

STOCKTON-ON-TEES BOROUGH COUNCIL

SELECTIVE LICENSING SCHEME PROPOSAL

**Appendix 3:
Consultation Plan 2023**

1. INTRODUCTION

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

Issues 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. As this is a consultation, it may result in changes to the Council's 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 In accordance with the legislation the Council will not consider representations which are withdrawn.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 (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 (now the Department of Levelling Up, Housing and Communities, DLUHC) is a minimum of **ten weeks**.

3. THE COMMUNICATION PROCESS

The consultation will be available both digitally and in a paper format. The digital consultation format will be primarily communicated to residents, private sector landlords and wider stakeholders, with an option to a request paper copy. The consultation process will target the following audiences and groups:

- Private tenants and local residents
- Private landlords and letting agents
- National landlords' associations
- Ward Councillors, local Members of Parliament and Thornaby Town Council
- Local businesses
- Registered Provider landlords
- Interested parties such as Cleveland Police, Cleveland Fire & Rescue, Stockton District and Advice Service
- Safer Stockton Partnership and Housing, Neighbourhood and Affordable Warmth Partnership members
- Stakeholders/members of the Voluntary, Community and Social Enterprise sector (VCSE) via Catalyst
- Stockton-on-Tees Borough Council's relevant Community Partnerships

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

questionnaire or make comments. Groups not consulted directly are considered likely to hear about the proposal through wider communications methods.

Communications methods include, but are not limited to:

- a) Information on the Stockton-on-Tees Borough Council website
- b) Stockton News delivered to all households in the borough
- c) Direct mail to all residents, businesses and other stakeholders within the proposed selective licensing areas and/or in the surrounding areas (outside of the proposed designation)
- d) Direct mail to known landlords, managing/letting agents
- e) Engagement events with landlord and managing/letting agents
- f) Direct mail to partner agencies
- g) Press releases to local media/press
- h) Direct mail to members of the Safer Stockton Partnership and Housing and Affordable Warmth Partnership
- i) Email to local ward councillors and Members of Parliament
- j) Social media
- k) Catalyst e-bulletin (VCSE newsletter)

4. HOW TO RESPOND TO THE CONSULTATION

A questionnaire will be available to complete on the Council's website, a paper version of the questionnaire can be downloaded from the website and/or posted out on request.

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

Throughout the consultation process a record of each consultation replies (that are not withdrawn) will be recorded and all issues raised 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 proposal (including the scope and the scale of the designated areas).

6. TIMESCALES AND REPORTING

	When will this be undertaken?
Consultation material issued (via mail-drop/letter and/or email)	By 3.11.23
Consultation period	6.11.23 to 4pm 19.1.24
<i>Indicative timeline</i>	
Consideration of all consultation replies <i>Then</i> Report Produced	From 22.1.24 to mid-February 2024

Detailed overleaf is our Consultation Plan.

CONSULTATION PLAN

Method	Target Audience
<p>Consultation leaflet delivered. <i>Detailing the proposal and inviting feedback.</i></p>	<p>Local residents, and businesses in the 3 proposed Selective Licensing designated areas and adjacent / surrounding areas. Known landlords and managing agents.</p>
<p>Landlord/Letting/Managing engagement sessions. <i>Promoting the consultation and inviting feedback.</i></p>	<p>Landlords with properties in the 3 proposed Selective Licensing designated areas and adjacent / surrounding areas. Local letting/managing agents.</p>
<p>Stockton News <i>Promoting the consultation and inviting feedback.</i></p>	<p>Residents of the borough. Businesses owners. Landlords. Service providers in the Area.</p>
<p>Press releases (and social media) <i>Promoting the Councils website as a means to see further information and inviting feedback.</i></p>	<p>A wider audience of residents, businesses and stakeholders within the borough.</p>
<p>Attendance (and/or direct contact) with relevant Partnership. <i>Promoting the consultation and inviting feedback.</i></p>	<p>Safer Stockton Partnership. Housing and Affordable Warmth Partnership. Applicable Community Partnerships.</p>

Method	Target Audience
<p>Letter/email correspondence <i>Detailing the proposal and inviting feedback.</i></p>	<p>Key Council Partners; Registered Housing Providers, the Police the Fire Brigade. National Landlords Associations/representatives. Members of the Councils Voluntary Landlord Accreditation Scheme. Members of the VCSE sector. Local members of parliament. Local ward members. Thornaby Town Council.</p>
<p>Council Website <i>Full documentation available, including the on-line questionnaire.</i></p>	<p>Borough residents and wider residents. Landlords. Service providers in the area. Potential interested parties.</p>