - Parkfield and Oxbridge increased to 30.2%
 - Mandale and Victoria increased to 23.9%
2. Nationally the private rental sector (using figures from the 2016/17 English House Conditions Survey) accounts for 20% of the total housing stock in England. With the Department of Communities and Local Government (DCLG) highlighting that areas are considered as having a high proportion of privately rented properties if they are above this national level.
3. Whilst the Council recognises that the private rented housing sector provides a valuable housing offer in terms of meeting housing need and providing housing choice it can also bring a challenge, specifically in those areas where private rental housing is a significant tenure. These challenges can and do culminate in areas suffering from low housing demand and the often associated issues of high rates of crime and anti-social behaviour and higher than average number of empty properties etc. In addition this is often coupled with an area suffering from high levels of deprivation and a transient population. A level appraisal undertaken to inform the November 2017 Cabinet report noted that the central Stockton area (crossing the Stockton Town Centre and Parkfield & Oxbridge wards) and the Victoria area (in the Victoria & Mandale ward in Thornaby) appeared to be displaying these characteristics.
4. Against this backdrop Cabinet supported (decision record no D170098) the proposal to implement an **area based, targeted intervention** within the central Stockton and the Victoria area in the Mandale & Victoria ward. This approach will work to deliver a localised and community based approach to identifying and addressing key local issues and priorities, working collaboratively with our local communities and partners (across the statutory, the community and voluntary sector and wider stakeholders). To inform our approach detailed discussions will take place with a range of key partners (such as the Police, Fire Service, Registered Housing providers and the VCSE sector) to understand how we can maximise the impact of our service delivery. Working collaboratively at a community level with our partners will ensure we fully understand local issues, can address them in a timely and effective manner and can maximise the impact from our resources. Working together in this way, demonstrates the Council and its partners are committed to these local communities.
5. Given that the high rates of private rental housing in these localities appeared to be an issue, the November 2017 report sought approval to explore selective licensing as a potential ‘tool’ to

address some of the issues faced and that should selective licensing be determined as a viable option it would not operate in isolation, rather it would be complimented and be integral to our wider, targeted action area based approach.

6. As noted in paragraph 1 the tenure information available to the Council at a ward level is based on 2011 census data (as more up to date information is not available). Subsequently an early (and essential) task has been undertaken to maximise our local intelligence sources to fully understand the tenure profile of these local areas, this was done using Housing Benefit, Council Tax and the National Tenancy Deposit scheme data. As detailed in paragraph 13, this exercise established 45% (of 2,059 properties) in the proposed Central Stockton and 44% (of 1,356 properties) in the proposed North Thornaby selective licensing designation areas are private rented.

Selective licensing (an overview)

7. Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area. Under section 80 of the Act a local housing authority can designate whole or any part of its area as subject to selective licensing, subject to two prerequisites. Firstly, s80(9) requires the housing authority to have taken reasonable steps to consult persons likely to be affected by the designation and to consider any representations made in response. Secondly, s80(2) requires that the proposed licensing scheme must satisfy one or more of a number of specified statutory conditions, set out in ss80(3) (a) and (b) and (6) of the Act:

a) That the area is, or is likely to become, an “area of low housing demand”; and that the proposed designation will contribute to the improvement of the social or economic conditions in the area when combined with other measures taken in the area by, or in cooperation with, the local authority;

b) That the area is experiencing a “significant and persistent problem” caused by anti-social behaviour (“ASB”); that some or all of the private sector landlords letting premises in the area have failed to take action which it would be reasonable for them to take to combat the problem; and that the proposed designation will, when combined with other measures, lead to a reduction in or elimination of the problem.

8. In March 2015, Government extended the conditions for designation of selective licensing in England. The Selective Licensing of Houses (Additional Conditions) (England) Order 2015/977 came into force on 27 March 2015, and permits licensing where:

The area contains a high proportion of properties in the private rented sector (PRS), being properties which are occupied under assured tenancies or licenses to occupy, and one or more of specified further conditions also apply:

- Housing conditions: the local housing authorities considers it appropriate and intends to carry out inspection of a significant number of properties to determine the existence of category 1 and 2 hazards, with a view to taking any necessary enforcement action;
- Migration: the area has “recently experienced or is experiencing an influx of migration into it”; a significant number of properties are occupied by migrants; and the designation will assist the local housing authority to preserve or improve conditions in the area, ensure properties are properly managed, or prevent overcrowding;
- Deprivation: the area is “suffering from a high level of deprivation, which affects a significant number of the occupiers of [the] properties” and the designation will contribute to a reduction in deprivation;

- Crime levels: the area “suffers from high levels of crime”; criminal activity affects persons occupying the properties; and the designation will contribute to a reduction in crime levels “for the benefit of those living in the area”.
9. Before making a decision to designate an area for Selective Licensing an authority must also consider whether there are alternative means of addressing issues and that any proposal fits within its overall housing strategy.
10. Members may recall that the November 2017 Cabinet report provided an overview of the role/purpose of selective licensing. In summary a Selective Licensing designation is a ‘tool’ which when working alongside other measures can be a positive means to address the low housing demand and/or the other factors as detailed in above.

How a Selective Licensing Designation would work:

- **All** private landlords operating in a designated selective licensing area would be required to obtain a licence from the local authority.
- The licence is valid for up to 5 years and will contain a series of conditions that the licence holder will be required to comply. Licences typically include both mandatory conditions and discretionary conditions (aimed at ensuring properties are safe, meet basic standards and that they are managed in a satisfactory way).
- When operated effectively selective licensing provides local authorities with an additional, proactive tool (which will support existing activity) to help up-lift an area.
- The costs associated with the administration of a Selective Licensing must be transparent. Fees vary between local authorities, typically they range from £450 to £1,200 per property, with some local authorities offering discounts (i.e. for being members of landlords associations) and penalty charges (i.e. for late applications or incomplete applications).
- Operating without a licence or failure to adhere to licence conditions is a criminal offence.

The case for introducing Selective Licensing

11. Since approval was granted to explore Selective Licensing an evidence based exercise has been undertaken to determine whether statutory requirements can be met for the Council to introduce a Selective Licensing proposal. An initial assessment was undertaken which compared the Stockton Town Centre, Parkfield & Oxbridge and the Mandale & Victoria wards with all wards in the borough and determined that these were areas which tended to suffer from higher than average levels of private rented accommodation, high levels of deprivation and higher than average levels of crime and anti-social behaviour. This was then followed by a robust examination of each of the 3 wards to determine whether the issues faced were consistent across each ward or whether there are concentrations (pockets) experiencing issues which could justify the implementation of selective licensing.

The methodology used:

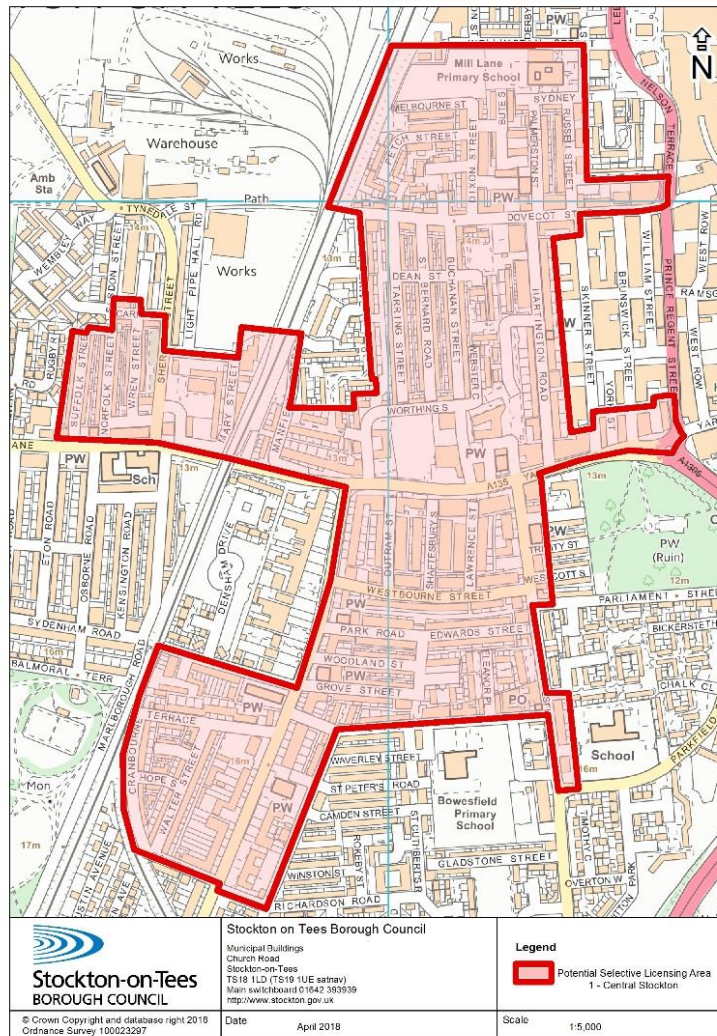
12. A range of indicators have been used to undertake the assessment detailed above, these included for example:
- % of households living in privately rented accommodation (Census data);
 - National Rent Deposit schemes;
 - Land Registry UK House Price Index;
 - Rightmove house sales and rental data;
 - Police Recorded ASB data for 2017 within Stockton-on-Tees;
 - Police Recorded Crime data for 2017 within Stockton-on-Tees;
 - Civic Enforcement data, Nuisance data 2017 within Stockton-on-Tees;

- Overall Index of Multiple Deprivation (IMD) Score: IMD 2015; and
- Housing Enforcement (Private Sector Housing data 2017/18)

13. The above exercise identified that within the three wards there are two distinct areas where there is evidence to justify the designation of a Selective Licensing Scheme. The Council is proposing that Selective Licensing is required within each of the proposed locations on the basis that the areas are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. Our proposal is further underpinned by evidence that these areas also experience significant and persistent anti-social behaviour and high levels of crime. The areas proposed for inclusion within the Selective Licensing designation are:

- **Area 1: Central Stockton**

This is an
 terraced
 central
 crosses
 Oxbridge
 Town
 The map
 details the
 be
 proposed
 Licensing



area of older,
 predominantly
 housing located in
 Stockton,
 which the Parkfield &
 and Stockton
 Centre wards.
 overleaf below
 area which would
 be covered by the
 Selective
 designation.

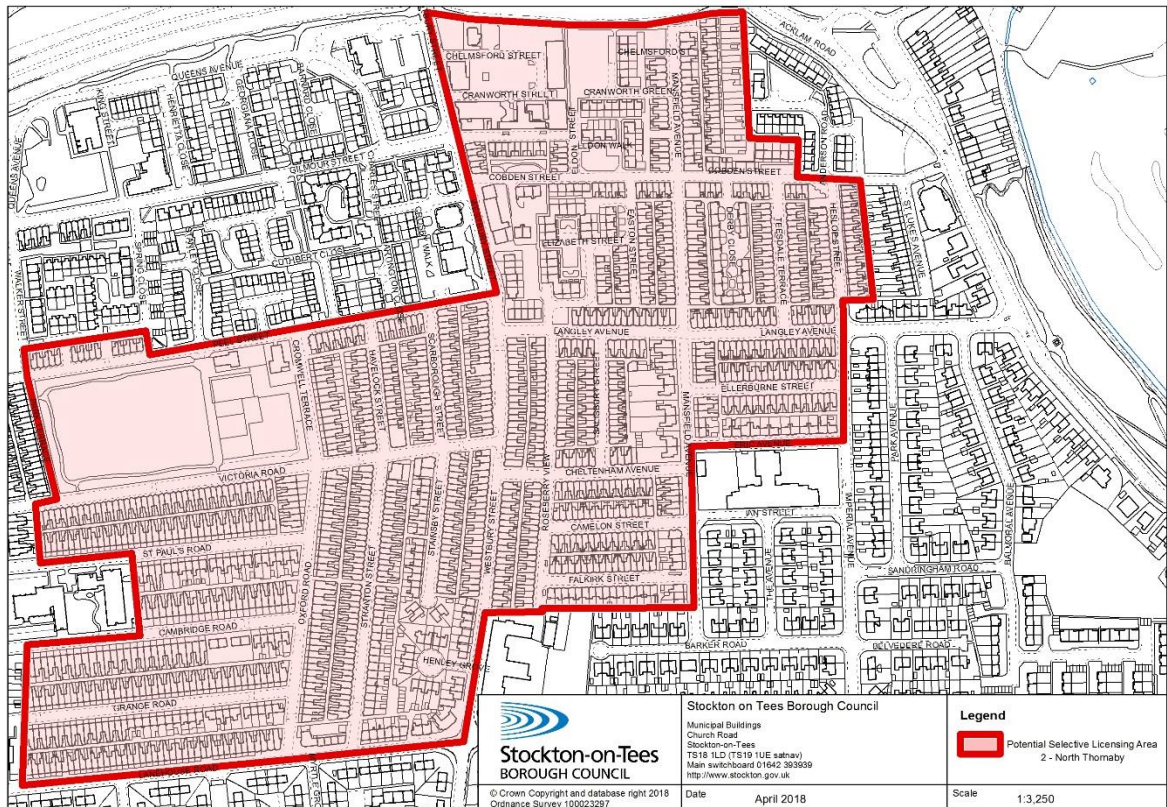
The proposed designation area in **Central Stockton** is an area covering 2059 of which 45% are private rented (which is well above the national and borough average). The areas also experiences:

- House prices in this area are considerably lower than the national (£226,906) and borough (£136,307) averages. Based on postcodes within this area (between September 2017 and the end of February 2018) the average sold price for a 2 bedroom property was £50,571 and £58,685 for a 3 bedroom property.
- 10% of properties (206) in the proposed designation area were empty as of the end of March 2018. Of the 206, 143 (69%) had been vacant for longer than 6 months.
- The English Indices of Multiple Deprivation (2015) demonstrates that this is an average which experiences high levels of deprivation on a range of measures.
- Levels of crime and anti-social behaviour within this area are also relatively high when compared to the borough average.

Appendix 1 ‘Supporting Evidence Base’ of the Selective Licensing Scheme Proposal provides a detailed breakdown of the assessment process undertaken and the justification to why this area is proposed for inclusion within the selective licensing scheme designation.

- **Area 2: North Thornaby**

This is an area of older, predominantly terraced housing in the Victoria area of Thornaby, which forms part of the Mandale & Victoria ward. The map below details the area which would be covered by the proposed Selective Licensing designation



The proposed designation area in **North Thornaby is an area covering 1356 properties, 44% of which are private rented** (which is well above the national and borough average). The areas also experiences:

- House prices in this area are considerably lower than the national (£226,906) and borough (£136,307) averages. Based on postcodes within this area (between September 2017 and the end of February 2018) the average sold price for a 2 bedroom property was £46,153 and £53,375 for a 3 bedroom property.
- 8.5% of properties (115) in the proposed designation area were empty as of the end of March 2018. Of the 115, 72 (63%) had been vacant for longer than 6 months.
- The English Indices of Multiple Deprivation (2015) demonstrates that this is an average which experiences high levels of deprivation on a range of measures.
- Levels of crime and anti-social behaviour within this area are also relatively high when compared to the borough average

Appendix 1 ‘Supporting Evidence Base’ of the Selective Licensing Scheme Proposal provides a detailed breakdown of the assessment process undertaken and the justification to why this area is proposed for inclusion within the selective licensing scheme designation.

14. Members are asked to note that whilst maps of the proposed areas of designation are included within this report and the supporting documentation, **at this stage these areas are not finalised.** They are included to provide a broad guide to the potential areas and refinement of the proposed areas will form a key part of the public consultation exercise.

Selective Licensing Scheme Proposal and Consultation Plan

15. To ensure compliance with DCLG Guidance ‘Selective Licensing in the private rented sector: A guide for Local Authorities’ (2015)’ and having reviewed the level of documentation produced by other local authorities, a **Selective Licensing Scheme Proposal (with supporting Appendices)** has been produced. The Selective Licensing Scheme Proposal details the rationale for the proposed Selective Licensing designation and documents:
- The detailed case for selective licensing within the proposed designation (including the evidence base needed to justify a designation).
 - Details of the area or areas affected.
 - The strategic context (including how the proposal supports the authorities Housing Strategy).
 - The alternative courses of action the Council has considered, why they are considered to be inadequate and how selective licensing will compliment wider initiatives.
 - How the proposed selective licensing scheme will be delivered.
 - Details of likely licence conditions.
 - The proposed licence fee.

Consultation Plan:

16. To ensure compliance with our statutory requirements and DCLG Guidance a detailed Consultation Plan has been prepared. This plan includes details of how and when we will consult with all local residents, businesses and known landlords both within and those adjacent to the

proposed Selective Licensing designation areas and how we will consult with wider stakeholders and partner agencies (including the police and fire service), wider community and voluntary groups and encourage feedback from other interested parties.

17. It is proposed that the consultation will take a variety of forms including for example:

- Hand delivering an information booklet and survey form to all residents both within the proposed selective designation area and the directly adjacent area (including a pre-paid reply envelope).
- A direct mail out (letter and/or email contact) to all landlords and businesses who may be affected by proposal, wider landlords and or managing agents and estate/letting agents.
- Direct contact with key partner agencies, stakeholders and other potential interested parties.
- The above would be supplemented by an on-line survey, resident and landlord drop-in sessions and wider publicity via social media, the Councils website, Stockton News, Twitter and press releases.

18. At this stage the Selective Licensing proposal is only at a **formative stage** and our Communication Plan has been drafted to ensure that the Council actively seeks the views of all who may be affected. It is proposed that the consultation period will run for a 10 week period (commencing the Monday following the distribution of all consultation material). Consultation will run between 30th July 2018 – to 4pm 8th October 2018. All consultation material will be informative, clear and to the point, so that the full details of the proposal can be readily understood. At the end of this consultation period a further report summarising the outcome/issues raised will be reported back to Cabinet. Having considered this information, Cabinet will then be asked to take a decision on whether to approve the implementation of the Selective Licensing scheme/designation.

Delivering a Selective Licensing scheme

19. Section 5 of the Selective Licensing Scheme Proposal details how the Council proposes to implement a Selective Licensing Scheme. In summary:

- A dedicated Selective Licensing Team will be established to deliver all aspects of the scheme (and ensure a local presence and key contact points for residents and landlords).
- To be effective and give confidence to residents, local businesses and landlords operating in the area all private rented properties will be inspected during the licence period (this will include a programme of routine and where required targeted inspections).
- Landlords will be provided with additional support and advice services (including tenant reference/vetting).
- The Council also recognises that a tenant's/occupiers behaviour is equally as important as a landlords. The dedicated Licensing Team will provide an increased local presence within the designated areas, which will allow Selective Licensing Officers the opportunity to get to know/build up relationships with the aim of increased information sharing and the identification of any issues/concerns. The property inspection visit will also provide an opportunity to discuss tenant responsibilities as detailed in their tenancy agreement (i.e. expected behaviour, reporting of repairs, refuse storage and disposal etc.) as well as offering any general and specific support required to ensure the tenant can successfully sustain their tenancy.
- The dedicated Selective Licensing Team, directly supported by wider council colleagues will enable the Council to provide a period of 'intensive care' for the proposed designation areas.

20. As we propose to take a proactive approach to selective licensing, it is anticipated (based on the experience of other Authorities) that this will result in an increase in the level of housing condition activity and ASB enforcement activity within the designation areas. In addition, enforcement action will also be needed if a landlord fails to licence their property or fails to comply with the licence conditions. Where enforcement action is needed then this shall be taken forward by the Councils Private Sector Housing and/or Community Services Teams, not the Selective Licensing Team. The cost of this additional enforcement activity cannot be paid from selective licensing fee income and would need to be met from Council resources (as detailed in para 25 of this report).

The cost of delivering Selective Licensing

21. An exercise has been undertaken to identify the costs of running the scheme in the proposed designation areas. It is estimated that the total cost of the Selective Licensing Scheme over the 5-year period is £1,223,559. This estimate is based on the number of licences that are estimated to be issued and the level of resources required to deliver the scheme. To inform this process meetings have taken place with colleagues across the north east where local authorities operate existing selective licensing schemes. This has been vital in terms of understanding how robust schemes are operating (including staffing requirements). In order to meet scheme running costs the proposed license fee is £945 (per property). The Council is not permitted, nor does it seek to make a financial profit from licensing.

22. Some local authorities seek payment of the license fee in one payment (at the time a license application is made), others have broken their costs down to include an Application Fee (charged at the time of the license being applied for) plus an Annual fee. It is proposed that the Council operate this second fee model (as detailed below):

Total proposed license fee = £945	
Application Fee £245 per license	The costs covered by the <u>Application Fee</u> include processing the application, administration, guidance / provision of advice and on costs.
Plus	
Annual Fee £140 for each of the 5 years the scheme will be in operation	The costs covered by the <u>Annual Fee</u> include ongoing scheme administration, monitoring and compliance with the licence.

23. It is vital that the Council strikes a balance between charging a level of fee to ensure that it has sufficient income to deliver the scheme and the need to ensure that the fee charged does not place an unreasonable burden on private sector landlords. In proposing the above fee structure due consideration has been given to achieving this balance.

24. As the Council is seeking to work in partnership with landlords who can demonstrate they are 'good' landlords, it is proposed that a discount of £100 per property will be applied to landlords who are members of the Councils voluntary Accreditation Scheme or those who are members of a national landlords' association.

25. A number of local authorities operating selective licensing also include additional charges of direct debit payments, variation fees etc. The proposed selective licensing fee structure does not intend to introduce any additional charges.

The final fee and the level of the proposed discount will be finalised following the consultation process.

26. As noted previously to deliver a robust scheme the Council will need to deliver a range of enforcement activities (in both a timely and effective manner), it is therefore intended to add additional capacity to our Private Sector Housing and Civic Enforcement Teams to ensure they are able to effectively support and work collaboratively with the Selective Licensing Team. To demonstrate the Council's commitment financial provision has been made within the current Medium Term Financial Plan. £300k of the monies allocated for the Targeted Action Project will be used to directly support the Selective Licensing proposal (this will ensure the delivery of additional enforcement capacity, fund all Selective Licensing consultation costs and pre implementation staffing costs).

Selective Licensing Monitoring and Evaluation

27. To inform the proposed Selective Licensing designation, detailed discussions have been held with other local authorities who have advocated the benefits of their schemes and the positive impact that this additional 'tool' can have. In Stockton we aim to deliver a scheme which will work in partnership with private landlords, will be robust and will have a positive impact on reducing low housing demand by raising standards within the private rented sector, enabling the Central Stockton and North Thornaby areas to become strong, healthy and vibrant neighbourhoods. It is also considered that the designation will over the 5-year period assist in the reducing of crime and anti-social behaviour in these areas. Should the Selective Licensing scheme proceed a robust performance monitoring mechanism will be adopted to monitor the impact of the scheme against the Council's stated objectives.

Next steps

28. As noted within this report should Cabinet support 'in principle' the Selective Licensing proposal then a period of detailed consultation will commence and following this a further report will be presented back to Cabinet. Members are asked to note that running in parallel with the 10-week selective licensing consultation, work will also be ongoing on the wider Targeted Action Area project which is aimed at supporting the broader central Stockton and Victoria area in Thornaby.

COMMUNITY IMPACT IMPLICATIONS

29. As noted within the body of this report a Selective Licensing designation will affect two distinct areas of the borough, Central Stockton and North Thornaby and will affect all private sector landlords and private sector occupiers in these areas. To inform the Selective Licensing scheme due regard has been given to both legislation and DCLG guidance and the Council is confident that it has robust evidence to justify the proposal.
30. As detailed in paragraphs 15 – 17 the Council will be undertaking a period of extensive consultation in an attempt to reach all those who would (or are likely to) be affected by the Selective Licensing designation in particular; private sector tenants, private sector landlords, business and wider stakeholders within both the proposed Central Stockton and North Thornaby areas and in the surrounding areas. This will be supplemented by attempts to contact wider stakeholders, partners and all residents of the borough to bring the consultation to their attention and actively seek their feedback (through Stockton News, social media, the Council's website etc.).
31. All consultation replies received (which are not withdrawn) during the 10-week consultation period will be considered and inform the Council's decision on whether to proceed with a Selective Licensing Designation.

FINANCIAL IMPLICATIONS

32. Should the Council decide to proceed with a Selective Licensing designation at the end of the consultation period the scheme will be self-financing through the charging of fees. As noted within the body of the report, the proposal is to introduce a fee of £945 per license. All monies received via income will be ring-fenced to deliver the scheme and will not be used to fund any other Council service.
33. In addition, £300k of Council resource will be used to directly support this project by ensuring that the Selective Licensing scheme has sufficient enforcement capacity to respond quickly and effectively as/when enforcement action is needed and that all necessary pre-scheme work is undertaken in a timely manner.

LEGAL IMPLICATIONS

34. Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area. Under section 80 of the Act a local housing authority can designate whole or any part of its area as subject to selective licensing. Where a selective licensing designation is made it applies to privately rented properties in the area.
35. The Council is proposing a Selective Licensing designation on the basis that:
- The areas (Central Stockton and North Thornaby) are, or are likely to become areas of low housing demand. Our proposal is further underpinned by evidence that these areas suffer significant and persistent anti-social behaviour, are areas with high concentrations of private rented housing and are areas with high levels of deprivation and high levels of crime.
 - Making the designation will, when combined with other measures taken in the designation area by the local authority, or by other persons together with the local housing authority, contribute to the improvement of the social and economic conditions the area.
36. In accordance with Section 80 (9) of the Act the Council will implement a Consultation Plan which:
- Takes responsible steps to consult persons who are likely to be affected by the designation *and*
 - Consider any representation made in accordance with the consultation.

In addition our consultation period will be undertaken over a 10 week period (complying with the minimal 10 week period).

RISK ASSESSMENT

37. A detailed risk assessment has been undertaken to inform the Selective Licensing proposal. A Cabinet decision to consult on a proposed selective licensing designation does not raise an immediate risk to the Council. At this stage the project is categorised as low to medium risk. Existing management systems and daily route activities are sufficient to control and reduce risk.

COUNCIL PLAN POLICY PRINCIPLES

38. The proposal to introduce Selective Licensing would directly support the following policy principles in the Council Plan:
- Projecting the vulnerable and promoting equality of opportunity through targeted intervention
 - Developing strong and healthy communities and creating economic prosperity across the borough.

CORPORATE PARENTING IMPLICATIONS

39. None.

CONSULTATION INCLUDING WARD/COUNCILLORS

40. As detailed within the body of the report a Consultation Plan will be implemented to ensure all those likely to be affected by the proposal have the opportunity to consider and feedback to the Council. The Council will consult over a 10-week period.
41. To ensure local ward members (in the Stockton Town Centre, Parkfield and Oxbridge and Mandale and Victoria wards) are aware of the proposal and have had the opportunity to consider the proposed designation area member briefings have taken place.

Richard McGuckin
Director of Economic Growth and Development Services

Name of Contact Officer: Jane Edmends
Post Title: Housing Services Manager
Telephone No. 01642 526682
Email Address: jane.edmends@stockton.gov.uk

Education related?

No.

Background Papers

Report to Cabinet 16.11.17 'Targeted Action Areas (Older Housing Stock)'

Ward(s) and Ward Councillors

Stockton Town Centre
Parkfield and Oxbridge
Victoria and Mandale

Property

As detailed within the body of the report.

STOCKTON-ON-TEES BOROUGH COUNCIL

**SELECTIVE
LICENSING SCHEME
PROPOSAL**

July 2018

CONTENTS PAGE

	Page No.
Foreword	3
Chapter 1: Introduction	4
Chapter 2: The legal framework	8
Chapter 3: Strategic housing context	12
Chapter 4: Why the Council is proposing Selective Licensing	15
Chapter 5: How the proposed Selective Licensing scheme will be delivered	25
Chapter 6: The proposed fee structure	29
Chapter 7: The benefits and proposed aims of Selective Licensing	32
Chapter 8: Risk analysis	36
Chapter 9: How the Council will consult	38
Chapter 10: The proposed Selective Licensing implementation timetable	41
Contact details for further information	42
APPENDIX INFORMATION	
Appendix 1: Supporting Evidence Base	
Appendix 2: Maps and Street Listing	
Appendix 3: Consultation Plan	
Appendix 4: Mandatory and Discretionary Licence Conditions	
Appendix 5: Selective Licensing Fee Proposal	
Appendix 6: Selective Licensing Exemptions	
Appendix 7: Risk Register	

FOREWORD

Since 2001 Stockton-on-Tees has seen a rapidly growing private rented sector within its housing market, rising from 5.2% of the boroughs housing stock in the 2001 census to 13.1% as recorded in the 2011 census.

Whilst the Council recognises that the private rented housing sector provides a valuable housing offer in terms of meeting housing need and providing housing choice, it can also bring a challenge in that some of these properties are poorly managed. They are also in areas with significantly higher than average rates of private rented housing stock, suffer from low housing demand and the associated issues of higher than average levels of crime, anti-social behaviour and a high number of vacant properties.

Stockton-on-Tees Borough Council wants to see a healthy private rented sector with good quality properties all managed to a high standard. In order to achieve this we need to address issues associated with low housing demand in some areas of our borough in particular the older, terraced housing areas in Central Stockton (affecting areas in the both the Town Centre and Parkfield & Oxbridge wards) and in North Thornaby (in the Mandale & Victoria ward). The Council understands that whilst a number of landlords are responsible landlords and work in partnership with us to drive up standards through joining our voluntary Landlord Accreditation Scheme and by actively implementing the 'Stockton Rental Standard'. Unfortunately some landlords still do not take responsibility for how their properties are managed, the condition of their dwellings and some tenants do not act in acceptable manner in their local communities.

The Council welcomes the new powers being made available by central Government to tackle rogue and unscrupulous landlords and is committed to using both these and existing powers to tackle irresponsible landlords and tenants. In the identified areas, we need to do more. This document (and the supporting appendix information) sets out the Council's proposal to introduce Selective Licensing. The Council believes that the implementation of Selective Licensing will enable us to provide a period of 'intensive care' for the proposed designation areas and alongside other existing activities undertaken by the Council will help to reduce the negative impact that poorly managed rented properties have on our local communities.

We are a listening Council and to inform our next steps, we will be to undertake a consultation exercise to ensure that everyone who is likely to be affected by the proposed introduction of Selective Licensing has the opportunity to comment and give their views. We would encourage residents, private sector landlords, local businesses and our partner agencies in the statutory, community and voluntary sector to consider our proposal and feedback their views. Information about the different ways to participate in the consultation is detailed in Chapter 9 of this proposal paper and in Appendix 3: Consultation Plan.



Councillor N Cooke
Cabinet Member for Regeneration and Housing

CHAPTER 1: INTRODUCTION

This document (and the supporting Appendix 1 – Supporting Evidence Base) sets out the Council’s proposal to implement Selective Licensing of private rented homes in Stockton-on-Tees, the analysis that suggests that Selective Licensing is necessary and the result of the research into whether there is evidence that the legal criteria to implement Selective Licensing can be met. It also provides information on how the scheme would be implemented and what the anticipated outcomes would be so that consultees have an opportunity to consider and provide an informed response to the proposal.

It is important to note that at this stage these proposals are not finalised. Following consultation the Council will consider all responses received, which are not withdrawn, publish a Consultation Report and prepare a report for the Council’s Cabinet for a decision on whether to parts of the borough (Central Stockton and North Thornaby) should be designated as a Selective Licensing area.

- 1.1 Stockton-on-Tees Borough Council (the Council) has a growing private rented sector. The private rented sector accounted for 5.2% of the borough’s housing stock in the 2001 census, rising to 13.1% in the 2011 census. This sector is important in meeting the borough’s housing needs, so it is vital that what is on offer is safe, of high quality and well managed.
- 1.2 Within the borough there are concentrations of private rented accommodation, traditionally in areas of deprivation, where the private rented sector is often below standard in terms of property condition and tenancy management and the Council continues to deal with complaints covering landlords and properties. In these concentrated areas, house and rental prices are lower than average and when a property does come up for sale they are often purchased by landlords due to their low prices and a general lack of demand from owner occupiers. Although many landlords operate professionally, the Council is concerned about a number of landlords who rent out properties that fail to meet satisfactory standards of tenancy and property management.
- 1.3 Selective Licensing is a scheme where all private landlords of properties within a defined boundary must have a licence before they can let those properties out. The licence will have conditions attached to ensure the properties are and continue to be, safe and well-managed.
- 1.4 For the Council to be able to declare a selective licensing designation it must be able to satisfy one or more of the following conditions:
 - low housing demand (or it is likely to become such an area);
 - a significant and persistent problem caused by anti-social behaviour;
 - poor housing conditions;
 - high levels of migration;
 - high levels of deprivation;
 - high levels of crime.
- 1.5 A designation can be in force for a maximum 5 years.

- 1.6 This document makes the case for introducing a Selective Licensing Scheme within 2 areas of the borough (Central Stockton and North Thornaby). The Council is proposing that Selective Licensing is required within each of the proposed locations on the basis that the areas are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. Our proposal is further underpinned by evidence that these areas suffer significant and persistent anti-social behaviour and high levels of crime.
- 1.7 The Council proposes to use Selective Licensing as a tool alongside a range of other measures to seek to address low housing demand and therefore attempt to achieve a more balanced housing market, including a quality private rented sector. In addition, licensing can make a direct and tangible difference to deprivation factors driven by high crime rates and poor housing. Conditions of a licence will also ensure properties are managed properly and can contribute to an improvement in the well-being of occupants and the wider community, including improving the health of households.
- 1.8 The Council is therefore undertaking a consultation exercise to ensure that everyone who is likely to be affected by the proposal has an opportunity express their views and understands the rationale which supports the introduction a Selective Licensing scheme.

The proposed designation area

- 1.9 This document has been prepared to support the proposal for the introduction of a Selective Licensing Scheme in two distinct areas of the borough as detailed 'Central Stockton' and 'North Thornaby' – as detailed overleaf.
- 1.10 These areas have been identified through an evidenced based approach using a range of local and national data. A summary of the evidence is incorporated into Chapter 4 of this report, however a full breakdown of the evidence base can be found in Appendix 1 – Supporting Evidence Base.

The Council is keen to hear the views of consultees on the scope of the streets proposed in the designation area and if additional or fewer streets should be considered.

Central Stockton

This area is predominately older terraced housing in central Stockton, and forms part of the Parkfield & Oxbridge and Stockton Town Centre wards. Throughout this document and all supporting information the area will be referred to as **Central Stockton**.

The proposed designation area in Central Stockton is an area covering 2059 properties of which 45%, are private rented (well above national and borough averages).

The map below identifies the proposed Central Stockton Selective Licensing designation area:

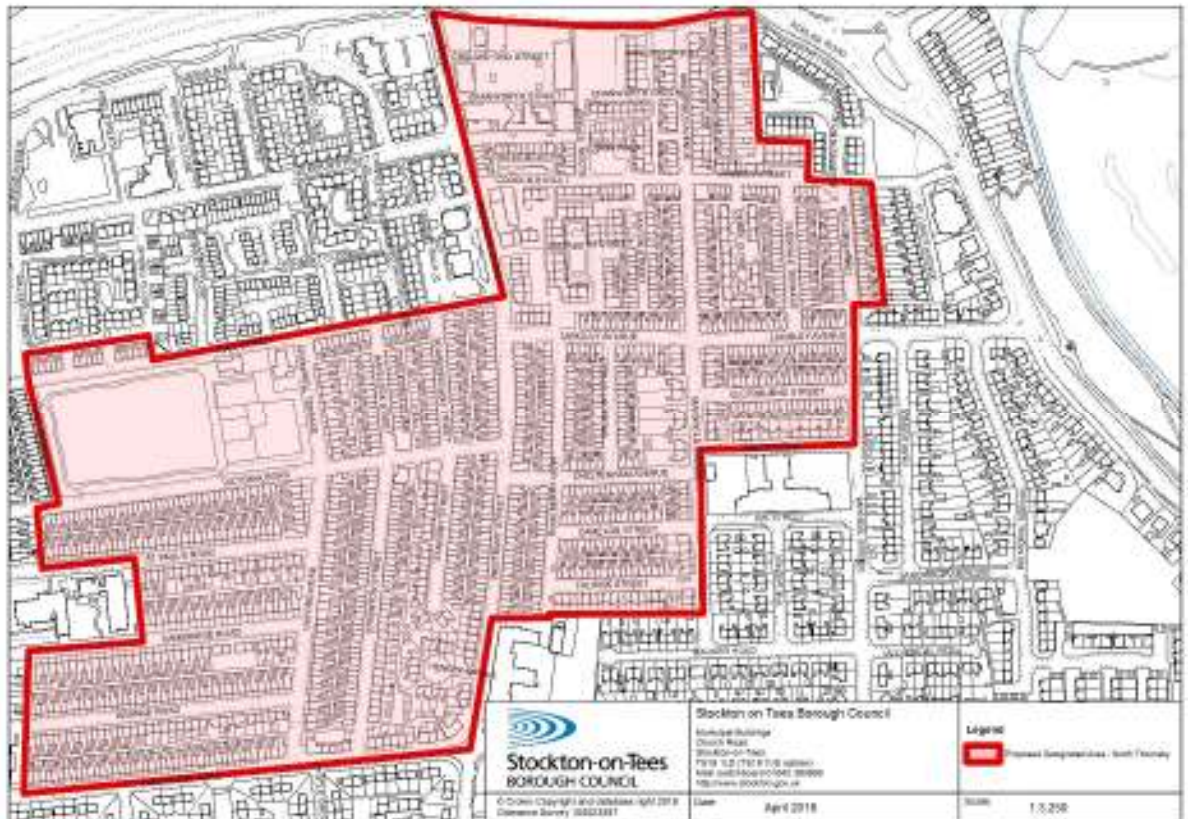


North Thornaby

This area is predominately older, terraced housing in the Victoria area of Thornaby, which forms part of the Mandale & Victoria ward. Throughout this documents and all supporting information the area will be referred to as **North Thornaby**.

The proposed designation area in North Thornaby is an area covering 1356 properties, of which 44% are private rented (which is well above the national and borough averages).

The map below identifies the proposed Central Stockton Selective Licensing designation:



Larger maps of each proposed designation area, together with a list of streets included in the proposal are shown in Appendix 2.

CHAPTER 2: THE LEGAL FRAMEWORK

This section of the report summaries the legal requirements necessary for the introduction of Selective Licensing in an area.

Legal overview:

2.1 Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area. Under section 80 of the Act a local housing authority can designate the whole or any part of its area as subject to selective licensing, subject to two prerequisites. Firstly, s80(9) requires the housing authority to have taken reasonable steps to consult persons likely to be affected by the designation and to consider any representations made in response. Secondly, s80(2) requires that the proposed licensing scheme must satisfy one or more of a number of specified statutory conditions, set out in ss80(3) (a) and (b) and (6) of the Act:

a) That the area is, or is likely to become, an “area of low housing demand”; and that the proposed designation will contribute to the improvement of the social or economic conditions in the area when combined with other measures taken in the area by, or in cooperation with, the local authority;

b) That the area is experiencing a “significant and persistent problem” caused by anti-social behaviour (‘ASB’); that some or all of the private sector landlords letting premises in the area have failed to take action which it would be appropriate for them to take to combat the problem; and that the proposed designation will, when combined with other measures, lead to a reduction in or elimination of the problem.

2.2 The Act goes on further to state (s80(4)) that in deciding whether an area is, or is likely to become an area of low housing demand a local housing authority must take into account, among other matters:

- a) The value of residential premises in the area, in comparison to the value of similar premises in other areas which the authority consider to be comparable (whether in terms of types of housing, local amenities, availability of transport or otherwise);
- b) The turnover of occupiers of residential premises;
- c) The numbers of residential premises which are available to buy or rent and the length of time for which they remain unoccupied.

2.3 Guidance produced by Communities and Local Government: ‘Approval steps for Additional and Selective Licensing Designations in England’ adds that local housing authorities should also consider other factors in determining low demand which may include:

- a) A lack of mixed communities in terms of tenure, for example, a high proportion of rented property, low proportion of owner occupied properties;
- b) A lack of local facilities, for example shops closing down;

- d) The impact of the rented sector on the local community, for example, poor property condition, anti-social behaviour etc.; and
- e) Criminal activity.

2.4 In March 2015, Government extended the conditions for designation of Selective Licensing in England. The Selective Licensing of Houses (Additional Conditions) (England) Order 2015/977 came into force on 27 March 2015, and permits licensing where:

The area contains a high proportion of properties in the private rented sector (PRS), being properties which are occupied under assured tenancies or licences to occupy, and one or more of specified further conditions also apply:

- Housing conditions: the local housing authorities considers it appropriate and intends to carry out inspections of a significant number of properties to determine the existence of category 1 and 2 hazards, with a view to taking any necessary enforcement action;
- Migration: the area has “recently experienced or is experiencing an influx of migration into it”; a significant number of properties are occupied by those migrants; and the designation will assist the local housing authority to preserve or improve conditions in the area, ensure properties are properly managed, or prevent overcrowding;
- Deprivation: the area is “suffering from a high level of deprivation, which affects a significant number of the occupiers of [the] properties” and the designation will contribute to a reduction in deprivation;
- Crime levels: the area “suffers from high levels of crime”; criminal activity affects persons occupying the properties; and the designation will contribute to a reduction in crime levels “for the benefit of those living in the area”.

2.5 In addition, in making a Selective Licensing designation, the local authority must, under section 81 of the 2004 Act:

- a) Ensure that it exercises its power to designate consistently with the Council's overall housing strategy; and
- b) Seek to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour, both as regarding (i) combining Part 3 licensing with other available courses of action and (ii) combining Part 3 licensing with measures taken by other persons.

Furthermore, the authority must not make a particular designation under section 80 unless:

- (a) it has considered whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of achieving the objective or objectives that the designation would be intended to achieve; and
- (b) it considers that in making the designation it will significantly assist in achieving the objective or objectives (whether or not other course of action are also taken).

Amended General Approval – April 2015

- 2.6 The Secretary of State has power to give general approvals for Selective Licensing designations, meaning that any licensing scheme compliant with the statutory tests would come into force subject only to compliance with any further conditions specified in the approval. The first General Approval was issued in March 2010, and required only that consultation on selective licensing take place for a minimum of ten weeks.
- 2.7 On 1 April 2015 an amended General Approval was issued. The Secretary of State's consent is now required for implementation of any Selective Licensing scheme which covers more than 20% of a local housing authority's geographical area, or more than 20% of the private rented sector homes in the district area.

(It should be noted that Stockton-on-Tees Borough Council's Selective Licensing proposal does not cover more than 20% of our geographical area, nor does it cover than 20% of the private rented sector homes in our borough).

- 2.8 Where a Selective Licensing designation is made it applies to privately rented properties in the area. Subject to certain exemptions (which are detailed in Appendix 6), **all properties in the private rented sector which are let or occupied under a tenancy or licence, are required to be licenced by the local housing authority**, unless a property is a House in Multiple Occupation and is required to be licenced under Part 2 of the Act.
- 2.9 Owners of rented properties will be required to make an application to the Council for a licence and will need to nominate either the manager or the owner to be the licence holder. Landlords will require a licence for each individual property they rent out within the designated area.

The data collected by the Council (detailed in this document and the supporting evidence Appendix 1 – Supporting Evidence Base) provides a strong evidence base that Selective Licensing is required in the two areas under consideration and how it would contribute to the Council's strategic priorities documented in key Council policies and strategies including the Housing Strategy (as detailed in Chapter 3 of this document).

Licence Conditions:

- 2.10 Each licence is valid for up to 5 years and will contain a number of conditions with which the licence holder will be required to comply. The conditions will include issues relating to tenancy management (including tenant referencing), ensuring properties are safe and dealing with anti-social behaviour. The Council's draft Selective Licensing Conditions are detailed in Appendix 4.

Fit and Proper Person:

- 2.11 In addition to ensuring compliance with the licence conditions, the Council will need to determine that the proposed licence holder as a 'fit and proper' person in terms of their suitability to manage their property/properties before issuing a licence. The Council will use the relevant legislation in undertaking this assessment.

Selective Licensing fees:

- 2.12 Costs associated with the administration of a Selective Licensing scheme are recouped via fees charged to the landlord. Details of the Council's proposed Selective Licensing fee structure are detailed in Chapter 6 of this document.

Selective Licensing enforcement:

- 2.13 Failure to apply / obtain a licence when a property is let could result in unlimited fine if convicted or a Civil Penalty up to £30,000. In addition were a breach of a licence condition is identified this could lead to a fine of £5000 or a Civil Penalty for each breach.
- 2.14 In addition, local authorities and tenants can claim back from landlords up to 12 months benefit/rent paid during the period a property has not been licenced (Rent Repayment Order). Landlords who continually fail to licence a property can have control of their property taken away from them through a Management Order.
- 2.15 During the period of the designation, a programme of pro-active property inspections will be undertaken and the Council will take action where breaches of conditions are found. These enforcement activities will not be met from the revenue from fees, they will be funded through the Council's investment into the Selective Licensing Team.

CHAPTER 3: STRATEGIC HOUSING CONTEXT

This chapter demonstrates how the proposed Selective Licensing designation is consistent with and would contribute to the achievement of the Council's strategic objectives, including those detailed with the Housing Strategy 2018-23.

- 3.1 The **Council's Housing Strategy 2018-23** acknowledges the private rented housing sector is a critical component of our local housing market and articulates our approach to working with private landlords to delivery good housing which will support the health, well-being and prosperity of our residents.
- 3.2 There are three objectives contained with the Council's Housing Strategy, all of which are consistent with the implementation of Selective Licensing:
- Objective 1: **Supporting Housing Growth and Increasing Choice**
 - Objective 2: **Strong Communities**
 - Objective 3: **Meeting Housing Needs and Supporting Vulnerable People**
- 3.3 The significant increase of the private rented sector at a borough level from 5.2% (in the 2001 census) to 13.1% of the borough's housing stock (in the 2011 census) is acknowledged in our Housing Strategy, as is the stark increase in some wards of our borough specifically the Town Centre, Parkfield & Oxbridge and Mandale & Victoria.
- 3.4 Nationally the private rental sector accounts for 20% of the total housing stock in England (2016/17 English House Conditions Survey), with the Department of Communities and Local Government highlighting that areas are considered as having a 'high proportion' of privately rented properties if they are above this national level. The three wards noted above have private rental housing stock levels well above this national threshold. In acknowledgement of the growing significance of the private rental housing market, our Housing Strategy identifies that the Council aims to support good landlords whilst taking a proactive approach to tackling rogue and irresponsible landlords. The private rented housing sector has an important role to plan in providing housing choice to our residents, therefore it is essential properties are well managed and of a good quality. To support our local communities the Council proposes to implement an area based, targeted approach to providing a visible, neighbourhood management. This approach will be focused on areas of predominately low value, terraced housing in central Stockton and the Victoria area within the Mandale & Victoria ward in Thornaby. The introduction of Selective Licensing will be at the 'hub' of this targeted area based approach and therefore directly contribute to the Council's three strategic housing objectives referenced above.
- 3.5 In addition, the proposal to introduce Selective Licensing will also support and compliment the Council's broader strategic objectives:

Local Strategy	Relevant aim / objective of each identified strategy	How will Selective Licensing contribute?
<p>Council Plan 2018-21</p> <p>(‘Big Plans, Bright Future’)</p>	<p>Relevant Council Plan policy principles:</p> <ul style="list-style-type: none"> - Protecting the vulnerable; and - Developing strong and healthy communities <p>Environment and Housing Vision; <i>to make the Borough a better place to live and a more attractive place to do business with clean streets, tended parks and open spaces, affordable and desirable housing.</i></p> <p>Community Safety Vision: <i>is to make the Borough a place where levels of crime and fear of crime are low and people are safe and secure.</i></p>	<p>Selective Licensing is recognised as a tool to improve the management of homes in the private rented sector, as well as addressing some of issues often associated with low demand housing (empty properties / anti-social behaviour etc.).</p> <p>Selective Licensing will also contribute to addressing the need for affordable, safe and quality housing.</p>
<p>Economic Growth Plan 2017- 2020</p>	<p>Relevant Growth Plan ambitions:</p> <ul style="list-style-type: none"> - Housing provision is of a high standard and quality - Empty Homes are brought back into use. 	<p>Pro-active initiatives such as Selective Licensing have an important role to play in supporting the boroughs wider economic growth ambitions in terms of making our borough an attractive place.</p>
<p>Health and Well Being Strategy 2012-18</p>	<p>Create and develop healthy and sustainable places and communities</p>	<p>Housing has an impact on the health and well-being our individuals, families and our local communities. The proposal to introduce a proactive inspection regime will impact positively in terms of identifying poor property conditions and addressing hazards (including excess cold, trips and falls etc.).</p>
<p>Homelessness Reduction Strategy 2018 – 2023</p>	<p>Preventing and relieving homelessness</p>	<p>The introduction of Selective Licensing would help to ensure that private rented accommodation used to accommodate homeless households and/or prevent homelessness is of a good quality and is well managed.</p> <p>Analysis of our service users identified a significant number are single person households / <35years of age, given the limited stock in the social sector for this group the private rented sector has and will continue to play a key role to meeting housing need.</p>

		<p>Specific support to households in housing need to access good quality and well managed private rented accommodation includes the Council's Bond Guarantee Scheme. Landlords who are members of the Council's voluntary Landlord Accreditation Scheme can also advertise their properties on Compass (the Tees Valley wide choice based lettings system).</p> <p>Selective Licensing will also help to tackle poor management practice which could lead to households losing their homes and presenting as homeless.</p>
Community Safety Plan 2017-20	Protecting vulnerable people Community Safety and Protection	The introduction of Selective Licensing would support the improvement of management standards by landlords of private rented properties and help reduce anti-social behaviour, the negative impact of which affects the desirability and demand for a locality.
Affordable Warmth Strategy 2017	Improve the housing stock (continued improvement in standard, warmth and energy efficiency of all housing)	As noted above a proactive inspection regime proposed will help to both identify and to address poor property conditions (including excess cold).

3.7 Given the strategic context detailed above, the use of Selective Licensing is clearly consistent with the Council's overall strategic approach to housing and will directly support the key strategic priorities and objectives referenced above.

CHAPTER 4: WHY THE COUNCIL IS PROPOSING SELECTIVE LICENSING

Before proposing a Selective Licensing designation and commencing consultation, the Council needs to identify the problems affecting the areas to which the designation will apply and provide evidence to support its Selective Licensing proposal. This chapter summaries the Council's evidence base for proposing the designation on the basis that the areas are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivations.

In addition this chapter details what actions we have/are already taking and alternative courses of action considered.

4.1 As highlighted previously the Council knows that a number of landlords of private rented properties are 'good' landlords and provide quality accommodation and a good standard of management. Unfortunately, there are a significant number who continue to let out poor quality properties or do not manage their properties in the correct manner. The impact of this, coupled with issues such as anti-social behaviour, high crime rates and low housing demand does have a negative impact on local neighbourhoods. The introduction of a Selective Licensing scheme in specific, targeted areas of the Borough would be an additional tool available to the Council to tackle the problem of low demand, poor quality, poorly managed private rented housing and also to address anti-social behaviour in the designation areas. The Council believes that Selective Licensing will:

- Help to address the issues described above and will in turn help increase property demand, reduce turnover and void rates;
- Ensure tenanted properties are managed appropriately;
- Support properties being brought back into use;
- Support landlords, as licenced landlords should attract and retain good tenants whilst those who continue to allow occupation by irresponsible tenants or manage their properties poorly will be targeted and enforcement action taken were necessary; and
- Make a direct and tangible difference to deprivation factors driven by high crime and poor housing conditions.

4.2 There is evidence from other authorities which demonstrates that Selective Licensing will bring benefits to an area. Key findings from an "Evaluation of the impact of HMO and Selective Licensing" Building Research Establishment in 2010 showed that:

- Larger than average increases in house prices occur in areas where a Selective Licensing scheme operates;

- It helps to safeguard investment in regeneration by dissuading the purchase of property by short term investors with little interest in providing decent homes for people in the local community;
- There are indications that standards of management improve and that landlords 'raise their game'; and
- It helps to control anti-social behaviour.

Evidence to support the Council's Selective Licensing proposal

4.3 The Council has undertaken a detailed and robust assessment to determine whether selective licensing would be appropriate for the proposed areas of designation. The assessment was undertaken on a staged basis and the information detailed in Appendix 1 - Supporting Evidence Base sets out to confirm that in arriving at our proposal the Council has closely followed the requirements of the DCLG guidance.

4.4 In conducting its research, the Council has used a variety of data sources including for example:

- Census data 2011;
- The National Rent Deposit scheme;
- Land Registry UK House Price Index;
- Right Move house sales and rental data;
- Police Recorded ASB data for 2017 within Stockton-on-Tees;
- Police Recorded Crime data for 2017 within Stockton-on-Tees;
- Civic Enforcement data, Nuisance data 2017 within Stockton-on-Tees;
- Overall Index of Multiple Deprivation (IMD) Score: IMD 2015; and
- Housing Enforcement (Private Sector Housing data 2017/18).

A summary of our key evidence/findings:

4.5 As noted previously in this document, the private rented sector has grown significantly over recent years and plays a vital role in the borough's overall housing market. Evidence would also suggest that this sector is still growing both nationally, regionally and locally.

4.6 Whilst private rented housing is a tenure of choice in all of the borough's wards, in some areas of our Borough the concentrations are significantly above the national and borough average.

The national position:

Nationally the private rented sector accounts for **20%** of the total housing stock in England*

*Data source: 2016/17 English House Conditions Survey

The local position:

The 2011 census identified that private rented housing accounted for **13.1%** of the borough's total housing stock.

Ward	2001 census (as a % of the Borough's Housing Stock)	2011 census (as a % of the Borough's Housing Stock)
Stockton Town Centre	15.1%	23.4%
Parkfield & Oxbridge	18.6%	30.2%
Mandale & Victoria	12.3%	23.9%

Areas proposed for inclusion within the Selective Licensing designation:		
Area	Total number of properties	% of private sector rented properties
Central Stockton	2059	45%
North Thornaby	1356	44%

4.7 In summary the assessment has identified both areas proposed for inclusion with the Selective Licensing designation:

- Have a higher than the average % of private rented stock (when compared to all wards in the borough, the borough and national averages);
- Average sales prices are lower when compared to neighbouring areas, the borough and national sold price averages;
- Rental values are lower than those in neighbouring areas, the borough medium rental values and Stockton Local Housing Allowance levels;
- The numbers of empty properties (and long-term empties) are higher than the borough and national averages;
- Both areas experience disproportionately high levels of Police recorded Anti-social behaviour and Crime when compared to other areas of the borough;
- Both areas experience disproportionately high levels of environmental nuisance when compared to other areas of the borough;
- Both areas experience high levels of deprivation (against a range of measures including income, health, educational achievement etc.).

4.8 The findings of the Council's research/evidence gathering identified that each of the locations to be included in the proposed Selective Licensing designation area, are areas of low housing demand which clearly manifests itself in higher than average vacancy rates, empty properties, lower property values. In addition these areas have high concentrations of private rented properties and suffer from high levels of deprivation. In addition these localities also experience higher levels of crime and anti-social behaviour which has a negative impact on demand, further weakening the housing market.

What has the Council done and/or is doing to improve the Private Rented Sector?

4.9 The Council is committed to improving housing conditions in the private rented sector and our actions to date are detailed below. It is important to note that a number of the projects are ongoing and compliment the proposed selective licensing scheme.

Private Rented Voluntary Accreditation Scheme:

The Council has operated a free Accreditation Scheme since 2009, this is a voluntary scheme where landlords agreed to sign up to a code of standards which sets a minimum standard for property condition and management practice.

Landlords who join the scheme benefit from:

- i. Access to training and development opportunities;
- ii. Discounts on goods and services;
- iii. Access to a bond guarantee scheme;
- iv. Free advertising of properties to let (on Compass, the Tees Valley Choice Based Lettings system); and
- v. £50 per unit accommodation discount on a House in Multiple Occupation licence fees

Currently 156 landlords have joined the scheme and 1,038 properties are accredited. Whilst we welcome the positive engagement of those landlords who have joined the scheme, 1,038 accredited properties still only represents a very low percentage of the private rented stock across the whole of the borough.

There is no compulsory element to the scheme, landlords can chose to either opt in or not. The Council's experience of running this scheme has demonstrated that good landlords chose to join the scheme and that it is a positive way to engage with landlords. However poor landlords are unlikely to join a voluntary scheme, which is why the mandatory approach using Selective Licensing powers is needed as an additional tool to address poor standards in the private rented sector.

Empty Property Approach:

The Council adopts a number of initiatives to return empty properties to use. We have a dedicated Empty Property Team who work proactively with our partners and property owners. We 'match' vacant properties (such as Registered Housing Providers, Managing Agents and/or private property developers or potential owners) who are looking to purchase and/or lease empty properties and return them back to occupation.

We work informally with property owners to provide them with support, advice and encourage them to explore options to return their properties back into use. Whilst this can be effective,

where property owners fail to engage, the Council will, where appropriate take enforcement action. By way of an example we have returned empty homes back to use via Empty Dwelling Management Orders. Additionally we have taken formal enforcement action by using the powers available under the Building Act 1984, the Local Government (Miscellaneous Provisions) Act 1982, the Prevention of Damage by Pests Act 1949 and Section 215 of the Town and Country Planning Act 1990 to deal with problems associated with empty properties. By serving notices we have required work to be undertaken and where an owner has failed to do so we have undertaken work in default.

'10 Point Plan':

Back in 2014, the Council undertook a high level appraisal to consider selective licensing and at that time decided to implement a revised approach to address how we deal with poor housing conditions and management standards in the private rented sector. The Council implemented a 10 Point Plan which included the introduction of the Stockton Rental Standard; a Rogue Landlord Hit Squad (referenced below as the 'Driving Up Standards' initiative'); a publicity drive to increase membership of our voluntary Landlord Accreditation Scheme; the introduction of a free confidential helpline for tenants to report concerns regarding poor housing conditions; improvements in general publicity and making the Council's Private Sector housing webpages more user friendly. Despite the implementation of this plan and a focus on a more proactive approach by the Council's Private Sector Housing Team, the areas proposed for inclusion in the Selective Licensing designation have continued to decline and remain locations of low housing demand.

'Stockton Rental Standard':

As noted previously, the Council recognises the importance of good quality private rented accommodation and whilst a number of landlords (and letting agents) operating in the Borough are responsible landlords, there are some who are either not aware of their obligations or have no intention of raising their property and management standards. With the aim of supporting **all** landlords the Council introduced the 'Stockton Rental Standard' back in 2014, this document was mailed out to all landlords known to the Council and is currently available to view on the Council's website (<https://www.stockton.gov.uk/environment-and-housing/private-rented-housing/information-and-news-for-private-landlords/stockton-rental-standard/>). The 'Stockton Rental Standard' is intended to be a quick and easy guide aimed at helping and supporting private landlords to ensure they are aware of their responsibilities and that the Council will not tolerate unsatisfactory property conditions and poor standards of management.

Through the Selective Licensing designations, landlords will be offered the opportunity to attend free development days which will cover all aspects of property management (including property condition). This will build on the support provided via the Stockton Rental Standard publication by providing training, advice and support to landlords in relation to their legal obligations.

'Driving-up Standards' initiative:

The Council has targeted a number of small localities where intensive support has been provided by the Private Sector Housing Team working in partnership with local ward councillors, internal service teams and external parties. All properties within the pilot areas were contacted and if they were privately rented, full property inspections were undertaken

(following contact with the landlord and tenant). Via this scheme a number of properties were improved through landlords actively undertaking repairs and/or improvements or through enforcement action being taken by the Council. In addition, a number of improvements to the local environment were secured (such as proactively addressing the issues of dog fouling, graffiti and litter).

Whilst this initiative has been successful, our experience has evidenced that schemes of this nature are resource intensive and as such the Council does not have the resources available to roll out to larger areas of the Borough. In addition, they only address pockets of low demand housing. Due to the high levels of private rented tenure in the two areas proposed for designation and the associated issues of high levels of deprivation, low demand, high incidents of crime and anti-social behaviour etc. we are of the view that Selective Licensing would provide an alternative and successful approach to dealing with these issues.

Landlord Engagement:

Practical support and information to both landlords and tenants is provided by both the Council's Private Sector Housing Team and the Community Safety Team. Our experience would suggest that this support is welcomed by responsible landlords. In addition the Council is a participant in the regular annual Tees Valley Landlord Liaison Forum. The forum is organised in partnership by the Tees Valley local authorities and the National Landlords Association. The forums cover a variety of subjects, informing, educating and updating private landlords on the issues affecting the private rented sector.

In addition a number of private sector landlords and a representative from the National Landlords Association are members of the Council's thematic 'Housing Neighbourhoods and Affordable Warm Partnership'. This Partnership provides a forum for variety of stakeholders to discuss housing related issues which affect both stakeholders and the local authority.

Community Safety:

The Council has a dedicated Community Safety Team working under the Care for your Area banner, who work in partnership with the Police, Fire Brigade and other key agencies to both deter and reduce crime, nuisance and anti-social behaviour in the Borough. The dedicated teams are also responsible for ensuring that the environment within the communities which we serve remains clean, tidy and free from damage through a program of education and enforcement action around waste on both public and private land.

The team itself is made up of over 50 members of staff who serve in teams such as the Civic Enforcement Service, Case Management Officers and CCTV operators with over 180 CCTV cameras at their disposal. This group work out of a central control room which also acts as a community service hub. This enables the team to have access to a range of information and resources to ensure that their work continues to target the right problems with a view to ensuring the most vulnerable groups in our communities are protected regardless of tenancy or housing arrangements.

Homelessness Prevention:

The Council recognises that a good quality and well managed private sector can provide a viable, alternative housing offer. The Council's Homelessness Solutions Teams engages with

accredited landlords on a regular basis and offers a range of potential interventions to either prevent or relieve homelessness. These include for example a Rent Bond Guarantee Scheme and/or the use of financial initiatives such as Discretionary Housing Payments to secure homes in the private rented sector; and

Use of Existing Powers:

In addition to the above schemes/initiatives, the Council uses a range of existing enforcement powers to improve housing conditions (including the EPA 1990, Building Act 1984, the Housing Act 2004, Empty Dwelling Management Orders etc.). This is supported by the operation of a mandatory HMO Licensing Scheme and a reactive approach to responding to complaints from tenants and partner agencies regarding housing conditions.

The Housing Act 2004 introduced the Housing Health and Safety Rating Scheme (HHSRS) which allows local authorities to inspect privately rented properties to ensure the condition of those properties do not have an adverse effect on the health, safety or welfare of tenants or visitors to those properties. Where necessary the Council will serve statutory enforcement notices to ensure that conditions are improved.

The current level of property inspections, are in the main, based on a reactive service i.e. when a complaint (request for service) is made to the Council, we will assess the information received and where appropriate undertake a HHSRS inspection and assessment to determine whether action needs to be taken. Whilst this approach does improve property conditions it does not tackle property management standards, nor does it have a widespread impact to bring about improvements in property standards without a major increase in resource. In addition, it is likely that requests for assistance received by the Council from private rental tenants under represent the scale of disrepair problems in private rented homes in the proposed areas of designation. The introduction of Selective Licensing will enable the Council to carry out proactive inspections of all properties within the proposed designated areas, ensuring that poor or unsafe housing conditions are identified and remedied, thereby raising standards. By improving property conditions this will assist in retaining and attracting occupants to the areas.

Selective Licensing will also ensure that the Council is made aware of the person responsible for managing the property, thereby reducing the trace down the liable party. Currently, this can be problematic and costly to the Council in terms of both time and resources, especially in the case of absentee landlords.

The introduction of new powers and tools to tackle the private rented sector:

Through the Housing and Planning Act 2016 the Government has introduced a range of new measures to help tackle rogue landlords who rent out substandard properties. These new powers include the extension of Rent Repayment Orders, the ability to impose Civil Penalties up to £30,000, Banning Orders, the introduction of a data base for rogue landlords/property agents and the introduction of a tougher “fit and proper person” test for landlords. The introduction of these new measures have been broadly welcomed by good private sector landlords and local authorities. The Council is and will be prepared to use these new powers as/when appropriate.

What alternative courses of action have the Council considered?

- 4.10 As part of the exercise to consider Selective Licensing the Council is required to consider whether there are any other courses of action available that may provide an alternative and effective method of achieving the objectives that the designation of the Selective Licensing Scheme is intended to achieve. The overarching aims of the designation of the proposed Selective Licensing Scheme is to improve the management of the private rented sector in order to reduce low housing demand, to support a reduction in the levels of anti-social behaviour associated and make a direct and tangible difference to deprivation factors (which are often driven by high crime and poor housing).
- 4.11 As noted previously within this paper, the Council is progressing with a targeted area approach which will provide a visible neighbourhood presence in those wards where selective licensing will be focused. To support this initiative the Council has identified funding and a significant proportion of this resource will be used to fund the additional enforcement services that an effective Selective Licensing scheme will require and to also support a range of focused initiatives working with partner agencies and our local communities. This proposed, targeted based scheme demonstrates the Council's commitment to address the issues experienced by the two areas proposed for inclusion within the selective licensing designation, but to be effective it needs to run in parallel / be fully integrated with Selective Licensing. In isolation the scheme will not be able to tackle the scale of issues faced in these areas.
- 4.12 Whilst all of the initiatives detailed in 'What has the Council done/or is doing to improve the Private Rented Sector' (above) have contributed to improving standards and management practices in the private rented sector, the Council does not consider them a viable alternative to achieving the objectives of a Selective Licensing designation.

The table below summarises in further details some of the alternative's to Selective Licensing the Council has considered:

Option: Housing Act 2004 Part 1 Enforcement of Housing Standards			
Outcome	Barriers	Risks	Resource Implications
Repair of individual private rented properties. Effective tool for dealing with health and safety standards.	Effective tool but does not go far enough to tackle the scale of the issues across the designated areas. In the main a reactive approach i.e. we action when a complaint is received. Some tenants fearful of reporting issues to the council (fear of eviction). Does not tackle ASB issues / poor tenant behaviour or poor management standards.	Taking action to tackle hazards can be slow (waiting for a report in the first instance). Not all landlords willing to engage/take appropriate action, Council needs to pursue formal enforcement action.	Resource intensive. Can only achieve widespread impact in terms of property condition with a substantial increase in Council resources.

Option: Management Orders (in isolation)			
Outcome	Barriers	Risks	Resource Implications
<p>Remove the property from the irresponsible landlord. Improves management standards.</p> <p>Is a forceful sanction for landlords that do not comply with Selective Licensing.</p>	<p>Process requires considerable resources / gathering of evidence / authorisation by the Residential Property Tribunal.</p> <p>The Council does not manage housing stock, we would need to bring in another organisation to manage and maintain the property.</p>	<p>Does not provide a long term solution to poor management of the PRS (up to 5 years) and then returned to the original owner).</p> <p>Intervention is a last resort for a small number of properties.</p>	<p>Resource intensive.</p>
Option: Driving Up Standards initiative			
Outcome	Barriers	Risks	Resource Implications
<p>Drives up individual private rented property standards in the 'focused' areas.</p> <p>Effective tool for dealing with health and safety standards.</p>	<p>Council only has the ability (with existing resources) to focus on limited, small-scale areas.</p>	<p>Will not in isolation improve the range of issues faced by the localities proposed for inclusion within the selective licensing designation area.</p> <p>Will not offer more than the Council does now.</p>	<p>Can only achieve widespread impact in terms of property condition with a substantial increase in Council resources.</p>
Option: Landlord Accreditation scheme (in isolation)			
Outcome	Barriers	Risks	Resource Implications
<p>Good landlords join and sign up to good property and management conditions.</p> <p>Enables good and effective engagement with landlords.</p> <p>Supports good property and management conditions.</p> <p>Prospective tenants access good quality accommodation.</p> <p>Supports the Council address housing need and relieve homelessness.</p>	<p>Voluntary scheme, less irresponsible landlords do not join.</p> <p>Experience to date demonstrates all landlords are not willing to engage / join.</p>	<p>Limited effect on a concentrated area (demonstrated by the numbers of landlords who are current members).</p> <p>Less responsible landlords do not join / no direct impact on them.</p> <p>Less responsible landlords do not improve their standards of property management and / or condition.</p>	<p>No additional resource implication as a scheme is in operation.</p> <p>To provide more incentives to join the scheme would require Council resources.</p>

Option: Targeted Action Area (in isolation)			
Outcome	Barriers	Risks	Resource Implications
<p>Will provide a local neighbourhood based presence.</p> <p>Active engagement with partners, landlords and local residents.</p> <p>Will deliver of projects to support local priorities.</p>	<p>No formal powers to address issues (other than those already available to the Council).</p> <p>Relies on engagement / some residents and landlords may be unwilling to engage.</p>	<p>Relies on existing council enforcement powers to address issues of poor standards of property and management condition.</p> <p>In isolation will have a limited impact on a concentrated area.</p>	<p>Council has committed resources to support this initiative which will bolster enforcement support to the Selective Licensing proposal.</p>

4.13 A coordinated Selective Licensing approach where landlords must register and adhere to the terms of the licence conditions, and where the ultimate sanction is that the responsibility of managing a property can be removed from them (with a management order), represents a much clearer and stronger sanction. **The Council feels its proposal is justified and that continuing as we are now (using the options and powers detailed above) is not a viable option, however combining and coordinating these activities with Selective Licensing will support the Council to achieve the aims of our proposed designation.** Through this proposal the Council will focus resources in those areas displaying the worst problems of low housing demand, whilst also helping to empower residents and the wider community to come forward to report poor practice, knowing that there are robust sanctions in place.

CHAPTER 5: HOW THE PROPOSED SELECTIVE LICENSING SCHEME WILL BE DELIVERED

This chapter explains how the Council will administer and implement Selective Licensing should the proposed designation be approved.

- 5.1 Should the designation be granted it will come into force no sooner than three months from the date of designation. Once the designation is in force, every privately rented property (house, flat or room) unless already licensed as a House in Multiple Occupation (HMO) will require a licence to operate in the area and landlords will be responsible for making an application to the Council for a licence.
- 5.2 It is expected that compliant landlords will apply for the relevant licence shortly after the designation, however if necessary the Council will introduce a proactive enforcement programme to identify un-licensed properties.
- 5.3 Failure to apply for a licence can lead to an unlimited fine upon conviction in the magistrates' court or a Civil Penalty of up to £30,000 imposed by the Council. Following a conviction any rent or Housing Benefit that has been paid to the landlord by either the tenant or the Council during the period the property was rented out without a licence (up to a maximum of 12 months) may also be reclaimed back through a Rent Repayment Order.
- 5.4 An application for a licence would need to be submitted for each property in accordance with the specified requirements. Part 3 of the Housing Act 2004 outlines that the Council may require the application to be accompanied by a fee fixed by the Council. The Council is not permitted to make a profit from the introduction of Selective Licensing and fee income ring-fenced for use on the scheme. The fee however, should take into account the costs incurred in administering the Selective Licensing Scheme. The Council's proposed Selective Licensing fee structure is detailed in Chapter 7.
- 5.5 As part of the application process, proposed licence holders and managers will be required to provide information that they are 'fit and proper persons' and that they have satisfactory management arrangements in place, including dealing with anti-social behaviour. In circumstances where the Council are not satisfied that the licence holder or manager are not 'a fit and proper persons', and/or the management arrangements are unsatisfactory, then it can refuse to grant a licence.
- 5.6 It is the Council's intention to ensure that the actual application process for landlords is as streamlined and as simple as possible. The licence application process will involve landlords (and/or their managing agents) submitting a large amount of supporting documentation as well as completing an application form. The Council is currently exploring an on-line application process which will allow for the application to be completed, supporting documentation to be submitted and payment of the licence fee to be made on-line.

Licence conditions:

5.7 As part of the licensing requirements all licence holders will be required to comply with various licensing conditions. Some conditions will be mandatory (imposed by the Housing Act 2004) which the Council has no discretion to vary and some conditions will be discretionary (local conditions). Details of the proposed licensing conditions can be found in Appendix 4.

Selective Licensing in operation:

5.8 The Council is also committed to ensuring that the introduction of Selective Licensing is meaningful in terms of improving the area by raising the standard of property management of privately rented properties, and give residents and local businesses within the area confidence. The Council's intention is to ensure that all properties licenced under the proposal are inspected. The purpose of the inspection is to both ensure that properties meet the required standard and provides an opportunity to provide advice and assistance to landlords and tenants.

5.9 Licensing also places a legal requirement on landlords (or their managing agents) to undertake a reference check on tenants prior to offering a tenancy. By doing so the licence holder will be able to make an informed choice as to whether a prospective tenant is suitable for the property. To support landlords the Council will operate a tenant reference/vetting services for potential tenancies within the proposed designation areas. It is proposed that the process will be free to landlords (with properties within the designation areas) and is likely to include the following process:

- Completion of a reference check form (prospective tenant to provide a consent form and provide personal details including their previous 5 years' housing history);
- Police check;
- Reference check with previous landlords; and
- Checks with internal Council record systems to identify any adverse history

5.10 All aspects of the administration of the licensing application process, including the undertaking of inspections and advice to support landlords through the whole process (including reference checks) will be undertaken by a dedicated Selective Licensing Team. Fee income from licence fees shall be used to cover the additional costs incurred by the Council in employing these staff.

5.11 The Council anticipates that the introduction of Selective Licensing will see an increase in the level of housing conditions and ASB enforcement activity within the area. In addition, enforcement action will also be needed if a landlord fails to licence their property or fails to comply with the licence conditions. Where enforcement action is needed then this shall be carried out by the Council's Private Sector Housing and/or Community Services Teams, not the Selective Licensing officers. The Council has identified additional funding to strengthen these teams to ensure necessary enforcement action is taken quickly and effectively and also provide an increased resource to assist/support to landlords (to help them deal with problem tenants). The use of Council resources together with the income from Selective Licensing will facilitate an increased presence on the ground in the designation areas.

5.12 The Council also recognises that a tenant's behaviour is equally as important as a landlords in securing improvements within our local communities. We therefore intend to work closely with occupiers to ensure they understand their responsibilities as a tenant and as local residents. As already highlighted, Licensing Officers will provide an increased local presence within the designated areas, which will allow them the opportunity to get to know and build up relationships with residents, with the aim of increased information sharing and the identification of issues/concerns. The property inspection visit will also provide an opportunity to discuss tenant responsibilities as detailed in their tenancy agreement (i.e. expected behaviour, reporting of repairs, refuse storage and disposal etc.) as well as offering any general and specific support required to ensure the tenant can successfully sustain their tenancy.

5.13 In addition to the above the Council will also offer the following support services:

- Information and advice to landlords and residents in the proposed Selective Licensing areas to help address issues relating to anti-social behaviour;
- Where a family is identified as requiring support it may be appropriate to make a referral to the Council's Early Help service and or other statutory or VCSE support services;
- To prevent homelessness a referral can be made to the Council's Homelessness and Housing Solutions Team who will consider whether a Floating Supporting service would be appropriate (to support vulnerable tenants and help them to sustain their tenancy); and
- Tenant information to increase tenant awareness of their rights, where to seek help and also regarding their responsibilities to behave and act within the terms of their tenancy agreement will be distributed.

5.14 The Selective Licensing team will also work closely with partner agencies (including the police and fire authority and other housing providers) to ensure a joined approach to tackling and resolving neighbourhood specific issues.

5.15 In conclusion, the Council's Selective Licensing proposal will enable a period of intense support to landlords, tenants and residents which will:

- Ensure all private rented properties within the designation areas are inspected to ensure that standards are good (and the Council will take necessary enforcement action to drive up standards);
- Offer training to all landlords, to ensure all are aware and are able to fulfil their responsibilities;
- Facilitate contact/opportunities to provide advice to tenants to ensure they understand their rights and responsibilities;
- Strengthen close working with partner agencies to ensure that ASB concerns are addressed as quickly and effectively as possible;
- Provide 'referencing' service on prospective tenants/occupiers to ensure that landlords can make informed decisions; and

- Result in enforcement action being taken to tackle landlords who fail in their duties to manage their properties effectively.

CHAPTER 6: THE PROPOSED FEE STRUCTURE

This chapter details the Council's proposed fee structure, should a Selective Licensing designation be approved.

- 6.1 It will be necessary to charge a fee to cover the costs and overheads associated with operating the scheme. The Council's proposed fees are based on the actual costs of administering a scheme in the proposed designation areas. **The Council is not permitted and does not intend to seek or make a financial profit for licensing.**
- 6.2 Proposed fees will be calculated based on the staff needed to cover the processing of the estimated number of applications, the operation and development of the scheme. Cost estimates for the scheme include salaries and on costs and all anticipated non-salary revenue spend.
- 6.3 Each year the Council will review the cost of running the scheme and the projected revenue stream from licences. This may mean that the fee charged may need to be adjusted upwards or downwards after each annual review depending upon whether the applications received deviate from the assumed number of private sector rented properties we have assumed will need to be licenced.
- 6.4 The Council proposes to set the fee at a level that ensures full cost recovery for the scheme and is a balance between a reasonable cost for landlords whilst also seeking to ensure that the scheme is successful and appropriately resourced.

The proposed fee:

- 6.5 In accordance with the Housing Act 2004 section 87(7), the fee amounts are based on:
- (a) The staff employed to process the application; and
 - (b) The costs of delivering the scheme, including staff, on costs and internal recharges.
- 6.6 The proposed licence fee is £945.00. Some local authorities seek payment of the licence fee in 1 payment (at the time a licence application is made), others have broken their fee costs down to include an Application Fee (charged at the time of the licence being applied for) plus an Annual fee. It is proposed that the Council operate this second fee model. The table overleaf provides an overview of the fee and discount proposal:

Application Fee	<p>£245 per property.</p> <p>This payment <u>must</u> accompany a selective licence application.</p>
Annual Fee	<p>£140 per property.</p> <p>Full payment of the first years annual fee must be made within 30 days of written confirmation from the Council that the application will be approved otherwise there will be no discount or licence issued.</p> <p>The licence will only be issued on receipt of the Application Fee and the Annual fee by the Council.</p>

The applicant will be charged the annual fee(s) from the date of the Selective Licensing designation date.

Where the application is made in the last quarter of the year, a 25% discount may be applied to that year's annual fee. This discount would only be applicable where no additional officer time had been spent in researching or monitoring the property, prior to the application being submitted and where an earlier application was not possible.

The licence holder or applicant will be invoiced with the Annual fee payment due to be paid. To facilitate timely payment an annual payment system will be operated by the Council.

The Council will only give a refund of fees paid to a landlord if a duplicate application has been made or an application has been made for an exempted property by mistake.

The costs covered by the Application Fee include processing the application, administration, guidance / provision of advice and on costs.

The costs covered by the Annual Fee include ongoing scheme administration, monitoring and compliance with the licence.

Fee Discounts	<p>A discount of £100.00 per property will be applied for Accredited Landlords**.</p> <p>The discount will be deducted from the total (application + annual) fee to be paid.</p> <p>**Accredited Landlords: this discount will be applied where a landlord is a member of either the Council's Voluntary Accreditation Scheme or a member of a national landlord association membership (National Landlords Association, Residential Landlords Association).</p>
----------------------	---

Additional Charges	<p>The Council is aware that a number of local authorities operating Selecting Licensing schemes charge additional fees for example:</p> <ul style="list-style-type: none">• Charges for Direct Debit• Variation Fees• Incomplete / returned applications. <p>The Council does not propose to charge any additional fees.</p>
---------------------------	---

6.7 The final fee and the level of the proposed discount will be finalised following the consultation process.

CHAPTER 7: THE BENEFITS AND PROPOSED AIMS OF SELECTIVE LICENSING

This chapter details what the Council sees as the benefits of selective licensing for the Council, landlords, tenants, residents and wider stakeholders and summarises the Council's aims and objectives.

7.1 It is expected that introducing the Selective Licensing designation will bring a number of direct and indirect benefits to the community, landlords, tenants, property owners and the Council. In summary we think the proposal will:

- Help us to improve the proposed designation areas (by providing a period of 'intensive support').
- Allow us to tackle a whole neighbourhood at the same time rather than properties on an ad-hoc and individual basis; and
- Give a clear message to landlords and tenants that bad practice and behaviour is not acceptable and will not be tolerated.

7.2 The defined aim of the scheme and a key outcome for the project is to take measures that will lead to the improvement in the management of private rental property in the area during the 5-year period of the proposed designation. A key benefit for landlords', tenants and the wider community will be a dedicated point of contact within the Council's Selective Licensing Team for advice and support and where necessary complaints. Other expected benefits include:

Benefits for landlords:

- Improved communication with Council services (better links and knowledge between local landlords and the Council);
- Better understanding from landlords and managing agents of their statutory responsibilities through training and briefing sessions;
- Support and advice for inexperienced landlords;
- Improved confidence in the local housing market and potential growth in property values and rental income;
- A level playing field where all landlords in the proposed area will be required to operate to the same standard;
- Shorter void periods and reduced tenant turnover;
- Support for landlords in dealing with anti-social tenants/occupiers;

- Informing and educating tenants/occupiers regarding their responsibilities (to act within the terms of their tenancy agreement); and
- A discounted selective licensing fee for landlords who are members of the Council's voluntary Landlord Accreditation Scheme and/or a national landlords association (i.e. the National Landlords Association / the Residential Landlords Association).

Benefits for tenants/occupiers:

- Better understanding of what is expected of them and a better understanding of what they should expect in terms of minimum property condition and management standards;
- More professional landlords should bring improvements to the quality and management of properties;
- Improvements to neighbourhoods will also benefit private tenants (i.e. improved sense of security/pride in their neighbourhood);
- Better management practices should help to increase length of tenure and reduced incidence of unplanned moves or homelessness; and
- Protecting vulnerable groups, who are often occupiers of privately rented accommodation which is poorly managed and maintained.

Benefits for the community:

- Improvements in the physical condition, management practices and overall quality of the private rented stock;
- Improve the image of the area;
- Fewer empty properties and a more stable local communities;
- Associated benefits of more stable communities i.e. reduced anti-social behaviour;
- Increased tenant/occupier awareness of their responsibilities (to act within the terms of their tenancy agreement); and
- Prevention of rogue landlord activity.

Benefits to the Council:

- Landlords who have not responded to previous voluntary measures (such as the Council's accreditation scheme) will be forced to engage with the Council;
- Landlords will proactively be required to provide information of the location and details of their privately rented homes they are responsible for;
- Increased ability to provide information to landlords / and sign-post them to a wide range of support services (if required);

- Bad landlords will be forced to improve their practices or leave the privately rented market;
- Schemes should be easy to administer and explain, as all private landlords in the designated areas will now be covered by licensing of some kind; and
- The Council will gain more knowledge about private renting in the particular area, enabling the Council to target support, information and compliance more effectively, and to better understand the root of the problems the areas face.

Proposed aims and outcomes of Selective Licensing

7.3 As detailed throughout this proposal document, the Council considers that the proposed areas of designation are, or are likely to become areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. Our proposal is further underpinned by evidence that these areas also experience significant and persistent anti-social behaviour and crime. The Council is satisfied that by making a designation, when combined with other measures taken by the Council, or by the Council in conjunction with others, it will contribute to the improvement in the social and economic conditions of the area.

7.4 The main aim of the scheme is to reduce low housing demand and to make a direct and tangible difference to deprivation factors by raising standards within the private rented sector to enable these areas to become strong, healthy and vibrant neighbourhoods. It is also considered that the designation will assist in the reduction of crime and anti-social behaviour in the areas. In order to achieve these aims a number of key outcomes over the period of the designation have been identified. They include:

- To reduce the turnover of occupants (to support a more stable local communities);
- To reduce the number of empty properties and the length of time they remain vacant;
- To reduce levels of anti-social behaviour linked to tenants/occupiers in the private rented sector;
- To improve private rented property conditions;
- To increase the number of accredited landlords and homes in the scheme;
- To reduce problems with private rented housing that contribute to high levels of deprivation;
- To improve the management of private rented properties in the designation area;
- To support tenants to understand their responsibilities; and
- To stabilise (aim to increase) property values and rental values;

7.5 Additionally, implementing a Selective Licensing Scheme would contribute to a number of the Council's corporate objectives.

7.6 These objectives respond to the issues faced within the proposed designation area (low demand housing, anti-social behaviour, lower than average property and rental values, high levels of deprivation etc.). It is considered the implementation of a Selective Licensing designation will directly support both the above objectives and to stabilise the residential market in the designation area.

7.7 Throughout the period of the 5-year designation, the Council will adopt a robust monitoring and evaluation process of the scheme which will inform the evaluation (impact and effectiveness) of the Selective Licensing designation. Conversations are currently ongoing with a number of local authorities who already operate selective licensing to learn from their experiences and ensure a robust data set.

CHAPTER 8: RISK ANALYSIS

This chapter considers the potential risks and implications of making a Selective Licensing designation.

8.1 The 2015 Selective Licensing Guidance requires local authorities to carefully consider any potential negative economic impacts that Licensing may have in their area. In considering the proposed implementation of Selective Licensing the Council has considered potential risks and how these can be mitigated (managed and/or prevented). A Risk Register (attached at **Appendix 7**) has been prepared showing the current and proposed controls that would be implemented subject to the scheme getting approval to proceed. Risks would be managed within the Council's existing management systems.

8.2 An overview of the key risks are detailed below:

By making the designation this could have a negative impact on the proposed areas:

Whilst the Council has identified the areas as needing support and intervention the proposed introduction of Selective Licensing is not a negative action. In essence it will provide a period of 'intensive support'. As part of the consultation process the Council will listen to the views of landlords, residents and stakeholders to discuss and address any concerns and should the proposal proceed, will actively engage throughout the 5-year Selective Licensing designation.

Displacement:

Potentially both good and bad private sector landlords could decide to sell their properties and/or decide to move elsewhere due to the proposed introduction of Selective Licensing (linked to the licence fee and the perceived increase in obligations). During the period of consultation Council Officers will actively engage with local landlords to both listen and address any concerns.

As the areas proposed for Selective Licensing are already experiencing low demand, it is likely that it is less advantageous for landlords to sell their properties quickly. The Selective Licensing Team will play a key role in convincing landlords of the economic benefits of investing in their properties, renting them out responsibly and retaining them for the long term to generate an income that over time will offset the Selective Licensing Fees as well as generating confidence and greater stability in the area.

Having spoken to a number of local authorities operating similar schemes, there is little evidence to suggest that displacement has occurred.

Increase empty properties:

Landlords may decide to leave their properties empty, to avoid paying a licence fee and complying with the management condition. The Council's Empty Property Officer will provide advice and support and ensure long term empty properties are actively targeted for intervention. The Council will take enforcement action on all long term properties that are in disrepair and are causing blight in the local community. In addition landlords with properties

that have been vacant for over 2years will have to pay an Empty Homes Premium (this means that the owner will have to pay 150% of the Council Tax charge).

Increase in households becoming homeless:

The Council has recently adopted a Homelessness Reduction Strategy. Within this document we have recognised the need to improve engagement with all private sector landlords. This is in addition to the services (both in preventing and addressing homelessness) currently provided by the Council's Homelessness and Housing Solutions Team.

If a landlord decides to sell their property within the proposed designation area, the household will be supported by the Council (as required by the Homelessness Reduction Act 2017). The Council will also use its powers under the Protection from Eviction Act 1977 to intervene and will seek to prosecute landlords who have unlawfully evicted tenants.

Resistance from private sector landlords:

As noted above through the consultation phase, all attempts will be made to engage with landlords to help them understand the likely benefits that Selective Licensing will bring to the areas proposed within the designation. In addition we will promote the package of measures the scheme will offer in terms of landlord training and support and tenant guidance etc.

Rental charges may increase as a result of landlords passing on the cost of obtaining a licence to their tenants:

The Council will try to discourage this by keeping the licence fee as low as possible and by offering a discount for Accredited Landlords.

CHAPTER 9: HOW THE COUNCIL WILL CONSULT

This chapter details the Council's consultation arrangements, specifically who, when and how consultation will take place.

9.1 Part 3 of the Housing Act 2004 Section 80(9) states that when considering designating an area for selective licensing the local authority must:

- Take reasonable steps to consult persons who are likely to be affected by the designation; and
- Consider any representations made in accordance with the consultation and which are not withdrawn.

9.2 Appendix 3 details the Council's Consultation Plan. In preparing our Consultation Plan we have given due consideration to DCLG Guidance on 'Selective Licensing in the private rented sector: a guide for local authorities' (published March 2015) and our statutory duty to consult i.e. to ensure we have taken reasonable steps to consult those likely to be affected by the proposed designation'.

9.3 In order for the Council to discharge its statutory obligation, it will provide consultees with detailed information about the proposed designation. This will include:

- The area or areas affected;
- The need and evidence for the proposed designation;
- The alternative options considered by the Council to the proposed designation and the reasons why they have been discounted;
- Those likely to be affected by the designation;
- The likely effect of the designation;
- The process by which those affected may apply for and obtain a licence;
- Likely licence conditions; and
- The proposed licence fee and licence fee structure.

Details of our Consultation Plan:

9.4 The Council will use a variety of methods to consult with persons likely to be affected by the proposed designation. Appendix 3 'Consultation Plan' provides details of the actions the Council will take to encourage feedback. An overview is detailed below:

The Council's website: will provide details of the designation and will include copies of this report (and all supporting Appendices including the proposed licence fee structure and proposed licence conditions), a copy of the July 2018 Cabinet Report, consultation arrangements, a summary information booklet, details of the timetable for implementation and responses/feedback to consultation once considered.

In addition all interested parties and wider members of the community will be able to complete an on-line questionnaire.

- Stockton News July edition will include details of the Selective Licensing consultation (delivered to every household in the borough).
- A summary information booklet and a paper questionnaire will be hand delivered to all residents within the proposed designation areas. This will include a pre-paid envelope to post back completed questionnaire replies (as well as detailing the option to reply on-line).
- The same summary information booklet and a paper questionnaire will be delivered to all residents in adjacent/in the surrounding area of the proposed designation area. This will include a pre-paid envelope to post back completed questionnaire replies (as well as detailing the option to reply on-line).
- A summary information booklet and a paper questionnaire will be mailed out to all known landlords/managing agents who own properties in the proposed designation areas, and those with properties adjacent to the proposed designation area. It will include details of how to complete the on-line questionnaire if this is the landlords preferred method of reply.
- A summary information booklet and a paper questionnaire will be mailed out to all known businesses in the proposed designation areas and in the adjacent/surrounding proposed designation area. It will include details of how to complete the on-line questionnaire if this is the landlords preferred method of reply.
- Drop in events (in both Stockton and in Thornaby) for tenants/residents/local community members and interest groups will be held in local community venues. These events will provide information, will allow members of the community to find out more about the proposal, to ask questions and provide comment and feedback. Council staff will be on hand to answer any questions.
- Drop in events for landlords and/or their representatives will be held.
- All landlords who are members of the Council's Voluntary Landlord Accreditation scheme, will be contacted (mail out and/or email) with the aim of bringing the proposed consultation to their attention.
- All known managing agents will be contacted (mail out and/or email) with the aim of bringing the proposed consultation to their attention.
- Direct contact (mail out/or email) to organisations which represent private sector landlords).
- Direct contact (mail out/or email) to known community and VCSE groups operating within the proposed designation area, with the aim of bringing the proposed consultation to their attention.
- Direct contact (mail out/or email) to key partner agencies i.e. the Police, Fire Authority, Registered Housing providers etc. operating within (or in close proximity) to the designation areas, with the aim of bringing the proposed consultation to their attention.
- Direct contact with local MPs and local ward members.

- [Press release](#) to announce and publicise the proposed designation consultation including the timescale of the consultation period and how landlords / residents / stakeholders and all potential interested parties can respond.
- Stockton-on-Tees BC [Facebook](#) (as above).
- Stockton-on-Tees BC Twitter feed (as above).

9.5 The above demonstrates that all reasonable steps will be taken to ensure that local residents, including private rented tenants, landlords and where appropriate their managing agents, local businesses, stakeholders and wider members of the community who live or operate a business or provide services with the proposed designation will have been consulted on the Council's Selective Licensing proposal.

[Details of the consultation period:](#)

9.6 All consultation material will be hand delivered, posted and/or emailed out week commencing 23rd July 2018. The Council has adopted a 10 week period for consultation about its proposed Selective Licensing scheme. The consultation period will run from 30th July 2018 will all responses to be received no later than 4pm on the 8th October 2018.

[Consultation response/feedback:](#)

9.7 Following the conclusion of the consultation period, the Council will consider all responses received (that have not been withdrawn) and will publish a an anonymised summary of the responses received and will explain how these have been either acted upon or not (and give reasons). A copy of this consultation report will be published.

9.8 Details of the above will then be reported back to the Council's Cabinet. Subject to the outcome of the consultation, the Council's Cabinet will then make a final decision as to whether or not to proceed with the Selective Licensing proposal (including the scope and the scale of the designation).

CHAPTER 10: THE PROPOSED SELECTIVE LICENSING IMPLEMENTATION TIMETABLE

This chapter outlines the proposed implementation timetable.

12th July 2018	'In principle' approval by the Council's Cabinet to undertake public consultation with all those likely to be affected by the proposed Selective Licensing designation.
30th July – 8th October 2018*	The period of the 10 week consultation. *Deadline for consultation responses to be received by the Council is <u>4pm</u> on the 8.10.18.
August/September and October 2018	Analysis of the all consultation responses received (and not withdrawn) will be undertaken throughout the consultation period and will conclude mid October 2018.
15th November 2018	Report back to the Council's Cabinet for final consideration (report will include details of consultation replies).
20th November 2018	On the assumption the Council's Cabinet endorse the Selective Licensing proposal, notice of proposed designation is published. Notice of proposed designation will run for 3 months.
Approx. 1st March 2019	Commencement of the Selective Licensing scheme - 3 months after the designation as required by the Housing Act 2004.

CONTACT DETAILS FOR FURTHER INFORMATION

Should you require any further information about the Council's Selective Licensing proposal please do not hesitate to contact us through one of the contacts detailed below.

Council website address	www.stockton.gov.uk/selectivelicensing
Email	Selectivelicensingconsultation@stockton.gov.uk
Write to	Selective Licensing Economic Growth and Development (Housing Services) 16 Church Road Stockton on Tees TS18 1TX
Telephone	01642 528232

STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

**Appendix 1:
Supporting Evidence Base**

1.INTRODUCTION AND BACKGROUND

This document has been produced to support the case for the introduction of a potential Selective Licensing scheme which will cover two distinct areas of the Borough (**Central Stockton** and **North Thornaby**).

The document outlines the methodology and evidence used to justify the two areas proposed for inclusion within the Selective Licensing designation and is designed to ensure that the Council's proposal meets with the guidance issued by the Department of Communities and Local Government 'Selective licensing in the private rented sector: A guide for local authorities' (published April 2015).

A range of information/evidence from a variety of data sources has been considered in order to inform the proposed locations which would be most appropriate for inclusion in the proposed Selective Licensing designation. This information has been critical in terms of being able to justify (or not) the inclusion of streets in the proposed Selective Licensing scheme.

2. METHODOLOGY AND EVIDENCE BASE

The methodology and evidence used to identify the proposed Selective Licensing designation boundary and the Selective Licensing scheme proposal is built upon analysis of data from a wide variety of information sources. The exercise has been undertaken in a robust manner using the most recent statistics.

2.1 Criteria

For the Council to be able to declare a selective licensing designation it must be able to satisfy one or more of the following conditions:

- low housing demand (or it is likely to become such an area);
- a significant and persistent problem caused by anti-social behavior (ASB);
- poor housing conditions;
- high levels of migration;
- high levels of deprivation;
- high levels of crime.

In considering whether to designate an area for selective licensing on the grounds of property condition, migration, deprivation and crime the local housing authority may only make a designation if the area has a high proportion of property in the private rented sector.

2.2 The initial assessment

An initial assessment was undertaken to identify areas within the Borough with high levels of private rented stock, this identified the Stockton Town Centre, Parkfield & Oxbridge and the Mandale & Victoria wards. These 3 wards were then compared with all wards within in the Borough using a range of measures including:

- Tenure profiles: Census 2011
- Overall Index of Multiple Deprivation (IMD) score: IMD 2015
- Recorded crime and ASB information: Cleveland Police
- Recorded environmental nuisance data: Local Authority

This high level appraisal determined that the 3 wards identified above are areas which tended to suffer from higher than average levels of private rented accommodation, low housing demand, high levels of deprivation and higher than average levels of crime and ASB.

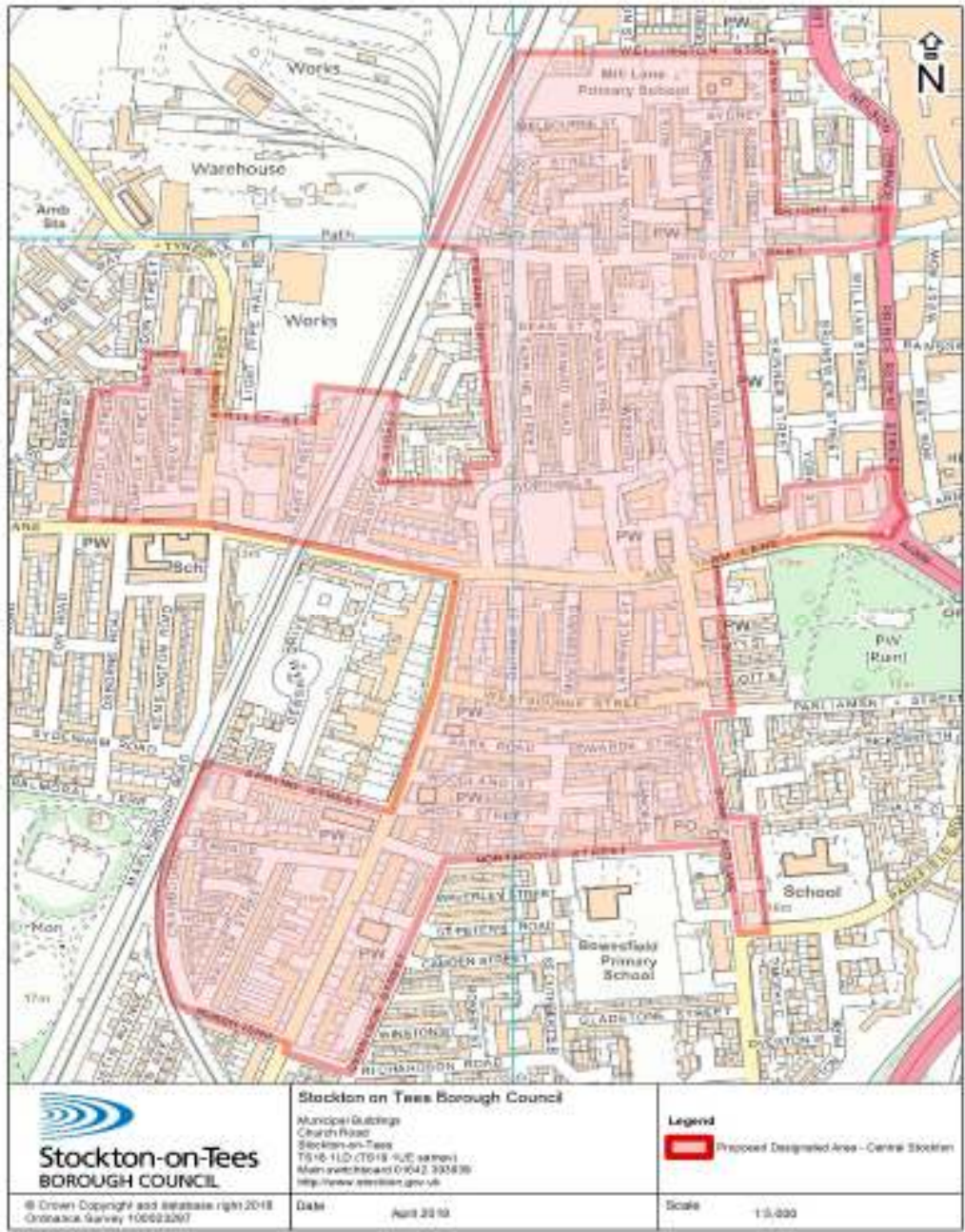
2.3 The detailed assessment (overview)

The initial assessment was then followed by a robust examination of each of the 3 wards in detail to examine whether the issues faced were consistent across the full ward or whether there are concentrations or pockets of areas experiencing issues which would justify the implementation of selective licensing.

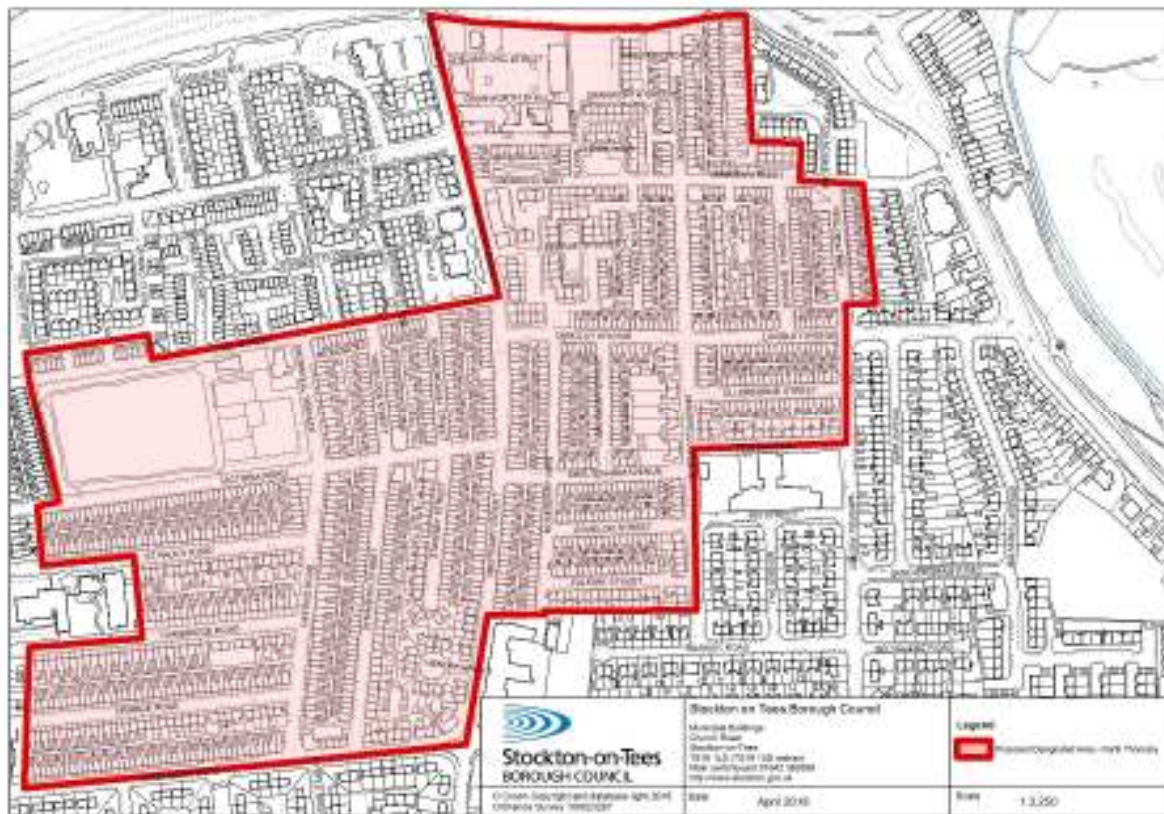
As detailed on page 8, data was geographically mapped which was used to refine the proposed areas for inclusion within the proposed Selective Licensing designation area. Following this assessment the Council is confident it has a robust evidence base to justify the designation of a Selective Licensing scheme and can demonstrate the areas are (or are likely to become) areas of low housing demand, are experiencing a significant and persistent problem caused by anti-social behavior, are areas with high concentrations of private rented housing and are areas with high levels of deprivation and high levels of crime. Those areas

proposed for inclusion within the proposed Selective Licensing designation have been identified (and will be referred to throughout this document) as **Central Stockton** and **North Thornaby**.

The map below identifies the proposed **Central Stockton Selective Licensing** designation area:



The map below identifies the proposed North Thornaby Selective Licensing designation area:



Larger maps of each proposed designation area, together with a list of streets included in the proposal are shown in Appendix 2.

3.PRIVATELY RENTED PROPERTIES IN THE BOROUGH

To inform the assessment process an exercise was initially undertaken to understand the 2011 Census data on private rented housing stock within the Borough and then to determine an up to date private rented tenure profile.

Stage 1: Understanding the Census 2011

Table below: Private Sector housing figures (2011 Census)

Locality	Total dwellings	No. of private rented dwellings	% of private rented to all dwellings
England & Wales	23,366,044	3,900,178	16.7%
North East	1,129,935	154,426	13.6%
Stockton-on-Tees	79,159	10,387	13.1%
Wards within the Borough with the highest levels of private rented dwellings			
Parkfield & Oxbridge ward	3,378	1,021	30.2%
Mandale & Victoria ward	4,681	1,118	23.9%
Stockton Town Centre ward	2,998	701	23.4%

- The total number of properties in the Borough (all tenure) was 79,159 with 10,387 of these privately rented, or 13.1%.
- Town Centre, Parkfield & Oxbridge and the Mandale & Victoria wards were ranked in the top 3 wards, of all 26 within the Borough for the highest proportion of private rented properties.
- Nearly a quarter (23.4%) of the properties within the Stockton Town Centre and Mandale & Victoria ward were privately rented properties (ranked 2nd and 3rd of the 26 wards) and a third (30.2%) in Parkfield & Oxbridge (ranked 1st of 26 wards).

Stage 2: To determine a more up-to-date tenure profile of these three wards powers available through the Housing Act 2004 were utilised to request information from Housing Benefits, Council Tax and/or National Tenancy Deposit schemes. Information from these sources helped to establish ownership and tenure details.

Using the above combination of up to date information sources we have been able to estimate the total number of private rented homes within the proposed Selective Licensing designation areas is:

- **Central Stockton:** 45% of all dwellings in the proposed area are private rented (930 properties out of a total of 2,059).

- **North Thornaby:** 44% of all dwellings in the proposed area are private rented (593 properties out of a total of 1,356).

The latest estimate for the total no of dwellings in the Borough is 84,990 (Data source: VOA, Council Tax, Stock of properties, 2016).

The extent of the private rented section in the proposed areas is significantly higher than both the national and Borough average as demonstrated below.

The national position:		
Nationally the private rented sector accounts for 20% of the total housing stock in England (2016/17 English House Conditions Survey)		
The local position:		
The 2011 census identified that private rented housing accounted for 13.1% of the Borough's total housing stock.		
Areas proposed for inclusion within the Selective Licensing designation:		
Area	Total number of properties	% of private sector rented properties
Central Stockton	2,059	45%
North Thornaby	1,356	44%

- The proposed Central Stockton area covers less than 1% of Stockton's total geographical area, however 9% of the Boroughs private sector housing are located in this area.
- The proposed North Thornaby area covers less than 1% of Stockton's total geographical area, however 6% of the Boroughs private sector housing are located in this area.

4.DETAILED ASSESSMENT

As noted previously a detailed assessment was undertaken to both refine and justify the areas proposed for inclusion in the Selective Licensing designation area. A wide variety of statistical information was gathered and used to inform this assessment including:

- % of households living in privately rented accommodation: Census 2011;
- National Rent Deposit schemes;
- Land Registry UK House Price Index;
- Right Move house sales and rental data;
- Police Recorded ASB data for 2017 within Stockton-on-Tees;
- Police Recorded Crime data for 2017 within Stockton-on-Tees;
- Civic Enforcement data, Nuisance data 2017 within Stockton-on-Tees;
- Overall Index of Multiple Deprivation (IMD) Score: IMD 2015; and
- Housing Enforcement (Private Sector Housing data 2017/18)

Wherever possible geographical (GIS) mapping of the data was undertaken which helped to identify where the most problematic areas within the Stockton Town Centre, Parkfield & Oxbridge and Mandale & Victoria wards and therefore the streets that could be justified for inclusion within the proposed Selective Licensing designation area. As previously highlighted the two areas proposed are **Central Stockton** and **North Thornaby**.

Central Stockton

The Central Stockton area straddles the Stockton Town Centre and Parkfield & Oxbridge wards. It consists primarily of traditional terraced housing including some larger three-story properties that have been split into individual units of accommodation.

The narrative below provides an overview of Stockton Town Centre and Parkfield & Oxbridge wards:

Population overview (Data source: Census 2011):

Both wards are more densely populated than the Borough as a whole:

- 18.1 people per square hectare in Stockton Town Centre
- 15.8 people per square hectare in Parkfield & Oxbridge
- 9.5 people per square hectare in the Stockton Borough

Stockton Town Centre and Parkfield & Oxbridge wards also have a diverse population (source Census 2011):

- Stockton Town Centre: 19.9% (1,294) of the population have a black and minority ethnic background (BME)

- Parkfield & Oxbridge ward: 19% (1,486) of the population have a black and minority ethnic background (BME)
- Borough average: 5.4% of the population have a black and minority ethnic background (BME)

Deprivation (Data source: IMD, 2015):

- Stockton Town Centre and the Parkfield & Oxbridge wards are in the 10% most deprived wards in the country.
- Stockton Town Centre ward has the highest level of deprivation in the Borough (of all of the Boroughs 26 wards), with the 2nd highest proportion of children living in poverty and the highest proportion of older people living in poverty.
- Parkfield & Oxbridge ward has the 3rd highest level of relative deprivation in the Borough (out of the 26 wards).

Life expectancy varies greatly within Stockton- on-Tees (Data source: ONS 2015):

- Over the period 2012-2014 life expectancy at birth in Stockton on Tees is 78.4 for a male and 82.3 for a female, this is lower than the national average of 79.5 for males and 83.2 for females.
- Stockton Town Centre ward has the lowest life expectancy at birth for males for **every** ward in England at just 64.4 years.
- This is 20.5 years lower than the Billingham West ward where the life expectancy at birth for males is 84.9 years and is in the top 3% of English Wards.
- The female life expectancy at birth is 73.8 years which is the joint lowest in the country, Billingham West has a life expectancy of 89.8 years, which is in the top 2% of wards in the country and 16 years greater than Stockton Town Centre ward.
- Parkfield & Oxbridge ward has the 4th lowest life expectancy for females and 5th lowest life expectancy for males out of the Boroughs 26 wards.

Self-harm:

- Stockton Town Centre ward has the highest number of hospital stays for self-harm and alcohol related harm out of all wards in the Borough and the highest rate of binge drinking (Data source: Local Health 2010/11 – 14/15).

Educational achievement:

- Stockton Town Centre has the second lowest level of children reaching a good level of development out of all of the Boroughs 26 wards, with an attainment rate of 37.7% at age 5 compared to 60.4% national average (Data source: DfE Early Years Foundation Stage Results 2013/14).
- The Borough average for achieving 5+ GCSE's is 59.4%, in the Stockton Town Centre ward it is 30.2% and the Parkfield & Oxbridge ward 51.7% (Data Source: TVCA data, 2015).

Out of work benefits:

- The claimant count for out of works benefits is higher than the Borough average of 3.2% and the England and Wales average of 2%, it is 10.7% in the Stockton Town Centre ward and 7.1% in the Parkfield & Oxbridge ward (Data source: Claimant count, NOMIS, February 2019).

Experian Mosaic Public Sector Profile:

Experian Mosaic Public Sector (EMPS) classifies households across the country into 66 types which are then aggregated into 15 groups and provide a description of each. These descriptors can provide a comprehensive view of residents and to help develop a picture of the people within a geographical area.

Within Stockton Town Centre and Parkfield & Oxbridge the most dominant EMPS Group for both wards are:

- **Single people privately renting low cost homes for the short term 32.7% and 39.9% respectively**
 - This is higher than the Borough average of 10.6% of households.
- The 2nd and 3rd ranking for Stockton Town Centre ward are:
 - Urban renters of social housing facing an array of challenges 29.5% (Borough total 8.4%).
 - Families with limited resources who have to budget to make ends meet 14.9% (Borough total 11.9%)
- The 2nd and 3rd ranking for Parkfield & Oxbridge ward are:
 - Younger households settling down in housing priced within their means 9.8% (Borough total 11.8%)
 - Families with limited resources who have to budget to make ends meet 9.7% (Borough total 11.9%)

4.1 LOW HOUSING DEMAND

When identifying if an area is suffering from, or likely to become, an area of low housing demand, it is recommended by the DCLG that the local housing authority consider the following factors:

Residential property value – values in the areas in comparison to the value of similar properties in other comparable areas;

Turnover of occupiers - turnover of residential premises (both rented and owners-occupied);

Availability of properties - the number of residential premises which are available to rent or buy, and the length of time they have remained unoccupied; and

Empty Properties and Long Term Empty Properties -the general appearance of the locality and the number of boarded up shops and properties.

The evaluation undertaken by the Council has identified that the proposed selective licensing area is currently demonstrating indicators of low housing demand and the evidence detailed below supports this.

Residential Property values:

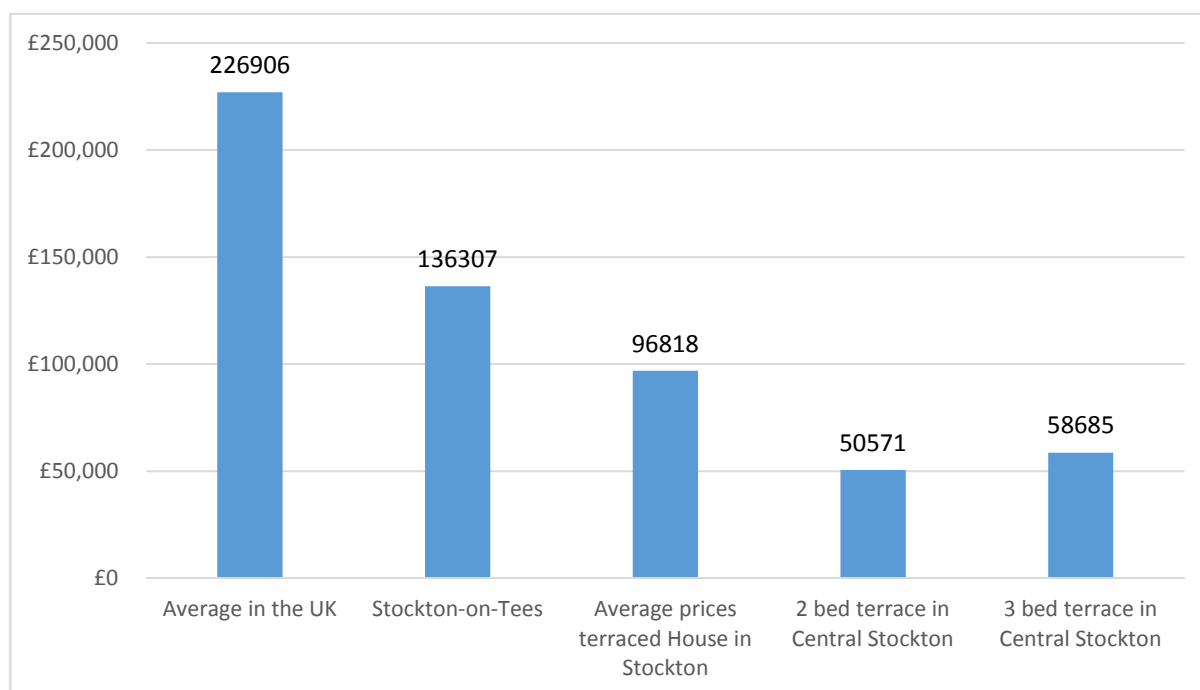
A desk top review of house prices and general market conditions has been undertaken to set the context for this proposal. Based on the Land Registry UK House Price Index at the end of April 2018:

- The average UK house price was £226,906
- The average house price in Stockton-on-Tees is much lower at £136,307 and £96,818 for terraced houses.

- Based on postcodes within the proposed Central Stockton Selective Licensing area the average sold price for 2 bedroomed properties was £50,571 and for 3 bedroomed terraced properties £58,685 between September 2017 to the end of February 2018.
- One property sold on Hartington Road for £78,000 having previously sold for £140,000 in 2007. The house prices in this area are significantly below the average house price nationally and in the Borough. (Data source: Right Move, Sold Prices).

In comparison within the same time period terraced properties in neighbouring Oxbridge area had an average sold price of £63,785 for two bedroomed properties and £114,416 for three bedroomed properties. (Data source: Right Move, Sold Prices).

Graph below: Comparison of average sold property price data (Sept 2017 – Feb 2018)



Council Tax Banding:

All Local Councils set the amount of how much Council Tax is payable by residents based upon the value of the property at a set point in time. In England, these values were set in April 1991. The analysis of properties by location and Council tax band can help identify lower value areas as the assessed value of properties falling into both bands A & B does not exceed £52,000. Whilst this system is now 27 years old, the evidence of house prices within the proposed Central Stockton designation area suggest that for these lower value properties, prices have not improved greatly and in some cases may have decreased.

- 98% of the properties within the Central Stockton proposed designation area are in Council Tax band A or B, this compares to 60% Borough wide. (Data source: SBC, Council Tax data, 2018).
- Data at a Tees Valley level indicates that 46.5% of properties in the Tees Valley are Council Tax Band A, Borough wide the figure is lower at 41% but disproportionality higher in the proposed designation areas at almost 90% (Data source: TVCA, 2016).

The proposed area therefore contains a disproportionately high level of band A or B properties.

Table below: Comparison of Council Tax Bandings

Council Tax Band	Central Stockton	Borough
A	89.09%	41%
B	8.91%	19%

Availability of property for rent/rental values:

- The median monthly rent recorded between the 1 April 2017 and 31 March 2018 in England was £675.
- The North East had the lowest median rental prices for all housing out of all regions in the UK at £495.
- Within Stockton-on-Tees the median rental price was higher than the North East average at £535 per month. This is £40.00 higher than the regional 'median' but £140.00 lesser than nationally.

(Data source: VOA – Private Rental Market Statistics 1 April 2017 to 31 March 2018).

Based on properties available for rent within the proposed Central Stockton Selective Licensing designation area the average monthly rental value for a:

- one bed roomed flat is £330 per month.
- rents for 2 bed roomed terrace houses and 3 bed roomed terraced houses are similar at an average of £405 per month (2 bed) and £404 for a 3 bed roomed terraced house.
- In this locality rooms in shared houses are available and start at £238 per month.
- In comparison rent levels in neighbouring Oxbridge are higher; 2 bed roomed terrace house £437.50 per month and 3 bed roomed £450 per month (Data Source: Right Move, March 2018).

(Data source: Right Move, January to June 2018).

The rents within the proposed Central Stockton selective licence area fall below Stockton's Local Housing Allowance (LHA) rates.

Table below: Current Stockton Borough wide LHA rates

Number of Bedrooms	Monthly LHA Rate
	April 2018 to March 2019
Shared Accommodation Rate	£249.16
One Bedroom	£364.04
Two Bedroom	£425.01

Three Bedroom	£495.36
Four Bedroom	£650.00

*Explanation of LHA rates: LHA rates are based on private market rents being paid by tenants in the broad rental market area, this is the area within which a person might reasonably be expected to live. The Valuation Office Agency Rent Officers maintains rental information for each category of LHA rates. These are the 'list of rents'. Mathematical calculations are applied to the list of rents to determine the LHA rate which is set as the lower of:

- the 30th percentile on a list of rents in the BRMA
- the existing LHA

Empty Properties:

Nationally 2.5% of the total housing stock is vacant (DCLG 2017 Live Tables on Dwelling Stock).

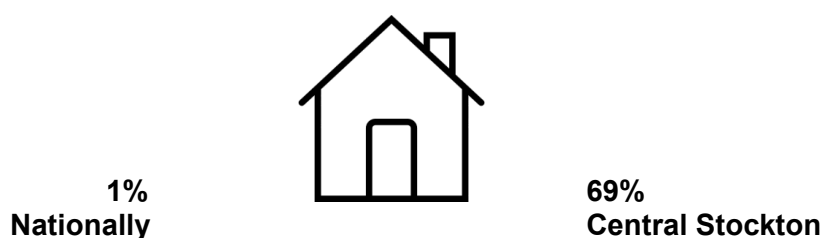
Based on Council Tax records at the end of March 2018 Borough wide 2,816 residential properties were empty, or 3.3% of the housing stock (using 2016 VOA figure).

There are 2,059 residential properties within the proposed Central Stockton licensing area. As of March 2018 Council Tax records indicated that 10% of properties in the area were empty (206 properties). The 206 empty properties in the Central Stockton proposed designation area account for 7.3% of all empty properties in the Borough yet this areas covers less than 1% of the geographical area of the Borough.

Long Term Empty properties:

Long term empty properties are those which have been empty for longer than 6 months. Nationally the percentage of long term empty properties is 0.85% (Data source: DCLG 2017 Live Tables on Dwelling Stock) is vacant.

The data presented here is from March 2018 and identified that of the 206 empty properties within the proposed Selective Licensing designation area 143 (69%) have been empty for longer than 6 months.



Properties that are left for long periods of time can have negative effects such as:

- They can attract ASB including vandalism, litter and sometimes arson;
- Market values are often reduced as neighbors move away and confidence is reduced;
- They are a wasted resource both financially and in terms of potential housing or community use; and

- The reduced spending power of the local area impacts on local businesses and the general economic stability of the area.

What does this data tell us?

Area	Private Rent Stock %	% of properties in Council Tax Band A	% Vacant Dwellings	Average House Prices
Central Stockton	45% (2018)	89% (2018)	10% (2018)	£58,685 (2018)
Stockton-on-Tees	13.1% (2011)	41% (2018)	3.3% (2018)	£136,307 (2018)
Tees Valley	13.7% (2011)	46.5% (2016)	1.0% (2016)	£132,500 (2017)
England	20% (2017)	24.4% (2017)	2.52% (2017)	£226,906 (2018)

In the proposed Central Stockton designation area:

- There are very high levels of private rented properties (significantly higher than the Borough and national average);
- Residential property values are lower than the national, regional and Borough average;
- Rent levels are lower than the national and Borough average;
- There is a high proportion of empty homes in the area, which is significantly higher than the national, regional and Borough average; and
- There is a higher proportion of properties in Council Tax Band A than the rest of the Borough, region or nationally.

How will licensing help?

One of the main aims of the scheme is to reduce low housing demand by raising standards within the private rented sector to enable these areas to become strong, healthy and vibrant neighbourhoods. In addition, working with owners to reduce the number of empty properties and the length of time they remain vacant will also lead to significant improvements for the local community.

4.2 SIGNIFICANT AND PERSISTENT ANTI- SOCIAL BEHAVIOUR (ASB)

When identifying if an area is suffering from, ASB, it is recommended by the DCLG that the local housing authority consider the following factors:

- **Crime:** tenants engaged in poor tenant type behavior, engaged in vandalism, criminal damage, burglary or theft;
- **Nuisance Neighbours:** resulting in harassment, intimidation, noise or nuisance affecting members of the public. Tenants engaged in begging, anti-social drinking, drugs or prostitution as examples;
- **Environmental crime:** where tenants are engaged in graffiti, fly-posting, fly-tipping, litter, waste and drugs as examples in/around the curtilage of the property.

ASB is not exclusively but can include acts of:

- Verbal abuse, intimidation or harassment behavior of tenants or neighbours;
- Noise, rowdy and nuisance behavior affecting persons living in or visiting the vicinity;
- Animal related problems;
- Vehicle related nuisance;
- Anti-social drinking or prostitution;
- Illegal drug taking or dealing;
- Graffiti and fly posting; and
- Litter and waste within the curtilage of the property.

If ASB is being carried out within the immediate vicinity of the property, and is being caused by the occupiers of it, then it would be reasonable to expect a landlord to ensure that those persons are not conducting themselves in such a way that is adversely impacting on the local community. This applies equally to visitors to the property.

ASB is defined by the Housing Act 2004 as:

“Conduct on the part of occupiers of, or visitors to, residential premises;

- A) Which causes or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises, or
- B) Which involves or is likely to involve the use of such premises for illegal purposes’.

To inform the assessment the Council has considered both data recorded by Cleveland Police and the Council. **Both demonstrated problems of ASB in the proposed area.**

Police recorded ASB:

It can be clearly demonstrated that the Stockton Town Centre and Parkfield & Oxbridge wards suffer from higher than average incidents of ASB:

- The ASB rate per 1,000 population in 2017 was 294.7 in the Stockton Town Centre ward and 93.7 in the Parkfield & Oxbridge ward.
- This compares to a Borough average of 63.2 incidents per 1,000 population.

Table below: Top 10 wards for Police recorded ASB in Stockton-on-Tees

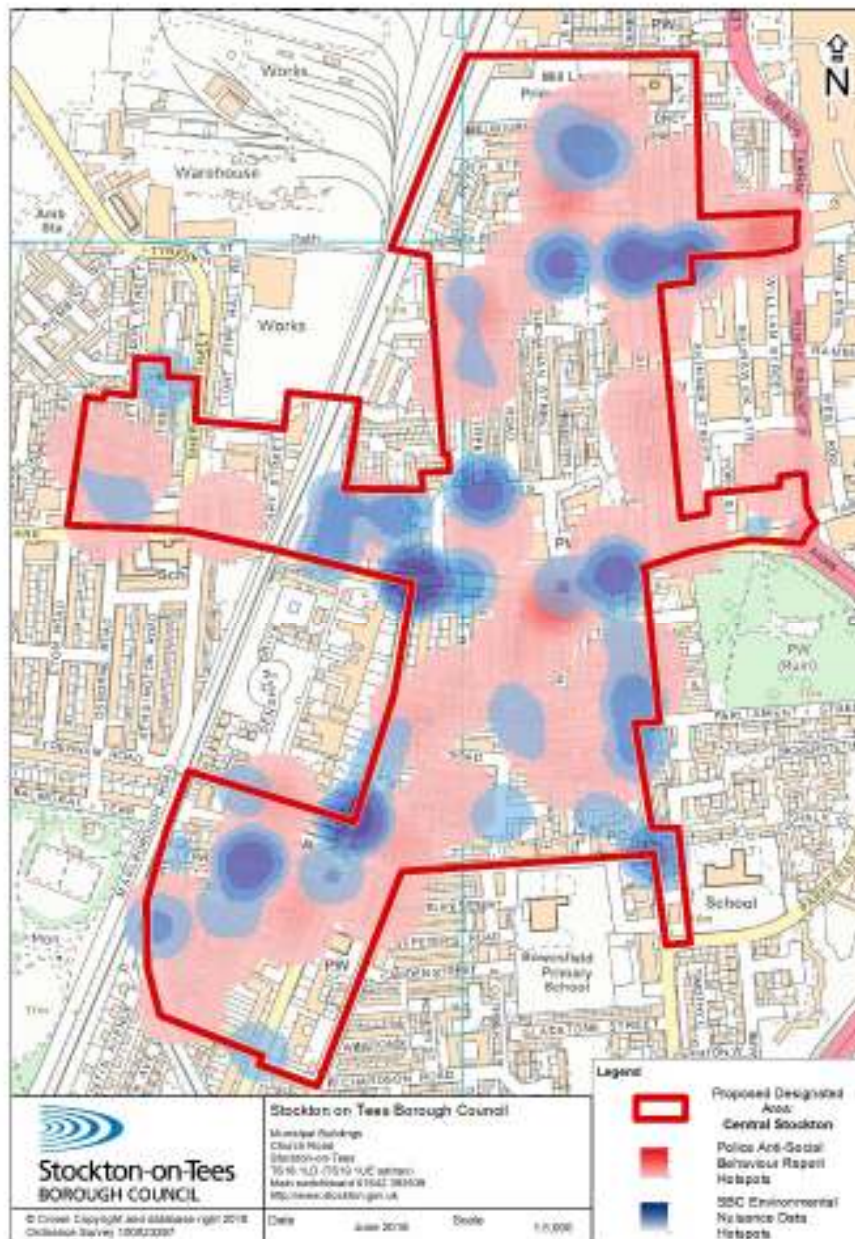
ASB 2017	rates per 1000 population
STOCKTON TOWN CENTRE	294.7
BILLINGHAM CENTRAL	118
NEWTOWN	93.7
PARKFIELD AND OXBRIDGE	93.7
HARDWICK	92.6
MANDALE AND VICTORIA	92.2
ROSEWORTH	88.8
STAINSBY HILL	76.8
NORTON NORTH	75.5
BILLINGHAM EAST	74.3
BOROUGH TOTAL	63.2

Stockton Town Centre ward suffers from a disproportionate amount of ASB, nearly five times that of the Borough average. Incidents within this ward vary from adult related ASB, alcohol related incidents to neighbourhood disputes.

Stockton Town Centre ward includes the High Street and Town Centre area where the majority of the night time economy and alcohol related issues occur. It also includes several areas of Registered Provider housing stock (where there may be high rates of ASB but where Selective Licensing would not apply). Despite these factors we can evidence that the proposed Selective Licensing designation area suffers from high levels of ASB, this was determined by undertaking geographical mapping of Police ASB incidents and tenure information. This exercise identified that there were clusters ('hotspots') of high rates of ASB across the location of private rented housing stock in the Central Stockton area, which could therefore be proposed for inclusion within the designation area.

In addition to Police recorded ASB incidents, Local Authority Environmental Nuisance data was also analysed and mapped in order to ascertain if the 'hotspot' locations correlated with the Police recorded ASB and high levels of private rented stock.

Map below: Police recorded ASB incidents and Local Authority Environmental nuisance data are shown jointly mapped.



Stockton-on-Tees Borough Council Environmental Nuisance:

During 2017 there were 17,064 Environmental Nuisance reports recorded by the Council across the Borough. Environmental Nuisance consists of issues such as rubbish accumulation, domestic noise, fly tipping, damage to street furniture, sharps removal, and graffiti removal that are reported to and dealt with by the Council.

- 17,064 incidents gives a rate per 1,000 population of 87.6 (based on 194,800 residents).
- In Stockton Town Centre ward there were 2,065 incidents giving a rate per 1,000 population of 284. This is well above the Borough average.
- In Parkfield & Oxbridge ward there were 1,519 incidents giving a rate per 1,000 population of 183. This is well above the Borough average

- 1,752 of the 3,584 incidents occurred in the proposed designation area, by adding up the population of both of the wards and the number of incidents that occurred in the designated areas gives a rate of 112 incidents per 1,000 population. This demonstrates a rate above the Borough average for Environmental ASB incidents.

It is also worth noting that in 85% of the Borough, the Council operates a waste collection system based around a 240 litre wheeled bin supplied to households however in the Central Stockton proposed selective licensing area, an alternative system is already in operation. This system is known as a 'clear all' and is used largely in areas with rear alley ways and conducted for two main reasons:

- The first is the sheer amount of waste that is produced by premises in this locality. There is a significantly disproportionate amount of waste generated by households including large amounts of fly tipping, especially in relation to bulky items such as mattresses and associated furniture. This is further compounded by very low (almost non-existent recycling) by residents.
- The second reason is largely due to the provision of wheeled bins and the fact many households are either unwilling or unable to store the bins off the public highway on non-collection days. Deliberate fire setting and criminal damage in Central Stockton is significantly higher than other parts of the Borough and therefore wheeled bins also offer the realistic prospect of fire fuel.

What does this data tell us?

Geographical mapping of the data (alongside tenure information) has identified that across the proposed Central Stockton designation there are high rates of Police recorded ASB and Council recorded Environmental Nuisance.

How will licensing help?

Conditions of the licence will help to tackle ASB within these areas by ensuring good property management by landlords including making tenants aware of their responsibilities regarding their and their visitor's behavior. The Council will offer support to landlords to deal with ASB in an effective, targeted and timely manner.

Licensing will help to tackle environmental nuisance (such as waste accumulations in yards and incidents of fly tipping in the streets and alleyways) as the proposed property inspections and contact with tenants will help to identify the source of problems and facilitate opportunities to provide tenants with advice about their responsibilities. If necessary the Council will also pursue appropriate enforcement action to address these issues.

4.3 HIGH LEVELS OF CRIME

In considering whether an area suffers from a high level of crime, the authority should consider:

- Whether the area has displayed a noticeable increase in crime over a relatively short period of time, e.g. 12 months;
- Whether the crime rate is significantly higher than in other parts of the local authority area, or it is higher than the national average; and
- Whether the impact of crime in the area affects the local community and the extent to which a selective licensing scheme can address the problems.

Police recorded crime (Data source: Police recorded crime in 2017):

Both wards which the Central Stockton proposed Selective Licensing area straddles have experienced a percentage increase in Police recorded crime in 2017. Stockton Town Centre ward has seen an increase of 11.6% and Parkfield & Oxbridge ward a 5.5% increase, this compares to the Borough wide percentage increase of 11.4%. This is a noticeable increase in crime over a relatively short period of time.

Table below: Comparison of % crime increases by ward:

Ward	% difference
Stockton Town Centre	11.6%
Parkfield & Oxbridge	5.5%
BOROUGH TOTAL	11.4%

- In terms of crime at ward level the area is ranked 1 and 3 out of the 26 wards in the Borough, Stockton Town Centre ward ranked 1 and Parkfield & Oxbridge ward ranked 3.
- The crime rate per 1,000 population in 2017 was 504 in the Stockton Town Centre ward and 157 in Parkfield & Oxbridge ward, this compares to a Borough average of 85.8.
- The crime rates within these wards is significantly higher than other parts of the Borough.

Table below: % of the Borough's total crime in 2017 by ward

Crime Ward	% of crime by ward	Crime rate per 1,000 pop
Stockton Town Centre	21.9%	504
Parkfield & Oxbridge	7.8%	157
BOROUGH TOTAL	100%	85.8

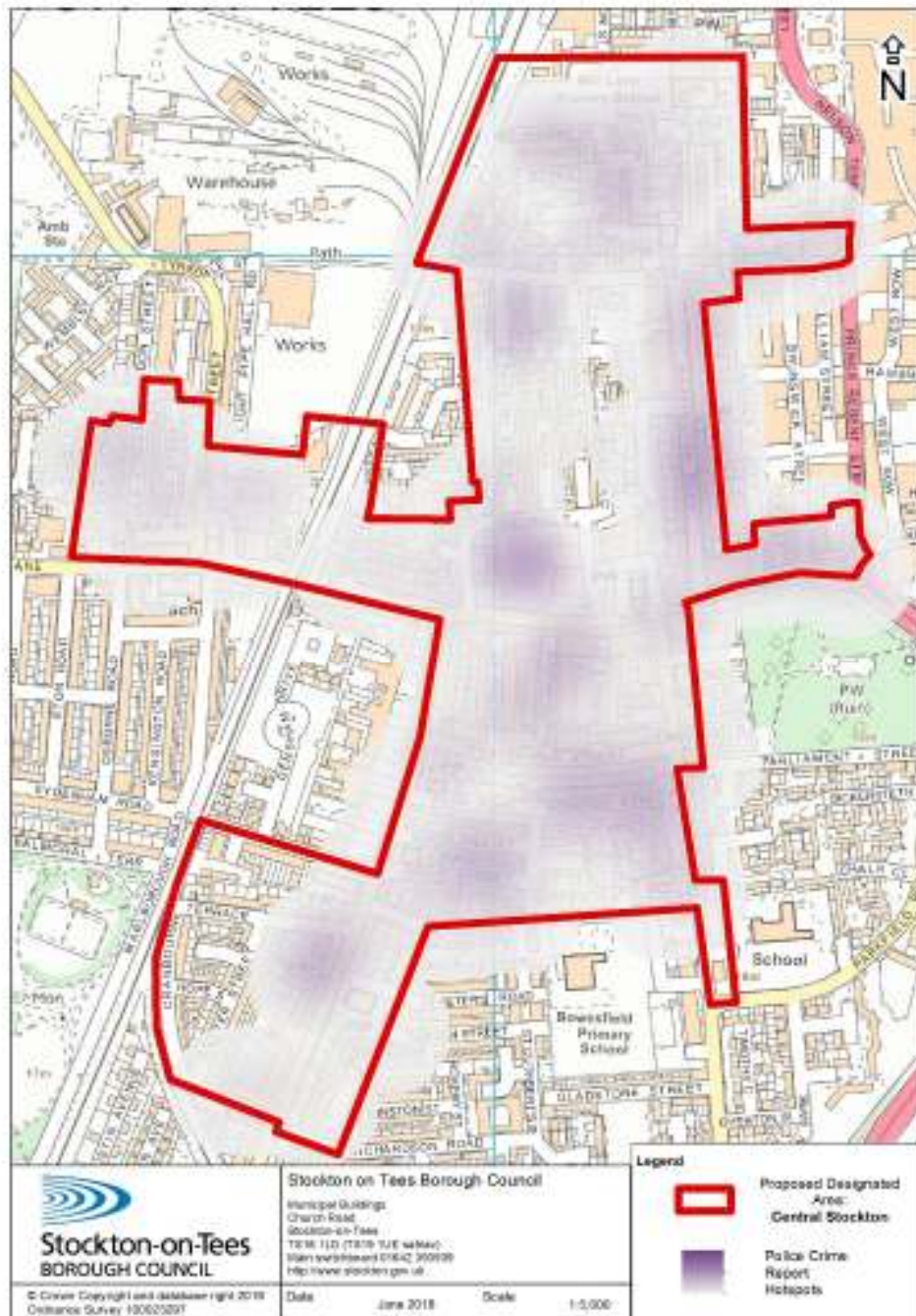
Further analysis of the type of crime that occurs also shows that Stockton Town Centre and Parkfield & Oxbridge suffer from disproportionate levels as detailed in the table below:

Ward	% Violence against person	% burglaries	% Theft offences	% Criminal Damage	% Drug offences	% of the total of the 5 crime categories
Stockton Town Centre	21.1	14.6	28.2*	15.2	28.6	22.2
Parkfield & Oxbridge	7.2	11.2	7	6.7	14.9	7.8

*It is appropriate to note that crime levels with the Stockton Town Centre ward are particularly high due to offences linked to the number of crimes associated with the High Street (shoplifting etc.).

- Within the proposed Central Stockton Selective Licensing designation area (which falls within the two wards which have significant levels of crime) there were 439 crimes committed in 2017 in this small concentrated area.

Police crime data has been geographically mapped on the plan below. This shows incidents of crime across the proposed Central Stockton Selective Licensing area:



What does this data tell us?

It is evident from the statistical and mapped data that residents living in the proposed designation area are more likely to suffer from crime related issues than other localities within the Borough. These levels of crime and fear of crime increase negative perceptions of the area and have a detrimental impact on the community.

How will licensing help?

The Council recognises that a tenant's behavior is equally as important as a landlords in securing improvements in our local communities. We therefore intend to work closely with landlords to ensure their tenants understand their responsibilities as a local resident. Licensing Officers will provide an increased local presence within the designated areas, which will allow them the opportunity to get to know and build up relationships with the aim of increased information sharing and the identification of any issues/concerns. The property inspection visit will also provide an opportunity to discuss tenant responsibilities as detailed in their tenancy agreement (including for example expected behaviour, reporting of repairs, refuse storage and disposal etc.) as well as offering any general and support required to ensure the tenant can successfully sustain their tenancy

Licensing also places a legal requirement on landlords to undertake a reference check on tenants prior to offering a tenancy. By doing so the licence holder will be able to make an informed choice as to whether a prospective tenant is suitable for the property. To support landlords the Council will operate a tenant reference/vetting services for potential tenancies within the proposed designation areas (as detailed in the Proposal Document).

4.4 HIGH LEVELS OF DEPRIVATION

In determining whether an area is suffering from a high level of deprivation, the local housing authority may have regard to the following factors in relation to the area:

- the employment status of adults;
- the average income of households;
- the health of households;
- the availability and ease of access to education, training and other services for households;
- housing conditions;
- the physical environmental; and
- levels of crime.

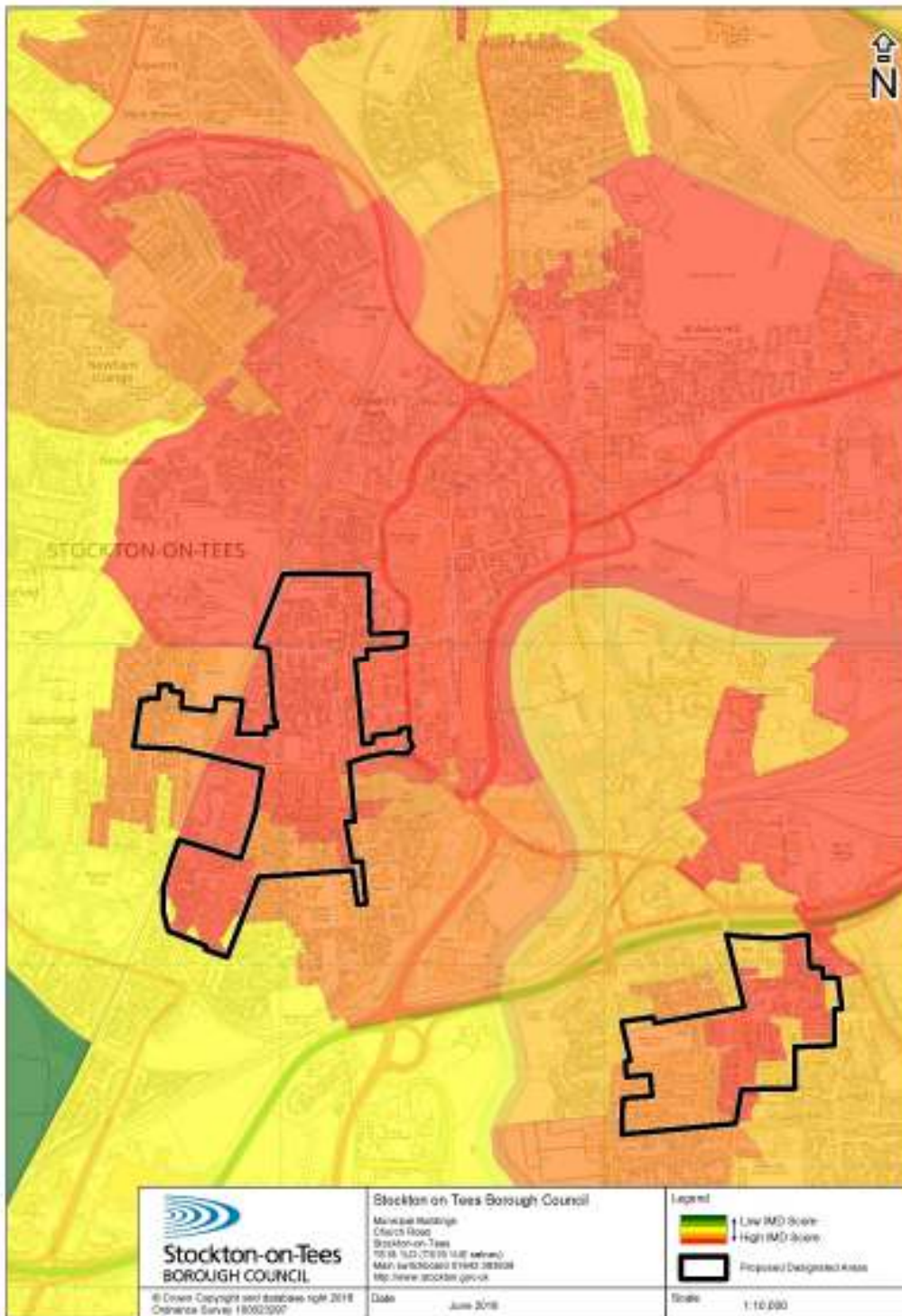
English Indices of Multiple Deprivation 2015:

The English Indices of Multiple Deprivation attempt to measure multiple deprivations by taking into account a range of factors.

In 2015 the Indices of Multiple Deprivation (IMD) found Stockton-on-Tees to be the 88th most deprived Local Authority area out of a total of 326 Local Authorities:

- Stockton Town Centre ward and Parkfield & Oxbridge ward are both within the most deprived 10% wards in the country.
- Stockton Town Centre ward is ranked as the 13th most deprived ward in the country out of 7,529 wards and Parkfield & Oxbridge is ranked as the 459th most deprived ward in the country out of 7,529 wards.

Map below: IMD rankings (highlighting the Central Stockton and North Thornaby areas)



IMD scoring 2015: Middle Super Output Areas (MSOAs) and Lower Super Output Areas (LSOAs):

IMD is made available for smaller areas than wards to identify pockets of deprivation.

MSOAs are a statistical geography made up of LSOAs and there are 24 of them in Stockton-on-Tees and 6,791 in England. This is the smallest geography that is possible to

get meaningful household income data. The Central Stockton Selective Licensing area falls mostly in **MSOA Stockton-on-Tees 014**.

LSOAs are a statistical geography which are smaller than an MSOA, There are 120 LSOAs making up the Borough of Stockton and 32,844 in total in England. In the Central Stockton selective licensing area the majority sits within **LSOA 014G**.

MSOA: Stockton-on-Tees 014

- In MSOA 014 the total annual household income in 2015/16 was £26,000 which was the joint lowest in the Borough and lower than 97% of MSOAs across the country. Net annual income in 2015/16 was £24,500 which was the 3rd lowest out of Stockton-on-Tees MSOAs and lower than 90% of MSOAs across the country.
- Before housing costs, 34.9% of households were deemed to be in poverty in 2014 which was the highest out of the 24 MSOAs in the Borough and higher than 98% of MSOAs in the country.
- After housing costs 51% of households were deemed to be in poverty in 2014 which was the highest out of the 24 MSOAs in the Borough and higher than 99% of MSOAs in the country.

LSOA: Stockton-on-Tees 014G

- LSOA 014G which is at the centre of the Central Stockton Selective Licensing area is the most deprived neighbourhood out of all 120 LSOAs in Stockton-on-Tees according to IMD 2015. It was the 73rd most deprived LSOA out of the 32,844 LSOAs in the country, therefore more deprived than 99.7% of neighbourhoods in the country.
- Stockton-on-Tees 014G has the highest estimated fuel poverty of the 120 Stockton LSOAs with an estimated 26.8% of households in fuel poverty in 2015 compared to a Borough average of 12.3% This is higher than 98.8% of LSOAs nationally.
- 14.5% of the working age population in Stockton-on-Tees 014G make up the claimant count which, is the highest proportion of all the Borough's LSOAs and over 350% higher than the Borough average of 3.2%. Despite having 1.7% of the Borough's working age residents 014G contains 7.4 % of the Boroughs claimant count.
- An indicator within the IMD assesses proximity to a GP, Post Office, General Store and Primary School, 014G is within the top 20% of LSOAs in the country and in the top 10% in Stockton-on-Tees due to its proximity to the Town Centre. Despite there being a good level of access to key services the indicators in the IMD that measure lack of attainment and skills in the local populations ('skills deprivation') see Stockton-on-Tees 014 G ranked in the most deprived 3% of LSOAs in the country.

What does this data tell us?

It can be clearly demonstrated at ward, MSOA and LSOA that the Central Stockton area is suffering from very high levels of deprivation. This is coupled with a high proportion of privately rented properties.

How will licensing help?

Licensing can make a direct and tangible difference to deprivation factors driven by high crime and poor housing. Conditions of a licence will also ensure properties are managed properly and can contribute to an improvement in the well-being of occupants and the wider community, including improving the health of households.

North Thornaby

The North Thornaby area is located within the Mandale & Victoria ward. It consists of predominately traditional terraced housing.

The narrative below provides an overview of the Mandale & Victoria ward:

Population overview (Data source: Census 2011):

The ward is more densely populated than the borough as a whole:

- 25.4 people per square hectare in Mandale and Victoria,
- 9.5 people per square hectare in the Borough of Stockton-on-Tees.
- Mandale & Victoria: 12.1% (1,361) of the population have a black and minority ethnic background (BME).
- Borough average: of 5.4% of the population have a black and minority ethnic background (BME).

Deprivation (Data source: IMD, 2015):

- Mandale & Victoria ward is one of the 10% most deprived wards in the country.
- Mandale & Victoria ward has the 3rd highest proportion of children living in poverty and the 3rd highest proportion of older people living in poverty (IMD, 2015).

Life expectancy (Data source: ONS, 2015):

- Over the period 2012-2014 life expectancy at birth in Stockton on Tees is 78.4 for a male and 82.3 for a female, this is lower than the national average of 79.5 for males and 83.2 for females.
- Mandale & Victoria has the second lowest life expectancy out of all the 26 wards for male and female life expectancy at birth and is in the bottom 2% of wards in England.

Educational achievement:

- Mandale & Victoria has the lowest level of children reaching a good level of development out of all of the 26 wards, with an attainment rate of 34.7% at age 5 compared to 60.4% national average (Data sources: DfE Early Years Foundation Stage Results 2013/14).
- The Borough average for achieving 5+ GCSE's is 59.4% but is lower in Mandale & Victoria ward at 40% (Data source: TVCA data 2015).

Out of work benefits:

- The claimant count for out of works benefits is higher than the Borough average of 3.2% and the England and Wales average of 2%, it is 4.4% in the Mandale & Victoria ward (Data source: Claimant count, NOMIS, February 2019).

Experian Mosaic Public Sector Profile:

Experian Mosaic Public Sector (EMPS) classifies households across the country into 66 types which are then aggregated into 15 groups and provide a description of each. These descriptors can provide a comprehensive view of residents and to help develop a picture of the people within a geographical area.

Within the Mandale & Victoria ward the most dominant EMPS Group is:

- **Single people privately renting low cost homes for the short term 23.4% of the households. This compares to 10.6% as the proportion of all households in the Borough.**
- The 2nd and 3rd ranking for the Mandale & Victoria ward are:
 - Families with limited resources who have to budget to make ends meet 21.3% (the proportion of all households in Stockton-on-Tees is 11.9%)
 - Urban renters of social housing facing an array of social challenges 13.9% (the proportion of all households in Stockton-on-Tees is 8.4%)

4.5 LOW HOUSING DEMAND

When identifying if an area is suffering from, or likely to become, an area of low housing demand, it is recommended by the DCLG that the local housing authority consider the following factors:

Residential property value – values in the areas in comparison to the value of similar properties in other comparable areas;

Turnover of occupiers - turnover of residential premises (both rented and owners-occupied);

Availability of properties - the number of residential premises which are available to rent or buy, and the length of time they have remained unoccupied; and

Empty Properties and Long Term Empty Properties -the general appearance of the locality and the number of boarded up shops and properties.

The evaluation undertaken by the Council has identified that the proposed selective licensing area is currently demonstrating indicators of low housing demand and the evidence detailed below supports this.

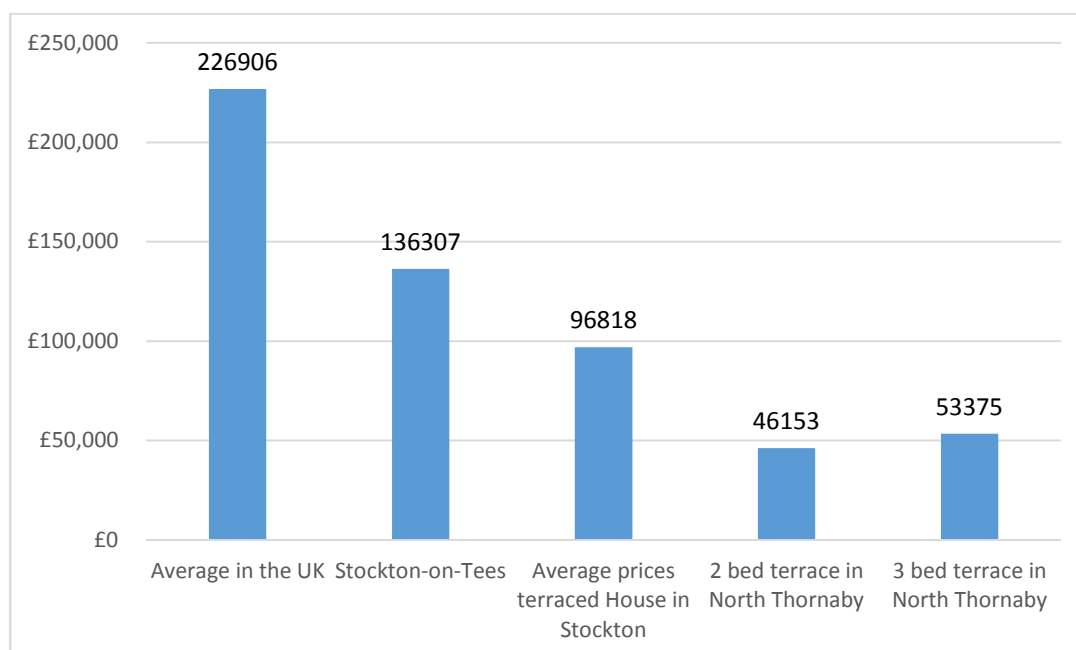
Residential Property values:

A desk top review of house prices and general market conditions has been undertaken to set the context for this proposal. Based on the Land Registry UK House Price Index at the end of April 2018:

- The average UK house price was £226,906.
- The average house price in Stockton-on-Tees is much lower at £136,307 with £96,818 for terraced houses.
- Based on postcodes within the North Thornaby Selective Licensing area the average sold price for 2 bedroomed properties was £46,153 and for 3 bedroomed terraced properties £53,375 between September 2017 to April 2018.
- The house prices in this area are significantly below the average house price nationally and in the Borough (Data source: Right Move, Sold Prices).

In comparison for the same time period the average sold price in the nearby Mandale Park regeneration area are significantly higher at £93,000 for a two bedroomed property and £116,800 for a 3 bedroomed property (Data source: Right Move, Sold Prices).

Graph below: Comparison of average sold property price data (Sept 2017 – 2018)



Council Tax Banding:

All Local Councils set the amount of how much Council Tax is payable by residents based upon the value of the property at a set point in time. In England, these values were set in April 1991. The analysis of properties by location and Council tax band can help identify lower value areas as the assessed value of properties falling into both bands A & B does not exceed £52,000. Whilst this system is now 27 years old, the evidence of house prices within the proposed North Thornaby designation area suggest that for these lower value properties, prices have not improved greatly and in some cases may have decreased.

- The no of properties with an A or B Council Tax banding in the North Thornaby proposed designation area is 61% this correlates with the % of properties within those bands Borough wide. The Borough has a high number of A and B banded properties.

Table below: Comparison of Council Tax Bandings

Council Tax Band	North Thornaby	Borough
A	43%	41%
B	18%	19%

Availability of property for rent/rental values:

- The median monthly rent recorded between the 1 April 2017 and 31 March 2018 in England was £675.
- The North East had the lowest median rental prices for all housing out of all regions in the UK at £495.
- Within Stockton-on-Tees the median rental price was £535, which was £40.00 higher than the regional 'median' but £140.00 lesser than nationally.

(Data source: VOA – Private Rental Market Statistics 1 April 2017 to 31 March 2018).

Based on properties available for rent within the proposed North Thornaby selective licensing area the average rental figure for a:

- 2 bedrooomed terrace house is £409 per month and for a 3 bedrooomed terraced house £454 per month.
- In comparison rent levels in neighboring Mandale Park are higher; 2 bedrooomed terrace house £530 per month and 3 bedrooomed £625 per month.

(Data source: Right Move, January to June 2018).

The rents within the proposed North Thornaby selective licensing area fall below Stockton's Local Housing Allowance (LHA) rates:

Number of Bedrooms	Monthly LHA Rate
	April 2018 to March 2019
Shared Accommodation Rate	£249.16
One Bedroom	£364.04
Two Bedroom	£425.01
Three Bedroom	£495.36
Four Bedroom	£650.00

*Explanation of LHA rates: LHA rates are based on private market rents being paid by tenants in the broad rental market area. This is the area within which a person might reasonably be expected to live. The Valuation Office Agency Rent Officers maintains rental information for each category of LHA rates. These are the 'list of rents'. Mathematical calculations are applied to the list of rents to determine the LHA rate which is set as the lower of:

- the 30th percentile on a list of rents in the BRMA
- the existing LHA

Empty Properties:

Nationally 2.5% of the total housing stock is vacant (DCLG 2017 Live Tables on Dwelling Stock).

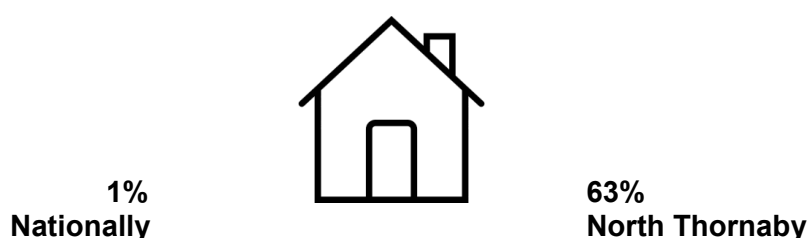
Based on Council Tax records at the end of March 2018 Borough wide 2,816 residential properties were standing empty, or 3.3% of the housing stock (using VOA figure).

There are 1,356 residential properties within the proposed North Thornaby licensing area. As of March 2018 8.5% of properties in the area were empty (115 properties). The 115 empty properties in the North Thornaby proposed designation area account for 4% of all empty properties in the Borough yet this areas covers less than 1% of the geographical area of the Borough.

Long Term Empty properties:

Long term empty properties are those which have been empty for longer than 6 months. Nationally the percentage of long term empty properties is 0.85% (Data source: DCLG 2017 Live Tables on Dwelling Stock) is vacant.

The data presented here is from March 2018 and identified that of the 115 empty properties within the proposed Selective Licensing designation area 72 (63%) have been empty for longer than 6 months.



Properties that are left for long periods of time can have negative effects such as:

- They can attract ASB including vandalism, litter and sometimes arson
- Market values are often reduced as neighbors move away and confidence is reduced
- They are a wasted resource both financially and in terms of potential housing or community use
- The reduced spending power of the local area impacts on local businesses and the general economic stability of the area

What does this tell us?

Area	Private Rent Stock %	% of properties in Council Tax Band A	% Vacant Dwellings	House Prices
North Thornaby	44% (2018)	43% (2018)	8.5% (2018)	£53,375 (2018)
Stockton-on-Tees	13.1% (2011)	41% (2018)	3.3% (2018)	£136,307 (2018)
Tees Valley	13.7% (2011)	46.5% (2016)	1.0% (2016)	£132,500 (2017)
England	20% (2017)	24.4% (2017)	2.52% (2017)	£226,906 (2018)

In the proposed North Thornaby designation area:

- There are very high levels of private rented properties (significantly higher than the borough and national average);
- Residential property values are lower than the national, regional and borough average;
- Rent levels are lower than the national and borough average;

- There is a high proportion of empty homes in the area, which is higher than the national, regional and borough average; and
- The % of properties in Council Tax A and B accounts for 61% of the properties.

How will licensing help?

One of the main aim of the scheme is to reduce low housing demand by raising standards within the private rented sector to enable these areas to become strong, healthy and vibrant neighbourhoods. In addition, working with owners to reduce the number of empty properties and the length of time they remain vacant will also lead to significant improvements for the local community.

4.6 SIGNIFICANT AND PERSISTENT ANTI- SOCIAL BEHAVIOUR (ASB)

When identifying if an area is suffering from, ASB, it is recommended by the DCLG that the local housing authority consider the following factors:

- **Crime:** tenants engaged in poor tenant type behavior, engaged in vandalism, criminal damage, burglary or theft;
- **Nuisance Neighbours:** resulting in harassment, intimidation, noise or nuisance affecting members of the public. Tenants engaged in begging, anti-social drinking, drugs or prostitution as examples;
- **Environmental crime:** where tenants are engaged in graffiti, fly-posting, fly-tipping, litter, waste and drugs as examples in/around the curtilage of the property.

ASB is not exclusively but can include acts of:

- Verbal abuse, intimidation or harassment behavior of tenants or neighbours;
- Noise, rowdy and nuisance behavior affecting persons living in or visiting the vicinity;
- Animal related problems;
- Vehicle related nuisance;
- Anti-social drinking or prostitution;
- Illegal drug taking or dealing;
- Graffiti and fly posting; and
- Litter and waste within the curtilage of the property.

If ASB is being carried out within the immediate vicinity of the property, and is being caused by the occupiers of it, then it would be reasonable to expect a landlord to ensure that those persons are not conducting themselves in such a way that is adversely impacting on the local community. This applies equally to visitors to the property.

ASB is defined by the Housing Act 2004 as:

“Conduct on the part of occupiers of, or visitors to, residential premises;

- A) Which causes or is likely to cause a nuisance or annoyance to persons residing, visiting or otherwise engaged in lawful activities in the vicinity of such premises, or
- B) Which involves or is likely to involve the use of such premises for illegal purposes’.

To inform the assessment the Council has considered both data recorded by Cleveland Police and the Council. **Both demonstrated problems of ASB in the proposed area.**

Police recorded ASB:

It can be clearly demonstrated that the Mandale & Victoria Oxbridge ward suffers from higher than average incidents of ASB:

- The ASB rate per 1,000 population in 2017 was 92.2 in the Mandale & Victoria ward.
- This compares to a Borough average of 63.2 incidents per 1,000 population.

Table below: Top 10 wards for Police recorded ASB in Stockton-on-Tees

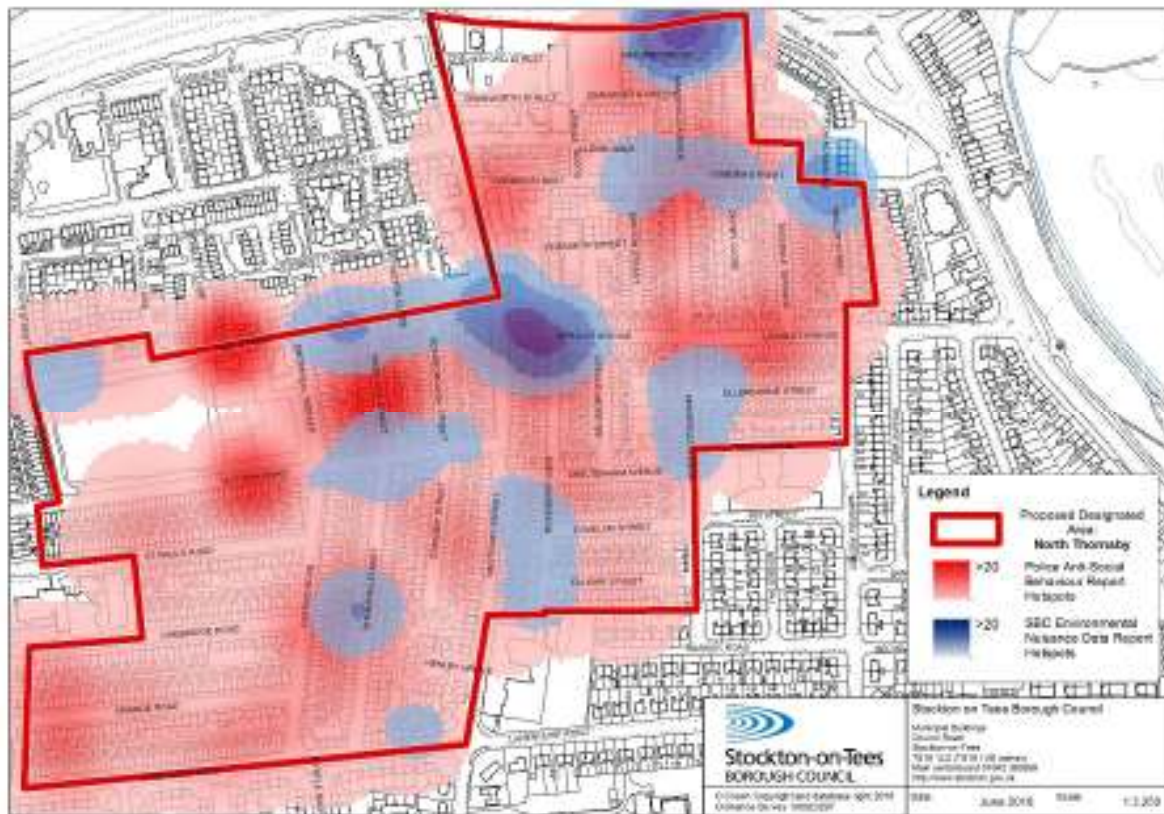
ASB 2017	Rates per 1000 population
STOCKTON TOWN CENTRE	294.7
BILLINGHAM CENTRAL	118
NEWTOWN	93.7
PARKFIELD & OXBRIDGE	93.7
HARDWICK	92.6
MANDALE & VICTORIA	92.2
ROSEWORTH	88.8
STAINSBY HILL	76.8
NORTON NORTH	75.5
BILLINGHAM EAST	74.3
BOROUGH TOTAL	63.2

The Mandale & Victoria ward suffers from higher than borough average ASB. Geographical mapping of ASB incidents has been mapped alongside tenure information and has identified there are clusters ('hotspots') where high rates of ASB do correlate in areas with high levels of private rented stock. This enabled an assessment of which streets could be justified for inclusion within the proposed Selective Licensing designation area.

- There were 492 Police related ASB incidents in 2017 in the proposed North Thornaby designation area accounting for 44% of all reported ASB in the Mandale & Victoria ward.

In addition to Police recorded ASB incidents, Local Authority Environmental Nuisance data was also analysed and mapped in order to ascertain if the 'hotspot' locations correlated with the Police recorded ASB and areas with high levels of private rented properties.

Map below: Police recorded ASB incidents and Local Authority nuisance data are shown jointly mapped.



Stockton-on-Tees Borough Council Environmental Nuisance:

During 2017 there were 17,064 Environmental Nuisance reports recorded by the Council across the Borough. Environmental Nuisance consists of issues such as rubbish accumulation, domestic noise, fly tipping, damage to street furniture, sharps removal, and graffiti removal that are reported to and dealt with by the Council.

- 17,064 incidents gives a rate per 1,000 population of 87.6 (based on 194,800 residents).
- In the Mandale & Victoria ward there were 1,501 incidents in the ward this gives a rate per 1,000 population of 123, this is well above the Borough average.
- 1,088 of the incidents occurred in the proposed designation area, accounting for 72% of all Environmental Nuisance in this ward.

As noted previously in 85% of the Borough, the Council operates a waste collection system based around a 240 litre wheeled bin supplied to households however in the North Thornaby proposed selective licensing area, an alternative system is already in operation. This system is known as a 'clear all' and is used largely in areas with rear alley ways and conducted for two main reasons:-

- The first is the sheer amount of waste that is produced by premises in this locality. There is a significantly disproportionate amount of waste generated by households including large amounts of fly tipping, especially in relation to bulky items such as mattresses and associated furniture. This is further compounded by almost non-existent recycling by residents.

- The second reason is largely due to the provision of wheeled bins and the fact many households are either unwilling or unable to store the bins off the public highway on non-collection days. Deliberate fire setting and criminal damage in North Thornaby is significantly higher than other parts of the Borough and therefore wheeled bins also offer the realistic prospect of fire fuel.

What does this tell us?

Geographic mapping of the data (alongside tenure information) has identified that across the proposed North Thornaby designation there are high rates of Police recorded ASB and Council recorded Environmental Nuisance.

How will licensing help?

Conditions of the licence will help to tackle ASB within these areas by ensuring good property management by landlords including making tenants aware of their responsibilities regarding their and their visitor's behavior. The Council will offer support to landlords to deal with ASB in an effective, targeted and timely manner.

Licensing will help to tackle Environmental Nuisance (such as waste accumulations in yards and incidents of fly tipping in the streets and alleyways) as the proposed property inspections and contact with tenants will help to identify the source of problems and facilitate opportunities to provide tenants with advice about their responsibilities. If necessary the Council will also pursue appropriate enforcement action to address these issues.

4.7 HIGH LEVELS OF CRIME

In considering whether an area suffers from a high level of crime, the authority should consider:

- Whether the area has displayed a noticeable increase in crime over a relatively short period of time, e.g. 12 months;
- Whether the crime rate is significantly higher than in other parts of the local authority area, or it is higher than the national average; and
- Whether the impact of crime in the area affects the local community and the extent to which a selective licensing scheme can address the problems.

Police recorded crime (Data source: Police recorded crime in 2017):

The Mandale & Victoria ward experienced a significant increase in crime in 2017 (up 23.2%). This is a noticeable increase in crime over a relatively short period of time.

Table below: Comparison of % crime increase by ward

Ward	% difference
Mandale & Victoria	23.2%
BOROUGH TOTAL	11.4%

- In terms of crime at ward level the area is ranked 2 out of the 26 wards in the Borough.
- The crime rate per 1000 population in 2017 was 144.3 in the Mandale & Victoria ward, this compares to a Borough average of 85.8. The ward clearly experiences significantly higher than average rates of crime.

Table below: % of the Borough's total crime in 2017 by ward

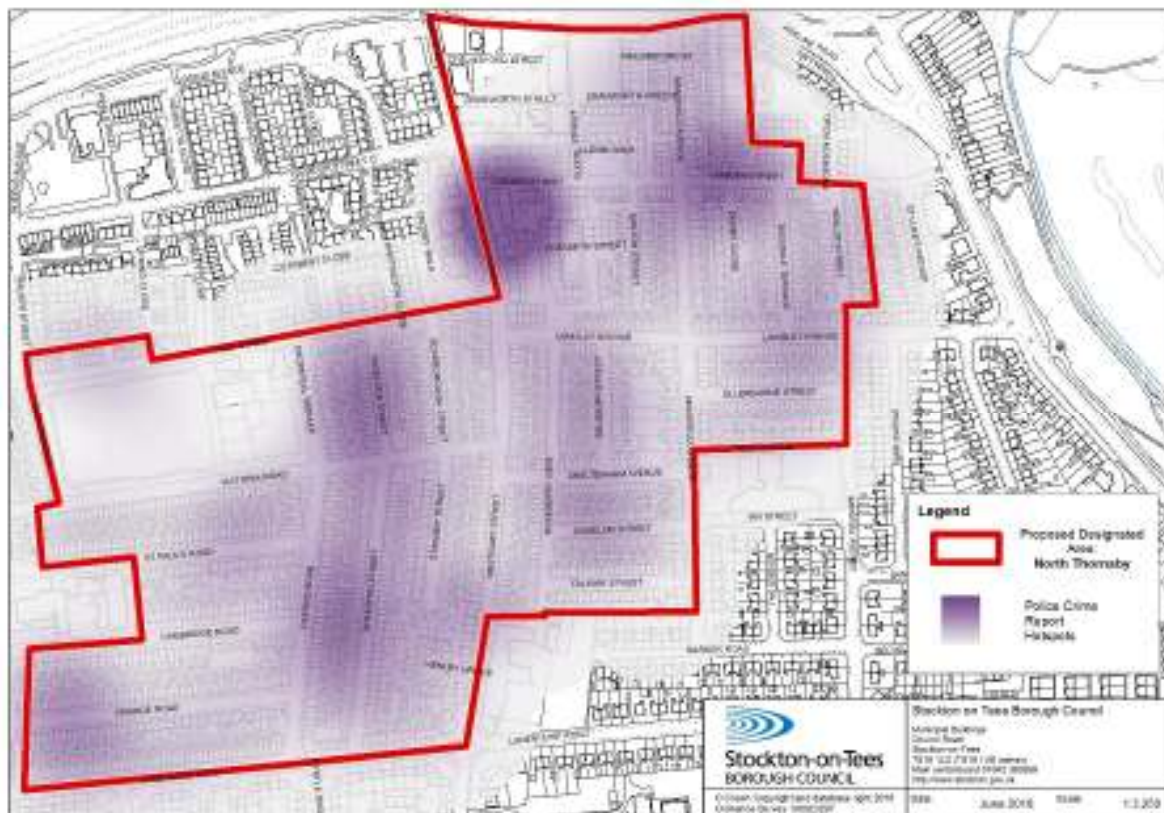
Crime Ward	% of crime by ward	Crime rate per 1000 pop
Mandale & Victoria	10.5%	144.3
BOROUGH TOTAL	100%	85.8

Further analysis of the type of crime that occurs also shows that Mandale & Victoria suffer from disproportionate levels as detailed in the table below:

Ward	% Violence against person	% burglaries	% Theft offences	% Criminal Damage	% Drug offences	% of the total of the 5 crime categories
Mandale & Victoria	9.4	11.1	11.3	11.2	6.0	10.6

- There were 746 offences in the proposed designation area accounting for 42% of all crime in the Mandale & Victoria ward.

The Police recorded crime data was geographical mapped on the plan below. This shows incidents of crime across the proposed Thornaby Selective Licensing area:



What does this tell us?

It is evident from the statistical and mapped data that residents living in the proposed designation area are more likely to suffer from crime related issues than other localities within the borough. These levels of crime (coupled with a likely fear of crime) increase negative perceptions of the area and have a detrimental impact on the community.

How will licensing help?

The Council also recognises that a tenant's behavior is equally as important as a landlords in secure improvements in our local communities. We therefore intend to work closely with tenants to ensure they understand their responsibilities as a tenant and a local resident. Licensing Officers will provide an increased local presence within the designated areas, which will allow them the opportunity to get to know and build up relationships with the aim of increased information sharing and the identification of an issues/concerns. The property inspection visit will also provide an opportunity to discuss tenant responsibilities as detailed in their tenancy agreement (including for example expected behaviour, reporting of repairs, refuse storage and disposal etc.) as well as offering any general and support required to ensure the tenant can successfully sustain their tenancy

Licensing also places a legal requirement on landlords to undertake a reference check on tenants prior to offering a tenancy. By doing so the licence holder will be able to make an informed choice as to whether a prospective tenant is suitable for the property. To support landlords the Council will operate a tenant reference/vetting services for potential tenancies within the proposed designation areas (as detailed in the Proposal Document).

4.8 HIGH LEVELS OF DEPRIVATION

In determining whether an area is suffering from a high level of deprivation, the local housing authority may have regard to the following factors in relation to the area:

- the employment status of adults;
- the average income of households;
- the health of households;
- the availability and ease of access to education, training and other services for households;
- housing conditions;
- the physical environmental; and
- levels of crime.

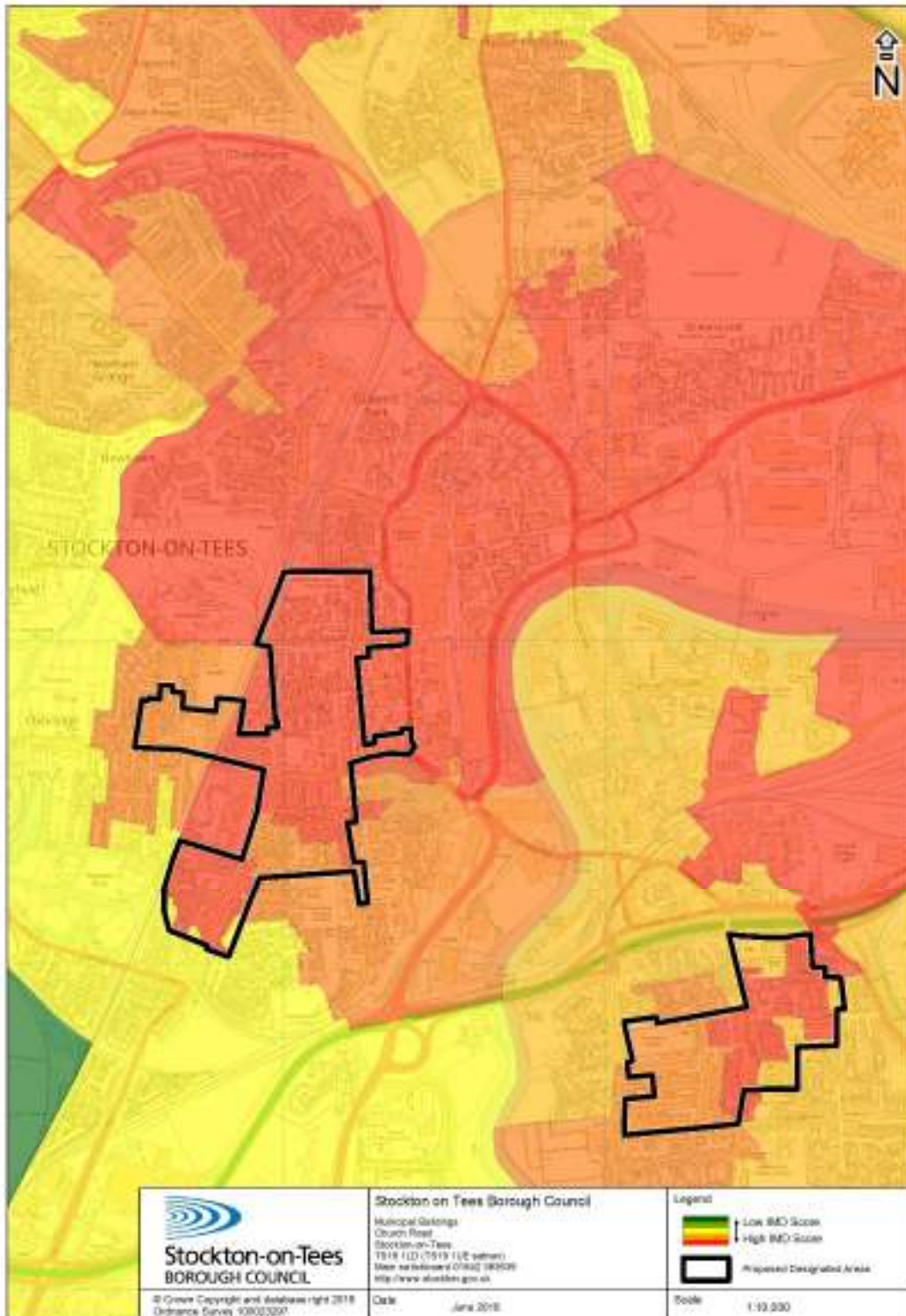
English Indices of Multiple Deprivation 2015:

The English Indices of Multiple Deprivation attempt to measure multiple deprivations by taking into account a range of factors.

In 2015 the Indices of Multiple Deprivation (IMD) found Stockton-on-Tees to be the 88th most deprived Local Authority area out of 326 Local Authorities.

- The Mandale & Victoria ward is within the most deprived 10% wards in the country, it is ranked as the 652nd most deprived ward in the country out of 7529 wards.

Map below: IMD rankings (indicating the Central Stockton and North Thornaby areas)



Middle Super Output Areas (MSOAs) and Lower Super Output Areas (LSOAs):

IMD is made available for smaller areas than wards to identify pockets of deprivation.

MSOAs are a statistical geography made up of LSOAs and there are 24 of them in Stockton-on-Tees and 6,701 in England. This is the smallest geography that is possible to get meaningful household income data. The North Thornaby selective licensing area falls mostly in **MSOA Stockton-on-Tees 017**.

LSOAs are a statistical geography which are smaller than an MSOA. There are 120 LSOAs making up the Borough of Stockton and 32,844 in total in England. In the North Thornaby selective licensing area the majority sit within two **LSOAs (017A and 017C)**.

MSOA: Stockton-on-Tees 017

- In MSOA 017 the total annual household income in 2015/16 was £29,500 which was the sixth lowest in the Borough and lower than 91% of MSOAs across the country. Net annual income in 2015/16 was £24,600 which was the 4th lowest out of Stockton-on-Tees MSOAs and lower than 90% of MSOAs across the country.
- Before housing costs 23.4% of households were deemed to be in poverty in 2014 which was the 4th highest out of the 24 MSOAs in the borough and higher than 90% of MSOAs in the country.
- After housing costs 34.9% of households were deemed to be in poverty in 2014 which was the 3rd highest out of the 24 MSOAs in the Borough and higher than 91% of MSOAs in the country.

LSOA: Stockton-on-Tees 017A and 017C

- LSOA 017A is the 7th most deprived LSOA in the Borough and the 788th most deprived out of 32,844 in England (more deprived than 97.6% of LSOAs across the country). LSOA 017C is the 25th most deprived in the Borough and is more deprived than 88.7% of LSOAs across the country.
- 21.5% of households in LSOA 017A and 017C are estimated to be in fuel poverty compared to a Borough average of 12.3%. In LSOA 017A the estimated proportion in fuel poverty is 23.1% which is the second highest of all LSOAs in the Borough and higher than 97.4% of LSOAs nationally.
- LSOA 017A and 017C make up 1.6% of the Borough's population but 3.6% of the Boroughs claimant count, 7.4% of working age residents in these two LSOAs are part of the claimant count which is 130% higher than the Borough average of 3.2%.
- LSOA 017A is in the top 10% of LSOAs in the country for 'skills deprivation' whilst LSOA 017C is in the 19% most deprived.

What does this tell us?

It can be clearly demonstrated at ward, MSOA and LSOA that the North Thornaby area is suffering from very High Levels of Deprivation. This is coupled with a high proportion of privately rented properties.

How will licensing help?

Licensing can make a direct and tangible difference to deprivation factors driven by high crime and poor housing. Conditions of a licence will also ensure properties are managed properly and can contribute to an improvement in the well-being of occupants and the wider community, including improving the health of households.

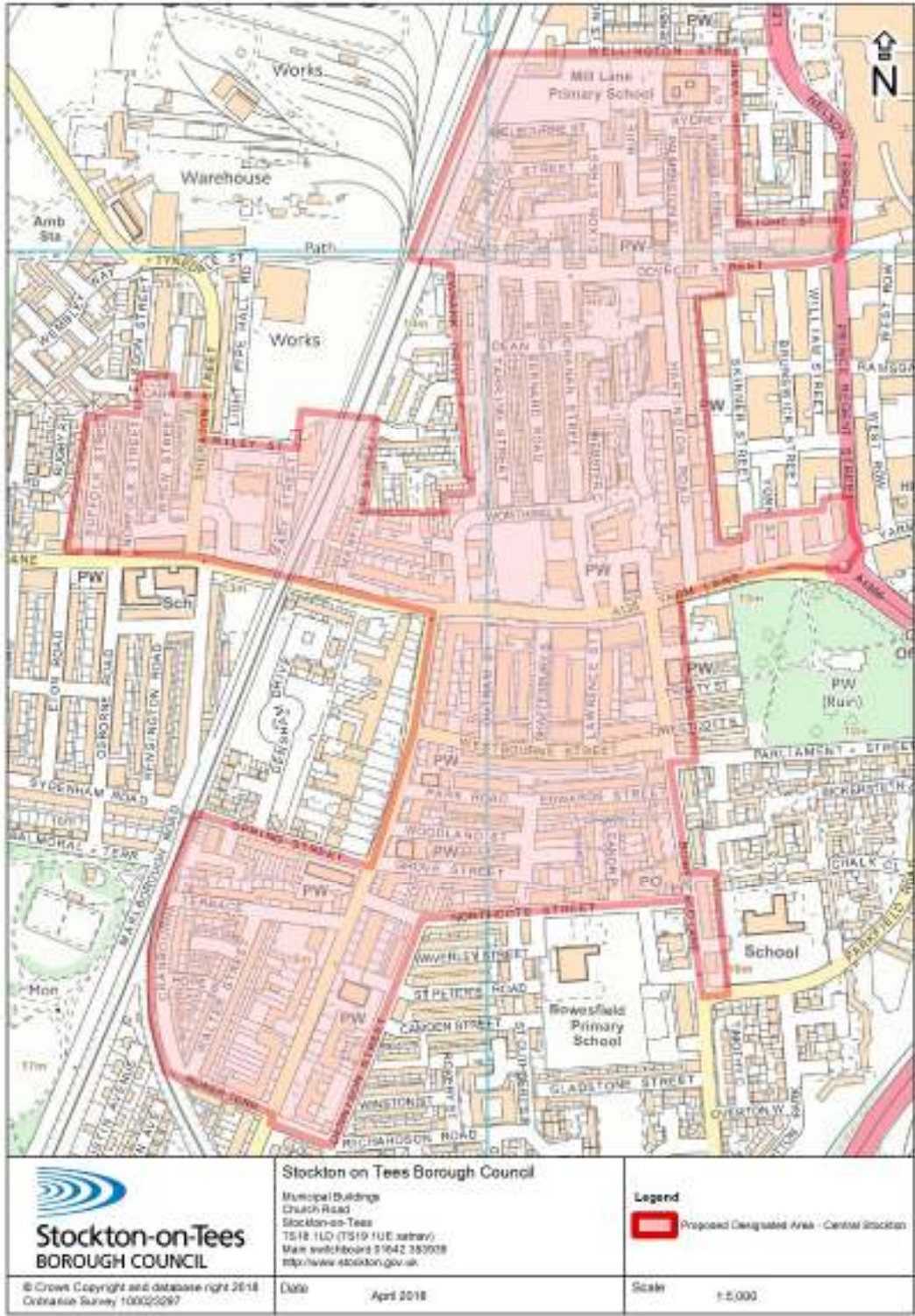
STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

**Appendix 2:
Maps and Street Listing**

The Councils Selective Licensing designation proposal will cover 2 areas of the borough **Central Stockton** and **North Thornaby**. The proposed designation maps has been labelled to assist people in recognising each location. A comprehensive list of streets is also provided.

Map 1: Central Stockton



Street list: Central Stockton

Bakery Street

Bluebell Crescent

Bowesfield Lane 1-13, 19A – 55, 2-40

Bramley Parade

Bute Street

California Close

Carr Street

Childeray Street 12-16

Cranbourne terrace

Dennison Street 3-33

Dixon Street

Dovecot Street 62-134, 87-119

Edwards Street

Eggleston Terrace

Eleanor Place

Ewbank Drive Odds 9 to 43

Fagg Street

Grove Street

Hartington Road

Hope Street

Lavender Close

Lawrence Street

Leybourne Terrace

Lightfoot Grove 11-14

Manfield Street

Mary Street

Melbourne Street

Middleton Walk Odds 1 to 17 and 31 to 49

Norfolk Street

Northcote Street 2-72

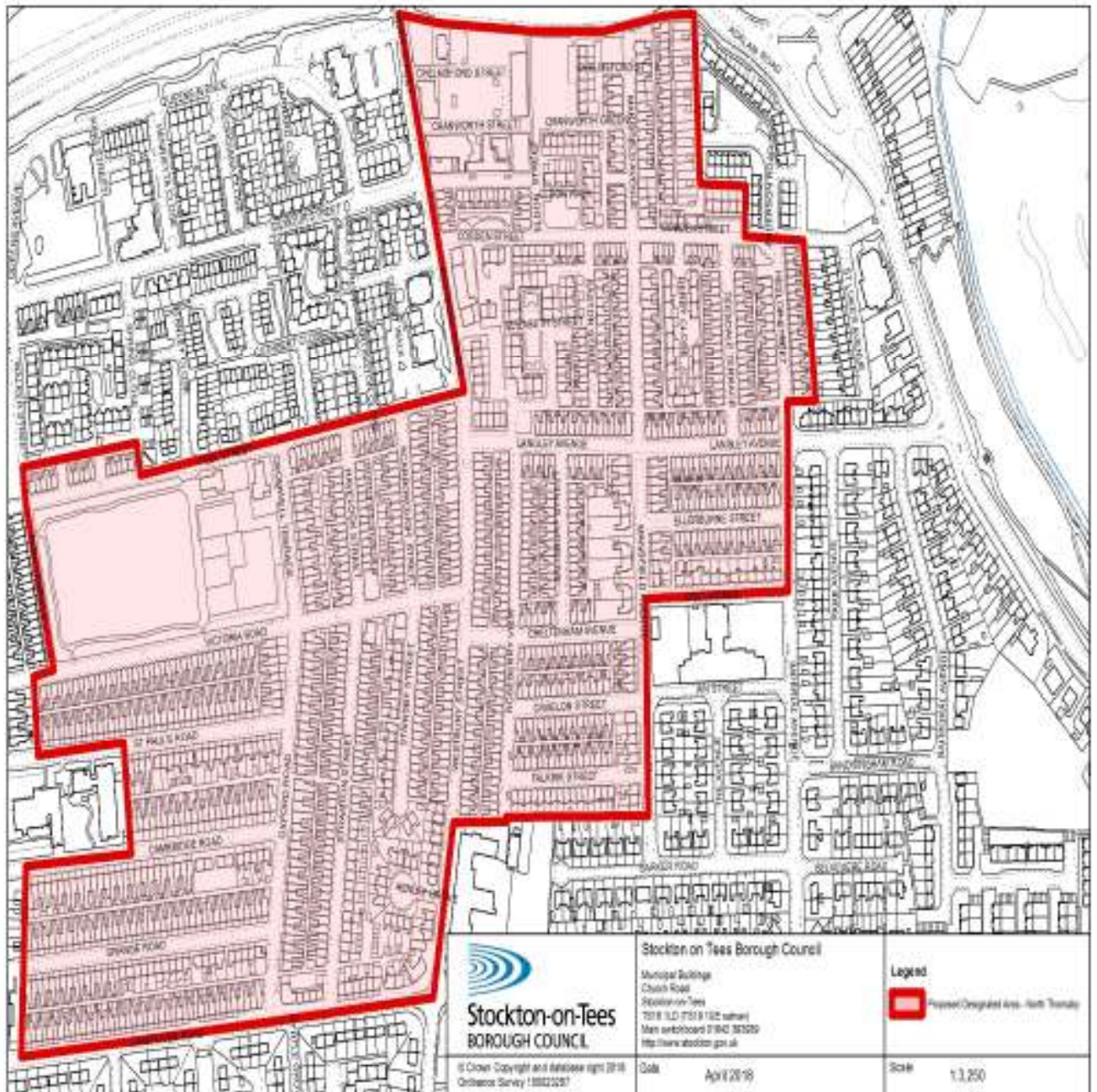
Outram Street

Oxbridge Lane 19-81

Palmerston Street

Park Road
Park View
Parliament Street 1-7
Petch Street
Poplar Grove
Richardson Road (Richard Hind Caretakers House)
Roker Terrace 1-9
Rose Street
Russell Street
Scarth Walk
Shaftsbury Street
Sheraton Street 47,87-89
Skinner Street 91-99
Snowdrop Place
Spring Street 1-23
Springholme 1-5
St Bernard Road
St Peters Road 40
Suffolk Street
Sydney Street 42-60
Tarring Street
The Groves
Tulip Close
Varo Terrace
Villa Terrace
Walter Street
Wellington Walk 1-15
Westbourne Street
Whitwell Close
Woodland Street
Wren Street 53-93 and 58-102
Yarm Lane 27- 71, 46-116
Yarm Road 1-93, 54-88

Map 2: North Thornaby



 <p>Stockton-on-Tees BOROUGH COUNCIL</p>	<p>Stockton-on-Tees Borough Council</p> <p>Municipal Buildings Church Road Stockton-on-Tees TS18 1LD 01919 1321 ext 411 Main switchboard 01942 833200 http://www.stockton.gov.uk</p>	<p>Legend</p> <p> Present/Designated Area - North Thornaby</p>
<p>© Crown Copyright and database right 2018 Ordnance Survey 100023287</p>	<p>Date: April 2019</p>	<p>Scale: 1:3,250</p>

Street list: North Thornaby

Cambridge Road
Camelon Street
Cheltenham Avenue
Cobden Street
Cranworth Green
Cranworth Street
Cromwell Terrace
Derby Close
Derby Terrace
Dorothy Terrace
Easton Street
Eldon Street
Eldon Walk
Elizabeth Street
Ellerburne Street
Eric Avenue
Falkirk Street
Gilmour Street 100 to 116
Grange Road
Havelock Street
Henley Grove
Heslop Street
Imperial Avenue (Langley House)
Lanehouse Road Odds 1 to 113
Langley Avenue Odds 1 to 61 and Evens 2 to 76
Mansfield Avenue Odds 21 to 115 and evens 24 to 136
Oxford Road
Peel Street Odds 45 to 73 and Evens 10 to 42
Roseberry View
Salisbury Street
Scarborough Street
St Paul's Road
Stainsby Street

Stranton Street

Teesdale Terrace

Victoria Road Odds 2 to 80

Westbury Street Odds 41 to 171 and Evens 82 to 196

STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

**Appendix 3:
Consultation Plan**

1. INTRODUCTION

This report sets out the aims and objectives of Stockton-on-Tees Borough Council's (the Council's) Consultation Plan in relation to the proposed implementation of a Selective Licensing scheme across designated areas in the borough.

The consultation programme will provide interested parties with detailed, accessible information on the proposal and provide a choice of methods for providing their views on the proposed scheme.

Concerns raised by all stakeholders through this consultation process will be accurately reported to the Council's Cabinet in order that due regard can be given and informed decisions can be taken in relation to the selective licensing proposal.

2. CONSULTATION REQUIREMENTS

Section 80 (9) of the Housing Act 2004 states that before considering making a designation for Selective Licensing the local housing authority must:

- Take reasonable steps to consult persons who are likely to be affected by the designation; and
- Consider any representations made in accordance with the consultation. In accordance with the legislation the Council will not consider representations which are withdrawn.

Local housing authorities are therefore required to conduct a full consultation. This should include consultation with local residents, tenants and landlords and where appropriate their managing agents and other members of the community and local businesses who live or provide services in the proposed designated areas and surrounding areas.

The consultation period required by the Department for Communities and Local Government (DCLG) is a minimum of **ten weeks**. The Council will adopt a ten week consultation period.

3. THE COMMUNICATION PROCESS

Consultation should be to the scale, scope and nature of the project that is being completed. The communication process proposed by the Council will be informative, clear and concise so that the selective licensing proposal is easily understood. As this is a consultation, it may result in changes to the Council's Selective Licensing proposal.

In order to ensure meaningful consultation the Council will:

- Publish a detailed paper outlining the reasons for the proposal, this will include by way of an example; the method used to identify the proposed licensing areas, the components of the fee structure, the proposed license conditions and any potential impacts both positive and negative;
- Provide some initial information about the project to aid with discussion (i.e. a consultation leaflet);
- Ensure there is ongoing dialogue with consultees throughout the consultation process;

- Facilitate face to face meetings; making sure that there is sufficient diversity among those groups or individuals being consulted, to ensure that all relevant parties are represented, and all relevant information is gathered. Further details are provided in paragraph 4;
- Make sure that each interested party has the opportunity to respond to the consultation;
- Ensure the method of consultation suits the various interested parties, for example we will use formal written consultation and facilitate briefings and face to face meeting opportunities; and
- Make sure that the information provided and the perspectives, concerns and issues raised during the consultation process are analysed and duly considered in the final design and implementation of any selective licensing scheme taken forward.

Consultation will take place using the following methods:

- a) Stockton-on-Tees Borough Council website www.stockton.gov.uk/selectivelicensing and other social media (Facebook, Twitter);
- b) Stockton News delivered to all households in the borough;
- c) Mail drop to all residents, businesses and other stakeholders within the proposed selective licensing areas and/or in the surrounding areas outside of the proposed designation who may be affected or who are likely to consider that they live in the same locality as the proposed scheme;
- d) Direct mail-out to landlords, managing/letting agents who have properties in the proposed selective licensing areas and/or in the surrounding areas outside of the proposed designation who may be affected or who are likely to consider that they live in the same locality as the proposed scheme;
- e) Engagement sessions: with landlord and managing/letting agents;
- f) Direct mail-out to landlords who are members of the Councils voluntary Accreditation Scheme;
- g) Drop-in's / briefing sessions for stakeholders and residents in the proposed selective licensing areas;
- h) Direct mail-outs to partner agencies (including for example, Cleveland Police, Cleveland Fire Brigade, Registered Providers and other potential stakeholders such as the Voluntary Community and Community and Social Enterprise sector), with an invitation for 1-1 briefing meetings;
- i) Press releases (and the use of social media) as a means to engage with the wider community, businesses both inside and outside of the borough;
- j) Direct contact to members of the Safer Stockton Partnership and Housing, Neighbourhood and Affordable Warmth Partnership meetings;
- k) Information sharing with local ward councillors and Members of Parliament (including 1-1 briefing sessions);

- l) Stockton-on- Tees Borough Council Intranet to inform employees.

All documents including the proposal paper, the proposed fee structure and the draft licence conditions, details of the consultation process (including an on-line questionnaire) will be published on the Council's website and promoted to key groups utilising the methods outlined above.

The Council will produce a smaller summarised version of the Selective Licensing Scheme proposal (consultation leaflet). A questionnaire will also be published (paper and online) which will be used to gather views from all stakeholders to the proposal.

4. STAKEHOLDER ENGAGEMENT

To ensure that all those likely to be affected by the proposal are consulted and have the opportunity to share their view we will carry out the following stakeholder engagement.

Ensure the following groups receive direct communications about the proposal and actively seek their views using the following methods:

- **Residents:** the consultation leaflet and questionnaire (with a pre-paid reply envelope) will be hand delivered to the home addresses of all residents living within the selective licensing area's and to those in direct adjacency;
- **Ward Councillors and local Members of Parliament:** will be written to, this letter will invite feedback and comments;
- **Businesses:** the consultation leaflet and questionnaire (with a pre-paid reply envelope) will be delivered to all businesses within the proposed designation areas the immediately surrounding areas. This letter will invite feedback and comments;
- **Registered Provider landlords:** who operate in the designated areas will be contacted directly and advised of the consultation process, and encouraged to comment;
- **Landlords:** all known landlords and letting / estate agents will be sent the summary leaflet and consultation questionnaire and encouraged to respond;
- **National landlords associations:** will be directly contacted to inform them of the Councils proposal and encouraged to respond;
- **Landlord drop in sessions:** will be aimed predominately at those who are directly affected or are likely to be affected and will be informal so landlords can call in on a drop-in basis. Council staff will be on hand to answer any questions;
- **Resident/business/stakeholder drop in sessions:** will also be held in both of the designated areas for residents and others to call in and speak to staff;
- **Interested parties such as Cleveland Police, Cleveland Fire & Rescue:** These service's will be contacted directly and invited to comment;
- **Safer Stockton Partnership and Housing, Neighbourhood and Affordable Warmth Partnership:** council staff will attend both meetings to present information about the scheme proposal;
- **Stakeholders/members of the Voluntary, Community and Social Enterprise sector (VCSE):** will be contacted by letter and/or email to inform them of the proposal. They will be advised that all information can be viewed on the Councils website, views/comments will again be encouraged. Council staff will be available to attend follow-up meetings if required (during the consultation period);
- **Council employees:** details will be provided within the weekly KYIT bulletin to advise them of the proposal and will again seek comments.

- **Residents, businesses and stakeholders in and outside of the borough:** press releases (including social media) will be issued to local media to promote the consultation. In addition full details regarding the Councils proposal will be available on the Council's website, including an on-line consultation questionnaire and promoted through Stockton News (distributed to each household in the borough).
- **ALL:** the Council will use its website to ensure that all information regarding the proposal is readily available to view. The website will also include an online questionnaire.

Whilst direct consultation will attempt to be as exhaustive as possible, any interested groups not already identified and consulted directly will also be encouraged to complete the on-line or paper questionnaire or make comments. Groups not consulted directly are considered likely to hear about the proposal through mediums such as the website and local press releases.

5. HOW ISSUES RAISED DURING THE CONSULTATION WILL BE DEALT WITH

Throughout the consultation process a record of each form of consultation undertaken will be recorded and all issues raised during the consultation process will be formally logged.

The findings of the consultation will be analysed and the Council will publish an anonymised summary of responses received and will explain how these have been either acted upon or not and give reasons. A copy of this consultation report will be published and placed on the Council's website under the Selective Licensing pages.

Details of the above will then be reported back to the Council's Cabinet. Subject to the outcome of the consultation, the Council will then make a final decision as to whether or not to proceed with the Selective Licensing proposing (including the scope and the scale of the designation).

6. TIMESCALES AND REPORTING

	When will this be undertaken
All consultation material issued (via mail-drop/letter and/or email)	Week commencing 23 rd July 2018
Ten week consultation period	30 th July to 4pm 8 th October 2018
Consideration of all consultation replies <i>And</i> Report Produced	During the consultation period through to mid October 2018 Mid October 2018

Detailed overleaf is our Consultation Plan.

CONSULTATION PLAN

Method	Target Audience	When	Number targeted
<p>Consultation leaflet and questionnaire delivered</p> <p><i>Detailing aspects of the proposal and inviting feedback /comments</i></p>	Local residents and businesses in the proposed selective licensing designation area and adjacent / surrounding areas.	w/c 23 rd July 2018	9000
Drop in Sessions	Local residents and businesses in the proposed selective licensing areas and wider adjacent / surrounding areas.	<p><u>Central Stockton</u> 17/08/18 2-4pm 02/08/18 5-7pm <u>North Thornaby</u> 09/08/18 2-4pm 29/08/18 5-7pm <u>General event</u> 15/08/18 5-7pm</p>	8000
Landlord/Letting/ Managing agent drop-in sessions	Landlords with properties in the target area/and the surrounding area. Local letting/managing agents.	02/08/18 5-7pm 20/08/18 10-12pm	1000
<p>Direct contact email/letters special event arranged to discuss the proposals with members of parliament</p> <p><i>Detailing aspects of the proposal and inviting feedback /comments.</i></p>	<p>Local members of parliament.</p> <p>Local ward members.</p>	<p>June 2018</p> <p>July 2018</p>	<p>2</p> <p>Approx 56</p>

Method	Target Audience	When	Number targeted
KYIT <i>Detailing aspects of the proposal and inviting feedback /comments.</i>	Targeting employees within the Council	August 2018	5000
Stockton News <i>Detailing aspects of the proposal and inviting feedback /comments.</i>	Residents throughout the whole borough Businesses owners. Landlords. Service providers in the Area.	July Edition	All households in the borough and local businesses
Twitter / Facebook / Press releases <i>Promoting the Councils website as a means to see further information and to complete the online questionnaire.</i>	All residents, businesses and stakeholders within the borough. A wider audience of potential affected parties outside of the borough.	23 rd July 2018	As above
Attendance at Partnership meetings	Safer Stockton Partnership Housing and Affordable Warmth Partnership	10/07/18 16/02/18 29/05/18	15 15

Method	Target Audience	When	Number targeted
Letter/email correspondence. <i>Detailing aspects of the proposal and inviting feedback /comments.</i>	Members of the Councils Voluntary Landlord Accreditation Scheme. Key Council Partners; Registered Housing Providers, the Police the Fire Brigade National Landlords Associations/representatives Members of the VCSE sector	23 rd July 2018	135 12
Council Website <i>Full documentation available on the Council Website/including the on-line questionnaire.</i>	Borough residents Landlords Service providers in the area Potential interested parties	23 rd July 2018	Full borough and wider public

STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

**Appendix 4:
MANDATORY & DISCRETIONARY
LICENCE CONDITIONS**

SUMMARY OF LICENCE CONDITIONS

MANDATORY CONDITIONS

	Page
Condition 1 - Gas Safety	3
Condition 2 - Safety of Electrical Appliances	3
Condition 3 - Safety of Furniture	4
Condition 4 - Smoke Alarms	4
Condition 5 - Carbon Monoxide Alarms	5
Condition 6 - Tenancy Agreements	5
Condition 7 - Tenant Referencing	6

DISCRETIONARY CONDITIONS

Condition 8 - General Management	7
Condition 9 - Property Management	8
Condition 10 - Tenancy Management	9
Condition 11 - Tackling Anti-Social Behaviour (ASB)	10
Condition 12 - Permitted Occupation	11
Condition 13 - Licence Holder Training	11
Condition 14 - Licence Fee Payment	11
Condition 15 - Notification of Changes	12
Contact Details	13

Where there is a reference in this document to providing certification, declarations, etc to the Local Housing Authority or Stockton-on-Tees Borough Council, this shall be taken to mean unless otherwise stated that this is provided to the Selective Licensing team using the contact details provided on page 13

Mandatory Conditions – Housing Act 2004, Schedule 4

Condition 1 - Gas Safety

Condition requiring the licence holder, if gas is supplied to the house, to produce to the Local Housing Authority annually for their inspection a gas safety certificate obtained in respect of the house within the last 12 months.

- 1.1 If gas is supplied to the house, the licence holder shall provide annually to Stockton-on-Tees Borough Council, within 14 days of the annual gas safety inspection, a copy of a valid gas safety certificate issued by a Gas Safe registered engineer, complying with the Gas Safety (Installation and Use) Regulations 1998 (as amended).
- 1.2 In addition if gas is supplied to the house, the licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a copy of a valid gas safety certificate issued by a Gas Safe registered engineer within the previous 12 months, complying with the Gas Safety (Installation and Use) Regulations 1998 (as amended).

NOTE: All landlords are required by the Gas Safety (Installation and Use) Regulations 1998 to have all gas installations in their rented properties checked once a year by a Gas Safe registered engineer. A landlord/manager should not fail in their duty to ensure the safety of tenants in this regard.

Condition 2 - Safety of Electrical Appliances

Condition requiring the licence holder, to keep electrical appliances made available by him in the house in a safe condition and to supply the Authority, on demand, with a declaration by him as to the safety of such appliances.

The licence holder must ensure that all electrical appliances, other than those supplied by the occupiers, are kept in a safe condition and must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a declaration as to the safety of electrical appliances.

NOTE: The licence holder should ensure that:

- *All electrical appliances made available in the house by them are inspected visually for defects (e.g. frayed wiring, badly fitting plugs etc) at the beginning of each occupancy, regularly thereafter and in any event every two years, and maintaining a record of those visual inspections and tests*
- *Earthed equipment made available by them are tested at the point of supply and at least every two years thereafter (more often if deemed necessary by a risk assessment undertaken by the licence holder). This test shall be undertaken by a person competent in the use of the testing equipment and who has the appropriate electrical knowledge and training (i.e. a competent electrician or other person in possession of a City and Guilds Certificate 2377).*
- *The Electrical Equipment (Safety) Regulations 1994 (or any Regulations which subsequently replace these) are complied with.*
- *Unsafe electrical appliances that do not meet these standards are removed from the house and remaining electrical wiring should be made safe.*

Condition 3 – Safety of Furniture

Condition requiring the licence holder, to keep furniture made available by him in the house in a safe condition and to supply the Authority, on demand, with a declaration by him as to the safety of such furniture.

- 3.1 The licence holder must ensure that all furniture, other than furniture supplied by the occupiers, whether new or second-hand complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988, (as amended) and is in a safe condition.
- 3.2 The licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a declaration as to the safety of that furniture.

Condition 4 – Smoke Alarms

Condition requiring the licence holder to ensure that smoke alarms are installed in the house and to keep them in proper working order

- 4.1 The licence holder must ensure that a smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation and to keep those alarms in proper working order.
- 4.2 The licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a declaration as to the condition and positioning of such alarms.

NOTE: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 requires landlords to ensure that a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation and that each prescribed alarm is in proper working order at the start of each new tenancy.

Under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and for the purposes of Condition 4, a bathroom or lavatory is to be treated as a room used as living accommodation.

It is the responsibility of the licence holder to ensure that the property has adequate provision for fire precautions and smoke alarms for the type of property and its occupation. Further information can be found in the Housing – Fire Safety (Guidance on fire safety provisions for certain types of housing) produced by LACORS.

Where the current BS 5839 (or any standard that subsequently replaces this) requires the fire alarm and detection system to be inspected and tested in accordance with that standard, that the system is inspected, tested and serviced by a competent person As a landlord you may wish to submit any certification provided, as a declaration as to the condition and positioning of such alarms

Condition 5 – Carbon Monoxide Alarms

Condition requiring the licence holder to ensure that carbon monoxide alarms are installed in the house and to keep them in proper working order

- 5.1 The licence holder must ensure that a carbon monoxide alarm is installed in any room which is used wholly or partly as living accommodation and where that room contains a solid fuel combustion appliance and to keep those alarms in proper working order.
- 5.2 The licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a declaration as to the condition and positioning of such alarms.

NOTE: The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 requires landlords to ensure a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and that each prescribed alarm is in proper working order at the start of each new tenancy.

Under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and for the purposes of Condition 5, a hall or landing is classed as a room and a bathroom or lavatory is to be treated as a room used as living accommodation.

Condition 6 – Tenancy Agreements

Condition requiring the licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it

The licence holder shall provide a written statement to the occupiers of the house detailing the terms on which they occupy it; i.e. a tenancy agreement and must provide Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a copy of that agreement.

NOTE: It is good practice for a written agreement to include the following details:-

- *The tenants and the landlord's name and the address of the property which is being let.*
- *The date the tenancy began.*
- *Details of whether other people are allowed the use of the property, and if so, which rooms.*
- *The duration of the tenancy, that is, whether it runs out on a certain date.*
- *The amount of rent payable, how often and when it should be paid and how often and when it can be increased. The agreement could also state what the payment includes, for example, council tax or fuel.*
- *Whether the landlord will provide any services, for example, laundry, maintenance of common parts or meals and whether there are service charges for these.*
- *The length of notice which both landlord and tenant need to give if the tenancy is to be ended. Note that there are statutory rules about how much notice should be given and these will depend on the type of tenancy and why it is due to end.*

Guidance on the terms of tenancy agreements can be obtained from the Office of Fair Trading and your local Citizen Advice Bureau. Further details may be found on the following web page:

<https://www.gov.uk/government/publications/model-agreement-for-a-shorthold-assured-tenancy>

Condition 7 – Tenant Referencing

Condition requiring the licence holder to demand references from persons who wish to occupy the house

- 7.1 The licence holder must demand and obtain references for **all prospective** occupiers of the house to enable the licence holder to make an informed decision regarding occupancy of the property. All references shall be obtained by the licence holder via the Stockton-on-Tees Borough Council, tenant referencing service.
- 7.2 The licence holder must retain all references obtained for occupiers for the duration of this licence and must provide Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a copy of pre-let reference checks along with full names and dates of birth of each occupant.

NOTE: Details of how to contact Stockton-on-Tees Borough Council in respect of the tenant referencing service can be found on page 13.

Condition 8 – General Management

Condition relating to the general management of the property and tenancy by the licence holder;

The licence holder must ensure that:

- 8.1 Any persons involved with the management of the house are to the best of their knowledge “fit and proper persons” for the purposes of the Act.
- 8.2 A copy of the licence including the conditions attached to it is provided to all tenants.
- 8.3 Within 7 days of the property becoming occupied, Stockton-on-Tees Borough Council are provided with the following, in respect of the licence holder and if applicable, the person appointed to manage the property.
Up to date;
 - (a) Name and contact address,
 - (b) Daytime telephone number,
 - (c) E-mail address, (if applicable),
 - (d) Emergency telephone number,
 - (e) Alternative contact details.So that problems with the property can be addressed quickly.
- 8.4 The occupants of adjoining properties are provided with direct contact details of the licence holder in case of an emergency or to enable them to inform the licence holder of problems affecting their properties.
- 8.5 Stockton-on-Tees Borough Council are allowed to undertake Licence compliance checks. Council officers will give the licence holder at least 24 hours notice of these checks and produce valid authorisation at the time of visit. If the inspection is because the Council suspects there has been a breach of licence conditions then no notice period will be given.
- 8.6 Inspections of the property are undertaken within three to six months of the commencement of the tenancy and thereafter every six months. The person undertaking the inspection should take all reasonable steps (with or without access inside) to ensure:
 - (a) That the property is in a decent state of repair,
 - (b) Compliance with the conditions of this licence,
 - (c) That the property is secure and has not been abandoned

A written record of the inspections must be kept for the duration of the licence and contain the following details; who carried out the inspection, the date and time of the inspection, details of the issues found and the action taken. The licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 14 days of that demand, a copy of the written record of those inspections.

Condition 9 – Property Management

Condition requiring the licence holder to manage the property;

The licence holder must ensure that:

- 9.1 The gardens, yards and other external areas are cleared of household and garden waste and other rubbish, debris and accumulations and are cleaned between tenancies.
- 9.2 All refuse and unwanted items are cleared from the house before a new tenant moves in. All refuse/rubbish should be disposed of properly to a registered waste management facility or should be removed by a properly registered waste carrier.
- 9.3 The property is secured when unoccupied by taking reasonable steps to secure the property from unauthorised entry within 24 hours of notification of damage to door entrances/windows etc.
- 9.4 Where window locks are fitted, keys are provided to the relevant occupants. If no keys are available for the window locks, replacement window locks **must** be fitted and supplied with keys to the relevant occupier on occupation of the property.
- 9.5 Where alley gates are installed to the rear of the licensed property, that tenants are informed in writing of how to obtain a key.
- 9.6 Where a burglar alarm is fitted to the house, that the occupant(s) is (are) informed in writing of the code, how the alarm is operated and the circumstances under which the code for the alarm can be changed.
- 9.7 If accommodation is provided on a furnished basis and includes electrical appliances, on occupation all tenants of the property are provided with copies of user manuals or equipment provided as part of the agreement for the occupation of the property.
- 9.8 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.
- 9.9 The occupiers are provided with reasonable notice of arranged access requirements to carry out work to the property. Except in the case of an emergency, a minimum of 24 hours notice must be given in writing and as far as practicable access will be arranged at a convenient time for the occupier.
- 9.10 All repairs to the house or any installations, facilities or equipment within it are carried out by competent and suitably qualified persons, for example Gas Safe registered operatives for gas appliances and an electrical contractor who is a member of an approved scheme, such as NICEIC, BSI, NAPIT, ELECSA or BRE.
- 9.11 All repairs are undertaken to ensure that the exterior of the property is maintained in a reasonable decorative condition and state of repair and that the property is not detrimental to the neighbourhood.
- 9.12 They arrange for the removal of any graffiti, within 7 days of becoming aware of that graffiti.
- 9.13 There is suitable and sufficient annual buildings insurance cover for the property to include when the property is both occupied and unoccupied. A copy of the annual policy shall be provided upon demand to Stockton-on-Tees Borough Council and within 14 days of that demand.

Condition 10 – Tenancy Management

Condition requiring the licence holder to manage the tenancy

The licence holder must ensure that:

- 10.1 A detailed inventory is carried out, which should include a photographic record on commencement of occupation. A copy of the inventory shall be provided to and agreed with each tenant before commencement of their occupation of the house and kept on file by the licence holder at their home or business address. (*Draft Inventory forms are available from the Stockton-on-Tees Borough Council*).
- 10.2 On occupation or in the event of a change in circumstances all tenants of the licensed property are provided with the following written information in respect of the licence holder and if applicable, the person appointed to manage the property:
Up to date;
 - (a) Name and contact address,
 - (b) Daytime telephone number,
 - (c) E-mail address, (if applicable),
 - (d) Emergency telephone number,
 - (e) Alternative contact details.
- 10.3 On occupation or in the event of a change in circumstances all tenants of the licensed property receive written confirmation detailing up to date arrangements, including timescales that have been put in place to deal with;
 - (a) Repair issues
 - (b) Emergencies should they arise
 - (c) Anti-social behaviour and nuisance
 - (d) The management arrangements that will be put in place for an emergency or in the licence holder's, or if applicable, the manager's absence.
- 10.4 The full range of recycling and refuse bins appropriate to the Council are available at the start of a tenancy.
- 10.5 Prior to occupation all proposed tenants of the property shall be provided with written information detailing their responsibilities:
 - (a) To maintain at all times any garden, yard and other external areas which are covered by the tenancy agreement, and to ensure they are kept in a reasonably clean and tidy condition,
 - (b) In respect of refuse storage and disposal, to include details of what day refuse collections take place, what type of receptacle to use for household waste and recycling and where to place refuse for collection,
 - (c) To 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
 - (d) The Council's bulky waste collection service and associated costs. (£15 for up to 6 items)
- 10.6 If the licence holder receives a reference request for a current or former tenant he/she must refer the matter to Stockton-on-Tees Borough Council's tenant referencing service who will carry out the reference on their behalf.

Condition 11 – Tackling Anti-Social Behaviour (ASB)

Condition requiring the taking of reasonable and practicable steps to prevent or reduce anti-social behaviour by persons occupying or visiting the property;

The licence holder must ensure that;

- 11.1 All reasonable and practical steps are taken to prevent and deal with instances of anti-social behaviour in all its guises.
- 11.2 They have a clear and written action plan which outlines the procedures for preventing and dealing with anti-social behaviour. This action plan should be reviewed on an annual basis and be provided to Stockton on Tees Borough Council upon demand and within 7 days of that demand.
- 11.3 Each tenant/occupant is made aware of their own personal responsibility for their own behaviour and the behaviour of others both living at and visiting the address. Tenants shall be made aware that if they, other occupiers or their visitors:
 - Engage in criminal activity in the locality; or
 - Cause nuisance or annoyance to neighbours; or
 - Use abusive or threatening language or behaviour to neighbours; or
 - Fail to store or dispose of refuse properly; or
 - Cause damage to fixtures, fittings, fire prevention or alarm equipment or installations, or to the fabric of the property; or
 - Fail to give access to the landlord or his agent upon reasonable notice, to inspect and undertake works with their property [or for the purpose of maintaining communal areas];

They may be liable to enforcement action which may include possession proceedings either under the terms of the tenancy, pursuant to section 21 of the Housing Act 1988 or pursuant to Grounds 13 or 14 of schedule 2 of the Housing Act 1988. Alternatively the landlord, the Council and/or the Police may seek an injunction under the Anti-Social Behaviour Crime and Policing Act 2014.

- 11.4 Upon demand, Stockton-on-Tees Borough Council, are provided, with written notification within 7 days of that demand, with the full names and date of birth of each occupant of the property.
- 11.5 They co-operate with Stockton-on-Tees Borough Council, Cleveland Police and any other relevant agencies in resolving complaints of anti-social behaviour or criminal activity involving tenants, occupiers or visitors to the property. The licence holder and/or their nominated managing agent must respond to any complaints regarding their tenants or property and take action where appropriate. Written records of action taken, shall be maintained and made available for inspection by an authorised officer at Stockton-on-Tees Borough Council upon request.
- 11.6 Cleveland Police and Stockton-on-Tees Borough Council are informed immediately, where they have reason to believe that their tenant's behaviour or the behaviour of any other occupant or visitors to the property involves criminal activity, in relation to the property.
- 11.7 Attend, or be represented at home visits, interviews, multi-agency meetings or case conferences arranged by the Council or its partners when invited.
- 11.8 During the course of the regular inspections detailed at 8.6 above ensure that the occupiers are not in breach of tenancy terms and conditions in relation to anti-social behaviour. The written records of inspections made, conditions noted and actions taken as a result of your inspection shall be maintained and made available to Stockton on Tees Borough Council upon request.

- 11.9 A written record of the inspections must be kept for the duration of the licence and contain the following details; who carried out the inspection, the date and time of the inspection, details of the issues found and the action taken. The licence holder must supply Stockton-on-Tees Borough Council, upon demand and within 7 days of that demand, a copy of the written record of those inspections.
- 11.10 The occupants of the property are aware of the services available to them and how they too can report nuisance and anti-social behaviour to Stockton-on-Tees Borough Council or Cleveland Police.

NOTE: Anti-social behaviour is serious or persistent behaviour that causes or is likely to cause harassment, alarm or distress within a community or society. It can cover a range of issues, from annoying disturbance, such as loud music to serious acts of violence or harassment. This behaviour may be caused by individuals or involve groups of people. Stockton-on-Tees Borough Council are committed to working with landlords and housing associations to tackle both the causes and effects of anti-social behaviour in our communities.

Condition 12 – Permitted Occupation

Condition requiring the licence holder to manage the number of occupants and prevent overcrowding of the house;

- 12.1 The licence holder must ensure that rooms other than bedrooms are not used for sleeping purposes.
- 12.2 The licence holder must not allow the property to become over-crowded as defined under the relevant housing legislation.

Condition 13 – Licence Holder Training

Condition requiring the licence holder to undertake training;

The licence holder and/or his/her manager are expected to improve and maintain their knowledge and competency by undertaking training and development in housing related matters. It is expected that the licence holder will complete at least five hours training per year. This may include attendance on training courses relating to housing either locally or nationally, completing a recognised online training course or attending a private landlord meeting or event. The licence holder must maintain an annual written training record and that record must be made available and produced to Stockton-on-Tees Borough Council upon demand and within 14 days of that demand. The training record should include the date, a summary of the activity and the details of the training provider (if formal training).

Condition 14 – Licence Fee Payment

Condition requiring the licence holder to pay a licence fee

The licence holder must, make arrangements within 14 days upon demand by Stockton-on-Tees Borough Council to pay the outstanding balance in respect of the licence fee.

Condition 15 – Notification of Changes

Condition requiring the licence holder to ensure that the relevant persons are notified of certain changes;

The licence holder must inform Stockton-on-Tees Borough Council in writing, within 7 days of any changes in the licence holder's circumstances or the circumstances of the person appointed to manage the property as follows:

- (a) Any unspent convictions not previously disclosed to the Local Authority that may be relevant to the licence holder and/or the person appointed to manage the property and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003;
- (b) Any finding by a court or tribunal against the licence holder and/or the person appointed to manage the property that he/she has been responsible for unlawful discrimination on grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation in, or in connection with, the carrying on of any business;
- (c) Any contravention on the part of the licence holder and/or the person appointed to manage the property of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgment, conviction or finding being made against him/her;
- (d) Information about any property the licence holder and/or the person appointed to manage the property owns or manages or has owned or managed for which any local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of his/her licence;
- (e) Information about any property the licence holder and/or the person appointed to manage the property owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004;
- (f) Where the licence holder and/or the person appointed to manage the property cease to have an interest in the property;
- (g) Advertising of the property for sale;
- (h) A change in the person appointed to manage the property or the instruction of a new person appointed to manage the property;
- (i) Any change of address, contact details of licence holder or the person appointed to manage the property or any emergency arrangements.

Contact Details

Further information regarding Selective Licensing in the Stockton-on-Tees area can be obtained by contacting the Selective Licensing team as follows:-

By e-mail to: selectivelicensingconsultation@stockton.gov.uk

By letter to: Selective Licensing
Economic Growth and Development (Housing Services)
16 Church Road
Stockton on Tees
TS18 1TX

By telephone to: 01642 528232

This service is open between 8.30am and 5.00pm Monday to Thursday and 8.30am to 4.30pm on Fridays.

Information is also available on the Stockton-on-Tees Borough Council's website at:
[https:// www.stockton.gov.uk/selectivelicensing](https://www.stockton.gov.uk/selectivelicensing)

**STOCKTON-ON-TEES BOROUGH
COUNCIL**

**SELECTIVE
LICENSING SCHEME
PROPOSAL**

**Appendix 5:
Selective Licensing Fee Proposal**

Application Fee	<p>£245 per property.</p> <p>This payment <u>must</u> accompany a selective license application.</p>
Annual Fee	<p>£140 per property.</p> <p>Full payment of the first years annual fee must be made within 30 days of written confirmation from the Council that the application will be approved otherwise there will be no discount or licence issued.</p> <p>The license will only be issued on receipt of the Application Fee and the Annual fee by the Council.</p>

The applicant will be charged the annual fee(s) from the date of the Selective Licensing designation date.

Where the application is made in the last quarter of the year, a 25% discount may be applied to that year's annual fee. This discount would only be applicable where no additional officer time had been spent in researching or monitoring the property, prior to the application being submitted and where an earlier application was not possible.

The licence holder or applicant will be invoiced with the Annual fee payment due to be paid. To facilitate timely payment, an annual direct payment system will be operated by the Council.

The Council will only give a refund to a landlord for the application fee if a duplicate application has been made or an application has been made for an exempted property by mistake.

The costs covered by the Application Fee include processing the application, administration, guidance / provision of advice and on costs.

The costs covered by the Annual Fee include ongoing scheme administration, monitoring and compliance with the licence.

Fee Discounts	<p>A discount of £100.00 per property will be applied for Accredited Landlords**.</p> <p>The discount will be deducted from the total (application + annual) fee to be paid.</p> <p>**<u>Accredited Landlords</u>: this discount will be applied where a landlord is a member of either the Council's Voluntary Accreditation Scheme or a member of a national landlord association membership (National Landlords Association, Residential Landlords Association).</p>
----------------------	--

Additional Charges	<p>The Council is aware that a number of local authorities operating Selecting Licensing schemes charge additional fees for example:</p> <ul style="list-style-type: none">• Charges for Direct Debit• Variation Fees• Incomplete / returned applications. <p>The Council does not propose to charge any additional fees.</p>
---------------------------	---

The final fee and the level of the proposed discount will be finalised following the consultation process.

STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

Appendix 6: Selective Licensing Exemptions

Exempted Tenancies or Licences¹

Prohibition of occupation by law

1. A tenancy or licence of a house² or a dwelling³ within a house where the house or the dwelling is subject to a prohibition order made under section 20 of the Housing Act 2004 the operation of which has not been suspended under section 23 of the Act.

Certain tenancies which cannot be assured tenancies

2. A tenancy which cannot be an assured tenancy by virtue of section 1 (2) of the Housing Act 1988 comprised in Part 1 of Schedule 1 of the Act and which is:
 - (a) a business tenancy under Part II of the Landlord and Tenant Act 1954
 - (b) a tenancy under which the dwelling-house consists of or comprises premises, which, by virtue of a premises' licence under the Licensing Act 2003, may be used for the supply of alcohol (within the meaning of Section 14 of that Act) for consumption on the premises⁴
 - (c) a tenancy under which agricultural land, exceeding two acres, is let together with the house⁵
 - (d) a tenancy under which the house is comprised in an agricultural holding or the holding is comprised under a farm business tenancy if it is occupied (whether as tenant or as a servant or agent of the tenant), in the case of an agricultural holding, by the person responsible for the control of the farming of the holding, and in the case of a farm business tenancy, by the person responsible for the control of the management of the holding⁶.

Tenancies and licences managed or controlled by public bodies

3. A tenancy or licence of a house or dwelling within a house that is managed or controlled⁷ by:
 - (a) a local housing authority
 - (b) a police authority established under section 3 of the Police Act 1996 or the Metropolitan Police Authority established under section 5B of that Act

¹ See The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006 SI 370/2006

² Sections 79 (2) and 99 of the Act

³ For the definition of a dwelling – see section 99 of the Act

⁴ See paragraph 5 of Schedule 1 of the 1988 Act as amended by section 198 (1) and paragraph 108 of schedule 6 of the Licensing Act 2003

⁵ For the meaning of “agricultural land” section 26 (3) (a) of the General Rate Act 1967

⁶ See paragraph 7 of Schedule 1 of 1988 Act as amended by section 40 and paragraph 34 of the Schedule to the Agricultural Tenancies Act 1995

⁷ For the definition of “person managing” and “person having control” see section 263 of the Act

(c) a fire and rescue authority under the Fire and Rescue Services Act 2004;

(d) a health service body within the meaning of section 4 of the National Health Service and Community Care Act 1990.

Tenancies, licences etc. regulated by other enactments

4. A tenancy, licence or occupation of a house which is regulated under the following enactments:

(a) sections 87 to 87D of the Children Act 1989

(b) section 43 (4) of the Prison Act 1952

(c) section 34 of the Nationality, Immigration and Asylum Act 2002

(d) The Secure Training Centre Rules 1998⁸

(e) The Prison Rules 1999⁹

(f) The Young Offender Institute Rules 2000¹⁰

(g) The Detention Centre Rules 2001¹¹

(h) The Criminal Justice and Court Service Act 2000 (Approved Premises) Regulations 2001¹²

(i) The Care Homes Regulations 2001¹³

(j) The Children's Homes Regulations 2001¹⁴;

(k) The Residential Family Centres Regulations 2002¹⁵.

Certain student lettings etc.

5. A tenancy or licence of a house or a dwelling within a house –

(i) which is managed or controlled by a specified educational establishment or is of a specified description of such establishments and

⁸ SI 472/1998 as amended by SI 3005/2003

⁹ SI 728/1999 as amended by SI 1794/2000, SI 1149/2001, SI 2116/2002, SI 3135/2002. SI 3301/2003 and SI 869/2005

¹⁰ SI 3371/2000 as amended by SI 2117/2002, SI 3135/2002 and SI 897/2005

¹¹ SI 238/2001. Section 66 (4) of the Nationality, Immigration and Asylum Act 2002 provides that the reference to a detention centre is to be construed as a reference to a removal centre as defined in Part VIII of the Immigration and Asylum Act 1999

¹² SI 850/2001

¹³ SI 3965/2001 as amended by SI 865/2001. SI 534/2003, SI 1590/2003, SI 1703/2003, SI 1845/2003, SI 664/2004, SI 696/2004, SI 1770/2004, SI 2071/2004 SI and SI 3168/2004

¹⁴ SI 3967/2001 as amended by SI 865/2002, SI 2469/2002, SI 664/2004 and SI 3168/2004

¹⁵ SI 3213/2002 as amended by SI 664/2004, SI 865/2004 and SI 3168/2004

(ii) the occupiers of the house or dwelling are undertaking a full time course of further or higher education at the specified establishment¹⁶ and

(iii) the house or dwelling is being managed in conformity with an Approved Code of Practice for the management of excepted accommodation under section 233 of the Act¹⁷

Long leaseholders

6. A tenancy of a house or a dwelling within a house provided that –

(i) the full term of the tenancy is for more than 21 years and

(ii) the tenancy does not contain a provision enabling the landlord (or his successor his in title) to determine it other than by forfeiture, earlier than at the end of the term and

(iii) the house or dwelling is occupied by a person to whom the tenancy was granted or his successor in title or by any members of either of those person's family.

Certain family arrangements

7. A tenancy or licence of a house or a dwelling within a house where –

(i) the person who has granted the tenancy or licence to occupy is a member of the family of the person who has been granted the tenancy or licence and

(ii) the person who has granted the tenancy or licence to occupy is the freeholder or long leaseholder of the house or dwelling and

(iii) the person occupies the house or dwelling as his only or main residence (and if there are two or more persons at least one of them so occupies).

Holiday lets

8. A tenancy or licence of a house or a dwelling within a house that has been granted to the person for the purpose of a holiday.

Certain lettings etc. by Resident Landlord etc.

9. A tenancy or licence of a house or a dwelling within a house under the terms of which the person granted the tenancy or licence shares the use of any amenity with the person granting that tenancy or licence or members of that person's family. An "amenity" includes a toilet, personal washing facilities, a kitchen or a living room but excludes any area used for storage, a staircase, corridor or other means of access.

¹⁶ See the schedule to The Houses in Multiple Occupation (Specified Educational Establishments) (England) (No 2) Regulations 2006 for the list of specified bodies

¹⁷ The relevant codes of practice are approved under SI 646/2006 – The Housing (Approval of Codes of Management Practice) (Student Accommodation) (England) Order 2006

Tenancies or licences granted by:

- (a) a non-profit registered provider of social housing¹⁸
- (b) a profit-making registered provider of social housing in respect of social housing (within the meaning of Part 2 of the Housing and Regeneration Act 2008)¹⁹, or
- (c) a body which is registered as a social landlord under Part 1 of the Housing Act 1996²⁰

¹⁸ Section 79(3)(a) Housing Act 2004

¹⁹ Section 79(3)(b) Housing Act 2004

²⁰ Section 79(3)(c) Housing Act 2004

Interpretation

10. In this annex:

- (a) a “person” includes “persons”, where the context is appropriate
 - (b) a “tenancy” or “licence” includes “a joint tenancy” or “joint licence”, where the context is appropriate
 - (c) “long leaseholder” in paragraph 7 (ii) has the meaning conferred in paragraphs 6 (i) and (ii) and in those paragraphs the reference to “tenancy” means a “long lease”
 - (d) a person is a member of the family of another person if –
 - (i) he lives with that person as a couple
 - (ii) one of them is the relative of the other; or
 - (iii) one of them is, or is a relative of, one member of a couple and the other is a relative the other member of the couple;
- and
- (iv) for the purpose of this paragraph –
 - (1) “couple” means two persons who are married to each other or live together as husband and wife or in an equivalent arrangement in the case of persons of the same sex
 - (2) “relative” means a parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin
 - (3) a relationship of the half-blood is to be treated as a relationship of the whole blood and
 - (4) a stepchild of a person is to be treated as his child

SELECTIVE LICENSING SCHEME PROPOSAL

Appendix 6: Risk Register

Consequence <i>What would occur as a result, how much of a problem would it be?, to whom and why</i>	Current Controls <i>What controls are currently in place</i>	Risk Owner <i>Who takes ownership</i>	Residual Risk			Additional Control Actions <i>What additional controls are needed</i>	Target Risk			Target Date	By whom	Date Completed
			Impact Score (1 - 5)	Likelihood Score (1 - 5)	Rating (1 - 25)		Impact Score (1 - 5)	Likelihood Score (1 - 5)	Rating (1 - 25)			
Lack of support from landlords for the scheme to proceed.	<p>Full consultation with landlords / agents etc. as per the consultation plan (10 weeks statutory period). Questionnaires will be sent to all who may be affected by the proposed SL designation and those in the adjacent area / drop in events will be held at a number of venues.</p> <p>Benefits of scheme will be promoted and views sought on fee and conditions. Promotion of measures the scheme will offer in terms of landlord training/support and tenant guidance.</p> <p>Consultation will be advertised via the media (including social media). Specific webpages developed.</p> <p>Comments received during the consultation period will be analysed and a consultation report produced. Outcome of the consultation findings will be reported back to Cabinet (Nov 18) and the decision taken if to proceed with SL</p>	Service Manager	3	5	15	Informal meetings held with private landlords to make them aware of the proposal.	2	3	6	July - August	Project Team	

The Council need to allocate resources to take prosecution action against landlords who fail to apply for a licence.	Full consultation will take place and large scale PR exercise. Literature stipulates consequence of not applying for a licence. Comprehensive database will be produced of 'known' landlords. Extensive publicity to advertise scheme (if goes ahead). Early Enforcement of noncompliance. Council to fund robust enforcement action. Council has committed additional resources to ensure a robust enforcement response.	Service Manager	5	3	15	High profile publicity to engage with as many landlords as possible.	3	2	6	Ongoing should SL proceed	Team Manager	
Increase in properties standing empty whilst properties are marketed and sold.	Promotion of licensing benefits to landlords, including long term confidence in market and uplift in property values. Support and training offered to landlords and encouragement join accreditation scheme. Support to be provided by the Empty Homes Team.	Service Manager	3	3	9	Engagement with other local authorities operating Selective Licensing schemes has indicated that there is little evidence to suggest displacement has occurred.	2	2	4	Ongoing	Team Manager	
Could potentially result in negative PR.	Clear project plan will be put in place. Resourced team to coordinate scheme will be appointed if approval to proceed is given. Ensure scheme is enforced in robust and consistent manner. Targets set and scheme outputs monitored.	Service Manager	5	2	10	Targeted Action Area Team Manager appointed.	2	2	4	Ongoing	Team Manager	

Negative impact on the local community.	Promote positive messages of the SL proposal. Ensure ASB is dealt with in a quick and effective manner using joint working approach with other Council service areas and the Police. Positive publicity.	Service Manager	3	2	6	Multi-Agency working and relationships developed once SL team established.	2	2	4	Ongoing	Team Manager	
SL scheme does not achieve its statement objectives and outcomes.	Ensure plan / schedule of property inspections is in place and adhered to. Ensure lack of action by landlords is enforced in a robust and consistent manner. Enforcement action taken against landlord where conditions licence breached. Landlords offered good practice training. Tenants provided with advice and support.	Service Manager	3	3	9	Publicise prosecution cases	2	2	4	Ongoing	Team Manager	
	Steering Group in place to oversee project. Robust and regular monitoring of scheme. Effective scheme monitoring to be established. Clear exit strategy.	Service Manager	5	3	15	Ongoing evaluation of successes and failings and where appropriate re-designate at end of 5 year period.	2	2	4			

No of households accessing advice from existing Homelessness Service increases.	Support and training for landlords provided. Information to tenants about their rights provided. Signposting and support to tenant from the Homelessness and Housing Solutions team. Homelessness Reduction Strategy recognises the need to improve engagement with all private sector landlords.	Service Manager	5	3	15	The Council can use its powers under the Protection from Eviction Act 1977 to prosecute landlords who are found to have illegally evicted tenants.	3	2	6	Ongoing	Team Manage/s across Council services	
Increase in enforcement action within the SL designation area results in an increased workload for council Service Teams / leads to inability to address issues here and elsewhere in the borough.	Council has recognised the likely increase in enforcement action and has confirmed funding to support addition enforcement officers. Information sharing between relevant partners with support robust action. Support and training for landlords will be provided.	Service Manager	5	3	15		3	2	6	Ongoing	Team Manage/s across Council services	
Increased cost of licence passed onto tenant (rent increases).	Conversations with other LA's operating SL schemes has established this is not the case. Landlords to benefit from a more robust private rental market.	Service Manager	3	3	9		2	2	4	Ongoing	Team Manager	
Reduced investment into properties by landlords (as monies are needed to pay the licence fee).	Other Local Authorities operating SL schemes have indicated that there has been no evidence of this occurring.	Service Manager	2	2	4	Lenders are likely to view Selective Licensing as a positive as standards of management and values are likely to increase.	1	1	1	Ongoing	Team Manager	

<p>Property values decrease in the proposed Selective Licensing designation areas.</p>	<p>The areas benefit from a period of 'intensive support'.</p> <p>Services to help/support landlords will be made available.</p> <p>Advice/support will be provided to tenants.</p> <p>Robust enforcement action will be taken by the Council.</p> <p>Regular monitoring of the outcomes of the scheme will be monitored by the Council.</p>	<p>Service Manager</p>	<p>4</p>	<p>3</p>	<p>12</p>		<p>3</p>	<p>3</p>	<p>9</p>			
--	--	------------------------	----------	----------	-----------	--	----------	----------	----------	--	--	--