

# APPENDIX 3

## Consultation Findings Report

**STOCKTON-ON-TEES BOROUGH COUNCIL**

**SELECTIVE  
LICENSING SCHEME  
PROPOSAL**  
Consultation  
Findings Report

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## CHAPTER 1: OVERVIEW

1. On the 12<sup>th</sup> of October 2023, the Councils Cabinet considered a proposal to commence consultation on the proposed implementation of Selective Licensing in three designated areas of the borough, in **Central Stockton, North Thornaby and Newtown**.
2. Selective Licensing is proposed in Central Stockton and North Thornaby on the basis that they are areas that 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. Newtown is proposed as an area experiencing significant and persistent problems caused by high levels of crime and anti-social behaviour, with high concentrations of private rented (well above the national average) and is experiencing high levels of deprivation. **Appendix A** provides a red line map of each of three proposed areas.
3. Approval was granted to commence a detailed programme of public consultation to ensure the Council takes “reasonable steps to consult with persons who are likely to be affected by the designation” as required Section 80(9) Part 3 of the Housing Act 2004 and in accordance with Government guidance.
4. This report details the variety of methods the Council sought to actively seek the views of those who may be affected and the findings of the formal consultation exercise.
5. Consultation commenced on Monday 6<sup>th</sup> November 2023 and closed at 4pm on Friday 19<sup>th</sup> January 2024. The minimum 10-week consultation period was extended due to the consultation period covering the festive period. In summary the consultation consisted of the following:
  - A resident\*, business and stakeholder questionnaire (\*the term resident includes tenants of private rented and Registered provider properties and owner occupiers).
  - A landlord questionnaire (which was also shared with letting/managing agents).
  - Attendance at several community events (at the request of local community groups and representatives).
  - 2 landlord events (one in person and one on-line).

### **Survey high level analysis:**

6. In total 231 completed questionnaires were received from all parties. In addition to the questionnaires 12 emails were received along with written responses from NRLA / PLS / Safeagent. (copies of each are included in the Summary of Representations made to the Consultation & the Councils Considerations and responses document).
7. **3 (3%) of landlords and letting/managing agents** who responded to the consultation questionnaire agreed with the proposal to introduce Selective Licensing for privately rented properties within the proposed areas, whilst 82 (83% disagreed), 6 (6%) were not sure and 8 (8%) did not respond to the question.

A breakdown of responses for landlords and letting/managing agents for each of the three proposed Selective Licensing areas is detailed on page 11.

8. **72 (62%) of residents** who responded to the consultation questionnaire agreed with the proposal to introduce Selective Licensing for privately rented properties within the proposed areas, whilst 32 (28% disagreed), 6 (5%) were not sure and 6 (5%) did not respond to the question.
9. **11 (69%) of stakeholders** who responded to the consultation questionnaire agreed with the proposal to introduce Selective Licensing for privately rented properties within the proposed areas, whilst 3 (19% disagreed), 0 (0%) were not sure and 2 (13%) did not respond to the question.

A combined breakdown of responses for residents and stakeholders for each of the three proposed Selective Licensing areas is detailed on page 23.

## CHAPTER 2: THE CONSULTATION PROGRAMME

1. Part 3 of the Housing Action 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.
2. Guidance 'Selective licensing in the private rented sector: a guide for local authorities' (issued by the Department for Levelling Up Housing & Communities (DLUHC), last updated 20<sup>th</sup> June 2023) sets out the following consultation requirements:

*Local housing authorities are required to conduct a full consultation. This should include consultation of local residents, including tenants, landlords and where appropriate their managing agents and other members of the community who live or operate businesses or provide services within the proposed designation. It should also include local residents and those who operate businesses or provide services in the surrounding area outside of the proposed designation that will be affected. Local housing authorities should ensure that the consultation is widely publicised using various channels of communication.*

*If the designation does not require the confirmation of the Secretary of State because of its extent, then the local housing authority must consult on the proposed scheme for at least 10 weeks. If the scheme requires the Secretary of State's confirmation, then the local housing authority should still aim to consult for at least 10 weeks unless there are special reasons for not doing so.*

*The consultation should be informative, clear and to the point, so the proposal is readily understood. It should inform local residents, landlords, letting/managing agents and businesses about the proposed designation, giving the reasons for proposing it, why alternative remedies are insufficient, demonstrating how it will tackle specific problems together with other specified measures, and describing the proposed outcome of the designation. It should also set out the proposed fee structure and level of fees the authority is minded to charge (if any). Consultees should be invited to give their views, and these should all be considered and responded to.*

*Once the consultation has been completed the results should then be published and made available to the local community. This should be in the form of a summary of the responses received and should demonstrate how these have either been acted on or not, giving reasons.*

3. The Consultation Plan (**Appendix B**) adopted was based on meeting the requirements set out by the DLUHC guidance and to ensure that consultation undertaken was as robust and meaningful as possible. The Consultation Plan has been updated to reflect the actions taken by the Council (see narrative in the 'Outcome' column on pages 5-7).
4. As mentioned previously the consultation commenced on Monday 6<sup>th</sup> November 2023 and closed at 4pm on Friday 19<sup>th</sup> July 2024 (exceeding the 10-week minimum period required).

5. Consultation took the following format:

**Residents and business:**

- A **Letter and consultation booklet: (Appendix C)** were delivered to all addresses (both residential addresses and business premises) within the 3 proposed Selective Licensing areas and to those areas directly adjacent. In total over 5,600 letters (with a consultation booklet) were distributed.

The above were supported by several community sessions, Council officers attended at the request of local community groups and/or community representatives. Details of these events are included in the Consultation Plan (**Appendix B**).

**Private landlord and letting/managing agents:**

- 260 members of PLuSS and the Councils Landlord Accreditation Scheme were contacted via email (a copy of the consultation booklet was included/attached). A further 426 Letters were sent to landlords who were identified via Land Registry checks and via the Government approved Tenancy Deposit Schemes. Additionally, as/when further landlords were identified or directly contacted the Council the same information was shared.
- 18 Letting/managing agents operating within 3 proposed Selective Licensing areas were identified and also directly contacted.
- 2 Face-to-face engagement sessions were held, 29<sup>th</sup> November 2023 (face to face event) 16 landlords attended and on the 6<sup>th</sup> December 2023 (on-line via Teams) 12 landlords attended.

**Key Stakeholders:**

- Direct contact was made with a number of wider stakeholders including both Members of Parliament for the borough, Cleveland Police, Cleveland Fire Brigade and Registered Housing Providers with housing stock within the proposed Selective Licensing areas.
- Direct contact was also made to the National Residential Landlords Association and British Landlords Association.
- A presentation was made at the Safer Stockton Partnership (22<sup>nd</sup> November 2023).

**Other stakeholders:**

- To contact a range of VCSE partners, promotion of the Selective Licensing consultation was undertaken via the Catalyst on-line bulletin.

**Council Members:**

- All local members within Ropner, Stockton Town Centre, Mandale and Victoria and Newtown wards were consulted on the proposal and made aware of the consultation exercise.

**Other means of consultation:** In addition to the above the following methods to share information were used;

- **Stockton News:** to engage a wider audience including landlords not already directly contacted, the Selective Licensing consultation featured in the November 2023 edition. Stockton News is delivered to every household in the borough.
- **Press release:** to promote the on-line consultation a press release was issued.
- **Social media:** Information posted between 18<sup>th</sup> October and 16<sup>th</sup> January. (Including 2 before the consultation, letting people know it was coming).
- **The Councils website:** included details of the proposal, maps and street addresses and how to respond to the consultation and/or seek further information were included on a dedicated Selective Licensing webpage.

In addition to the above, a **dedicated phone line and email address** was made available. Individuals who called or emailed were encouraged to complete the online consultation survey.

6. During the period of the consultation, replies were encouraged via the Councils on-line consultation portal. However, paper copies of the consultation survey were made available and shared as requested (and a pre-paid reply envelope supplied).



## CHAPTER 3: AN OVERVIEW OF THE COLLATED CONSULTATION RESPONSES

1. As highlighted previously a total of 231 consultation responses were received to the questionnaire and 12 further responses were received via email.
2. A high-level analysis of the 231 collated responses is summarised below.

The detail of responses broken down by respondent groups **Landlords & Letting/Managing Agents** and **Residents (tenants and owner occupiers) & (along with) Stakeholders** at an area level can be found in Chapters 4 and 5.

Respondents were initially asked to let us know, which proposed designated Selective Licensing area that they were completing the consultation for.

**QUESTION: Which area you are completing this survey for?**

**TABLE 1**

Area	Total number of responses received	% of responses received
Central Stockton	112	49%
North Thornaby	77	33%
Newtown	42	18%
<b>Total</b>	<b>231</b>	<b>100%</b>

Respondents to the consultation were categorised into the groups detailed below.

**QUESTION: Please tell us if you are a Landlord or Letting/Managing Agent, Resident or Stakeholder?**

**TABLE 2**

	Total number of responses received	Total % of responses received	Responses by area		
			Central Stockton	North Thornaby	Newtown
<b>Landlord/managing agent</b>	99	43%	43	36	20
<b>Residents</b>	116	50%	59	37	20
<b>Stakeholder*</b>	16	7%	10	4	2
<b>Total</b>	<b>231</b>	<b>100%</b>	<b>112</b>	<b>77</b>	<b>42</b>

\* Analysis of stakeholder responses identified a response was made by the MP for Stockton North, Cleveland Police, a local business, VCSE groups and others who identified themselves as an 'other interested party'.

Those who responded to say that they were landlords or letting/managing agents were then asked if they were a member of a recognised landlord group. 38 respondents were members of Private Landlords Supporting Stockton (PLuSS)

**QUESTION: Are you a member of PLuSS, the Council’s Landlord Accreditation Scheme or a National Landlords Association?**

**TABLE 3**

National Landlord Association	10
PLuSS	38
SBC Accreditation Scheme	13
No response	39
<b>Total</b>	<b>100*</b>

\* 1 Respondent highlighted that they were a member of both a National Landlord Association and PLuSS

**86 landlords or letting/management agents owned or managed properties within the proposed designated Selective Licensing areas.**

**QUESTION: Do you own and/or manage properties within the proposed Selective Licensing areas?**

**TABLE 4**

No	6
Yes	86
No response	7
<b>Total</b>	<b>99</b>

Of those who responded most landlords or letting/managing agents, 57, owned or managed 1 to 3 properties in the proposed designated Selective Licensing areas. 4 landlords or letting/managing agents owned or managed over 20 properties in the proposed designated Selective Licensing areas.

**QUESTION: If you own or manage properties within the proposed designated Selective Licensing areas, how many properties do you own or manage?**

**TABLE 5**

Number of properties owned?	All areas	Central Stockton	North Thornaby	Newtown
		1 - 3	17	26
4 - 10	18	9	6	3
11 - 20	5	3	2	0
21 +	4	4	0	0
No response	15	10	2	3
<b>Total</b>	<b>99</b>	<b>43</b>	<b>36</b>	<b>20</b>

Looking at the overall responses 86 respondents agree and 117 disagree to the introduction of selective licensing. Looking at responses by group, residents and stakeholders are in favour of the proposal to introduce Selective Licensing, with 72 residents and 11 stakeholders agreeing. Landlords and letting/managing agents are opposed to the proposals with 82 of those who responded disagreeing with the proposal.

**QUESTION 6: Do you agree with the proposal to introduce Selective Licensing in the proposed area?**

**TABLE 6**

	Landlords		Residents		Stakeholders		All	
No	82	83%	32	28%	3	19%	117	51%
Not sure	6	6%	6	5%	0	0%	12	5%
Yes	3	3%	72	62%	11	69%	86	37%
No response	8	8%	6	5%	2	12%	16	7%
<b>Total</b>	<b>99</b>		<b>116</b>		<b>16</b>		<b>231</b>	

Respondents in the landlord or letting/managing agent group were asked whether they thought the proposed Selective Licensing fee of £653 for a 5 year licence was reasonable. Of the 90 landlord or letting/managing agent responses received, 5 respondents agreed with the proposed fee, the majority disagreed with the proposed fee.

**QUESTION: Do you agree that the proposed Selective Licensing fee of £653 per property is reasonable?**

**TABLE 7**

	No. of responses	% of responses
No	85	86%
Yes	5	5%
No Response	9	9%
<b>Total</b>	<b>99</b>	<b>100%</b>

Respondents were then asked if they agreed with the proposal to offer a discount on the proposed Selective Licence fee. There was a mixed view of the proposal to offer a discount with 46 respondents disagreeing and 40 respondents agreeing with the proposal.

**QUESTION: Do you agree with the proposal to offer a discount?**

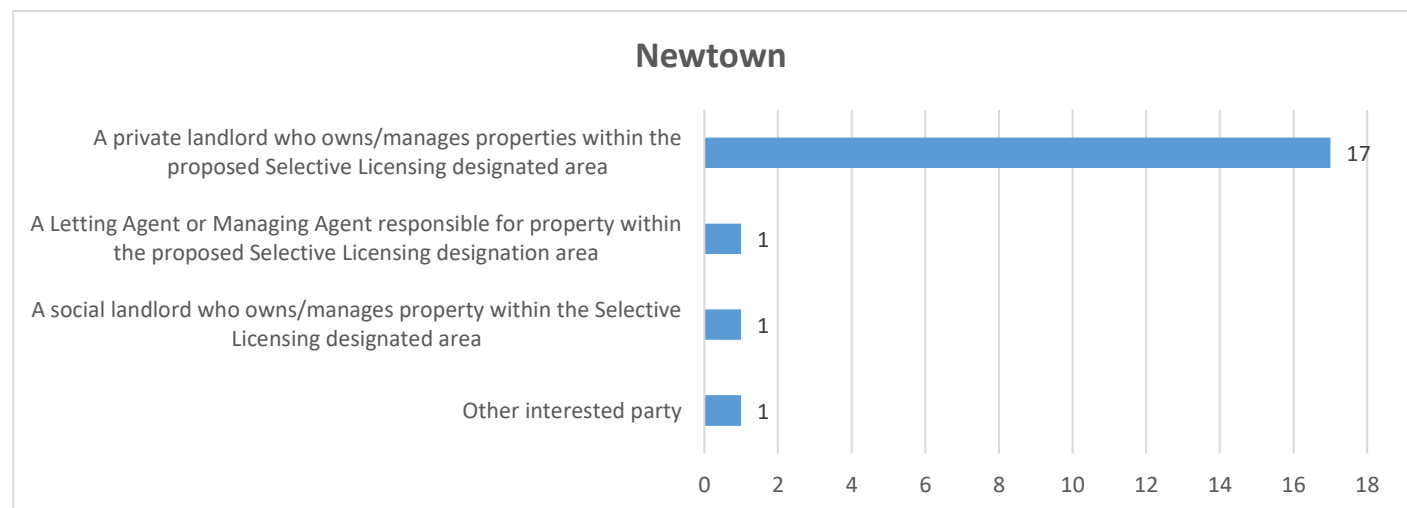
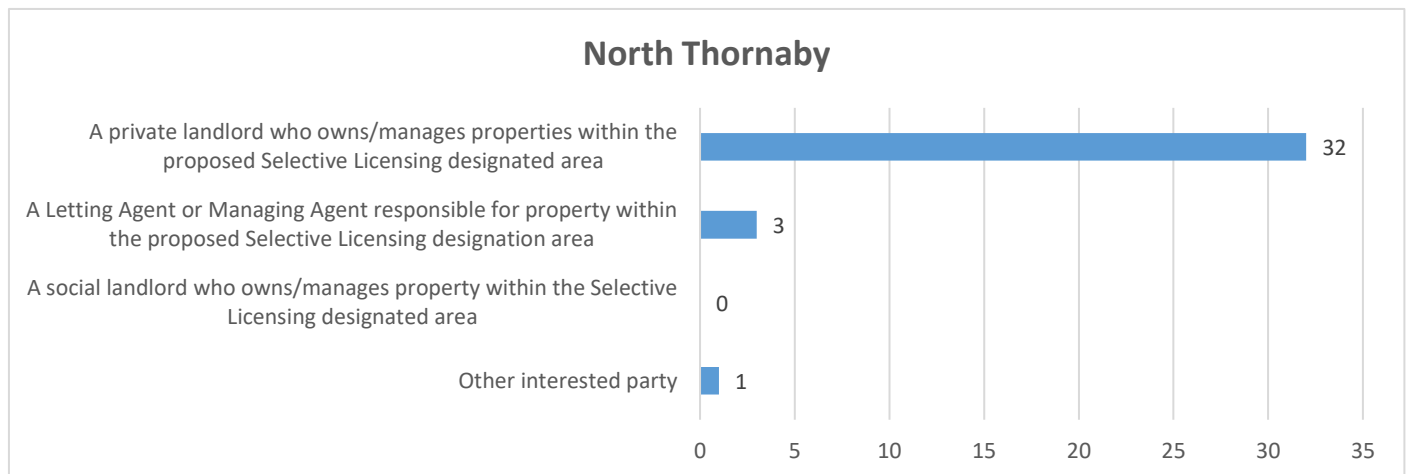
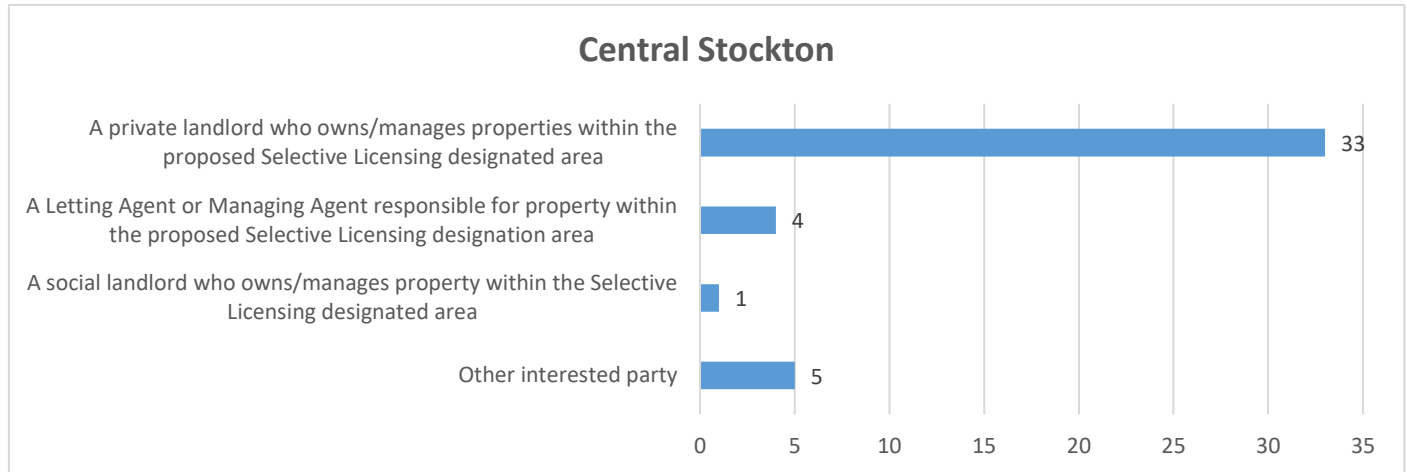
**TABLE 8**

	No. of responses	% of responses
No	46	47%
Yes	40	40%
No Response	13	13%
<b>Total</b>	<b>99</b>	<b>100%</b>

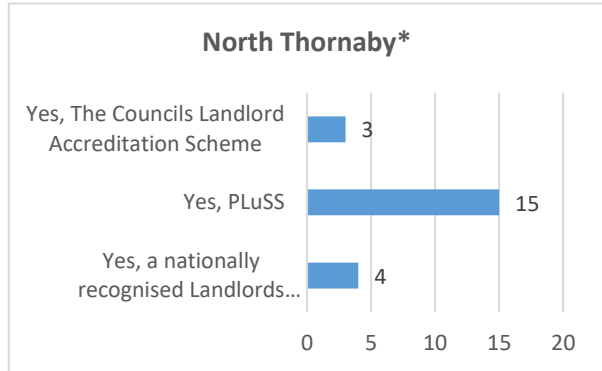
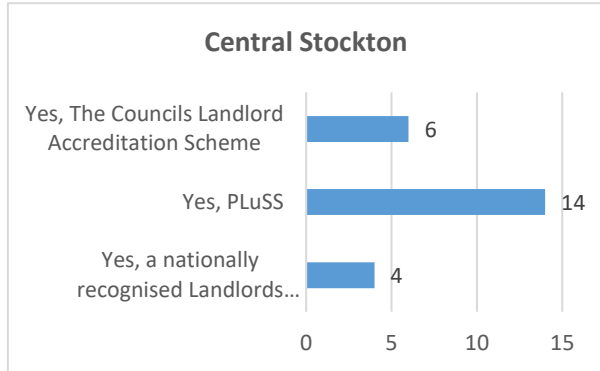


# CHAPTER 4: CONSULTATION RESPONSES LANDLORDS & AGENTS

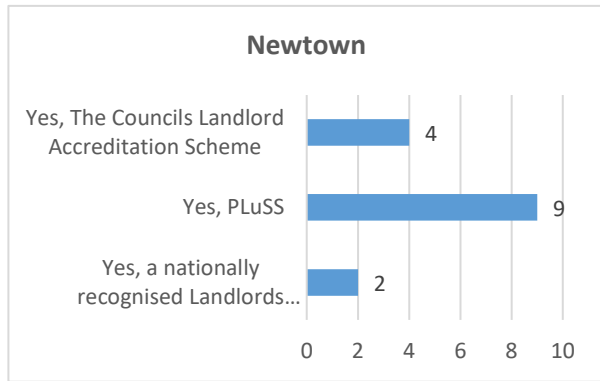
**QUESTION: Please tell us if you are a Landlord or Letting/Managing Agent who owns/manages properties in the proposed Selective Licence areas?**



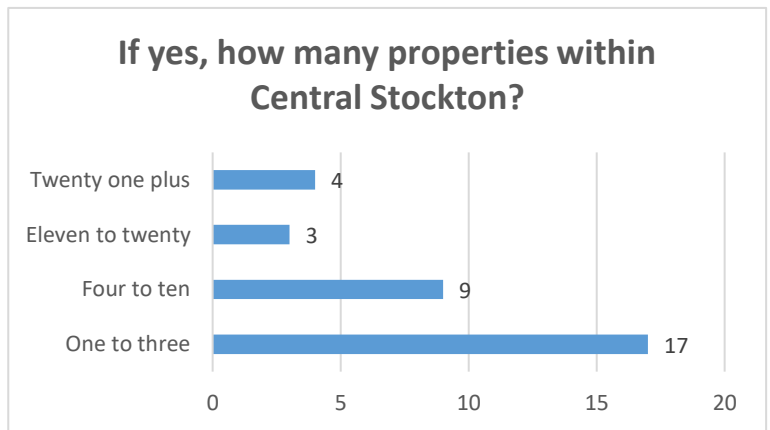
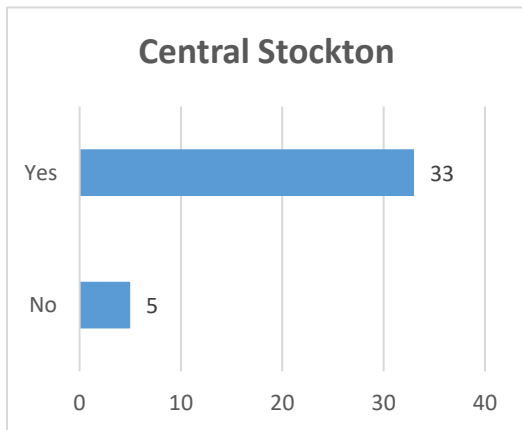
**QUESTION: Are you a member of P LuSS (Private Landlords Supporting Stockton) or the Council's Landlord Accreditation Scheme or other nationally recognised Landlord Associations**



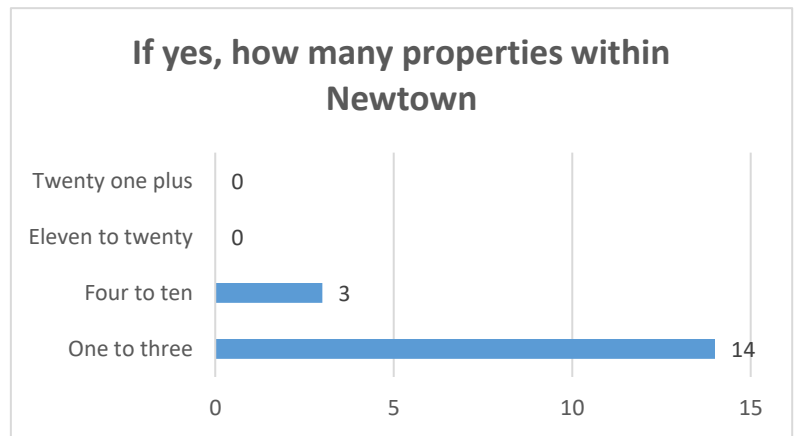
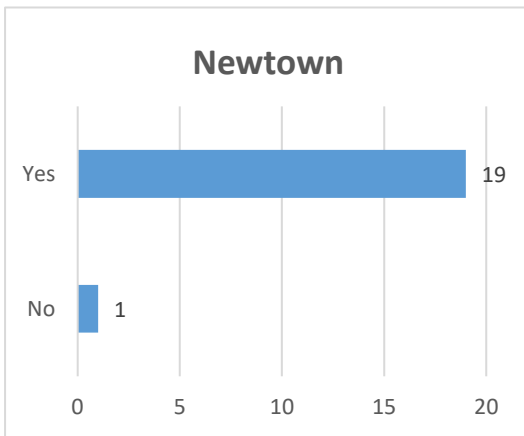
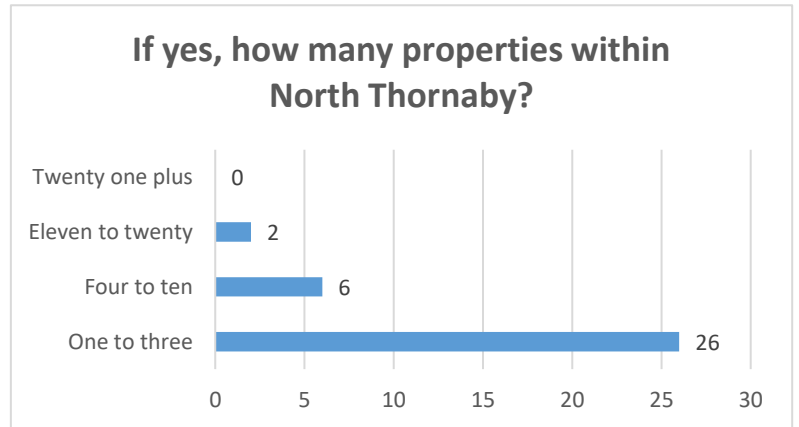
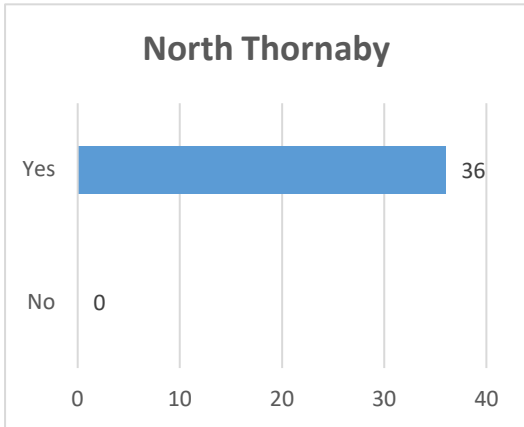
\* 1 Respondent highlighted that they were a member of both a National Landlord Association and a member of P LuSS



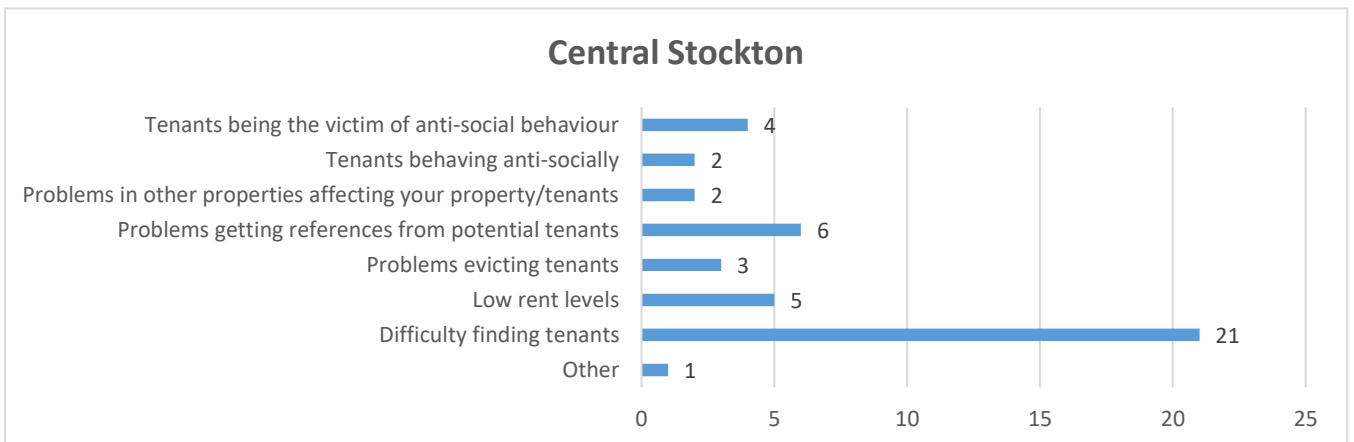
**QUESTION: Own or manage properties within the proposed designated area**

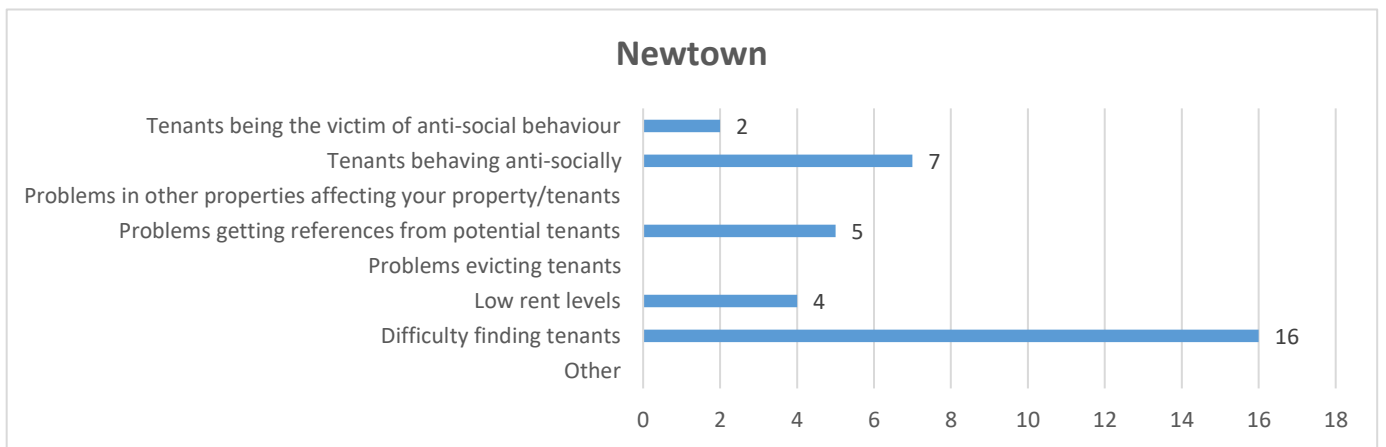
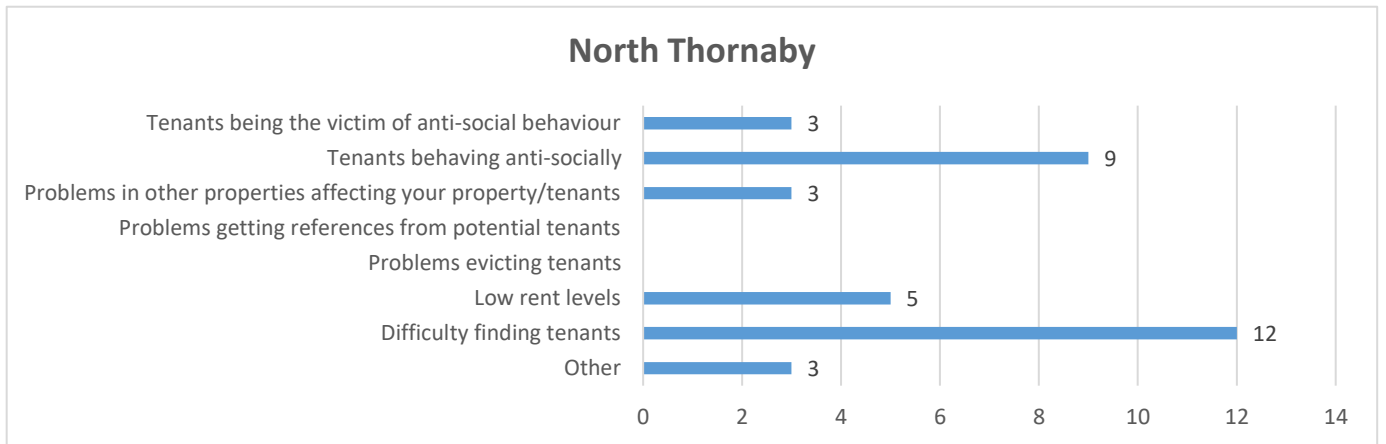


**QUESTION: Own or manage properties within the proposed designated area (continued)**

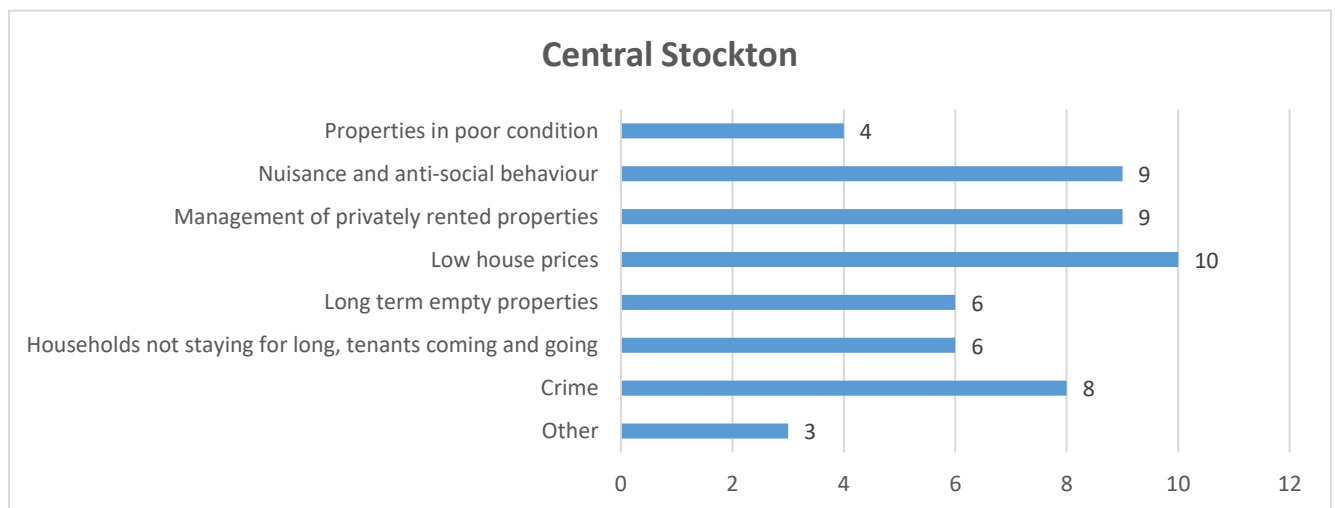


**QUESTION: Have you had any problems with any of the following where you own, let and/or manage properties**

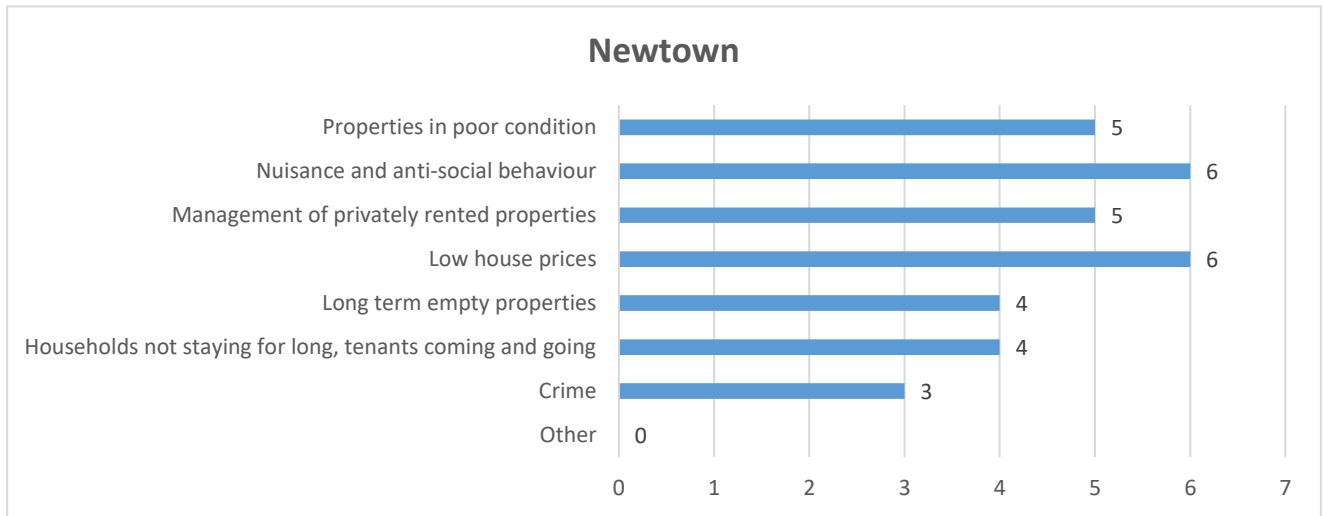
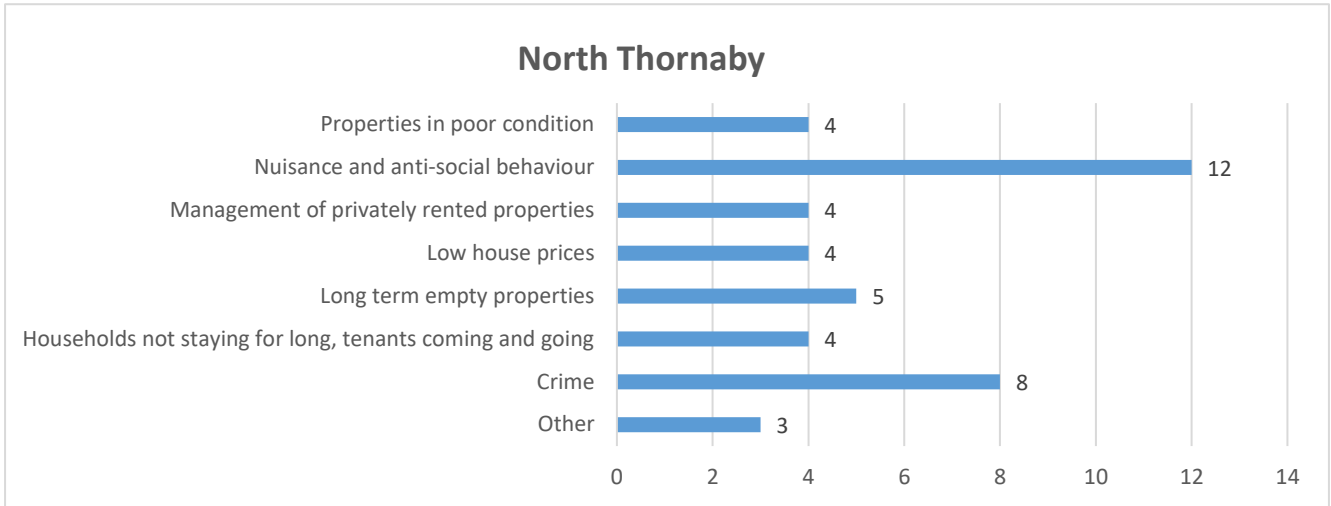




**QUESTION: Do you think any of the following are an issue in the proposed designated (Selective Licence) areas?**

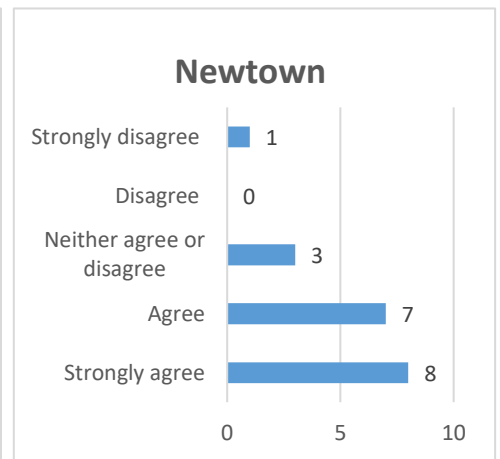
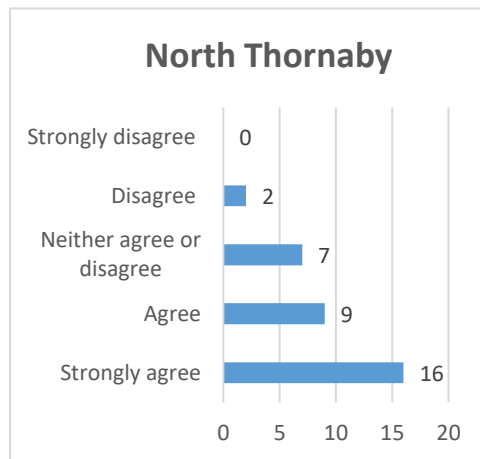
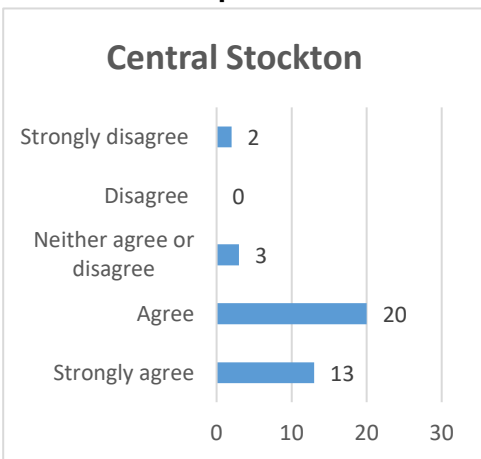




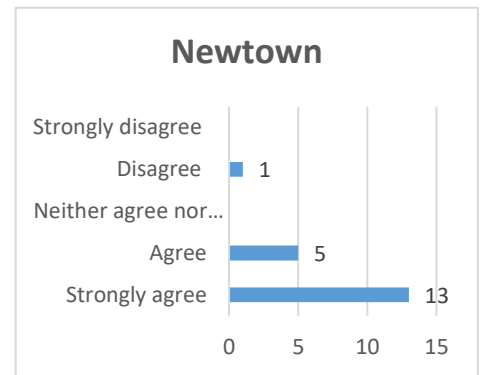
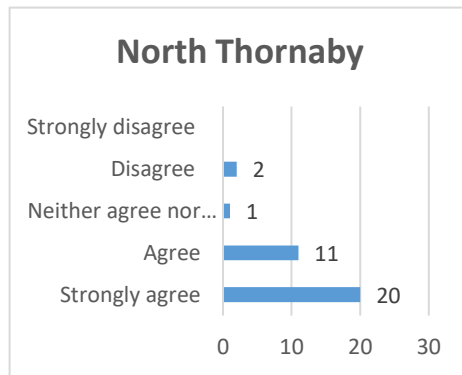
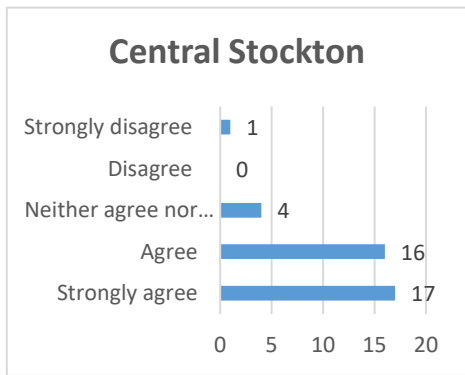


**QUESTION: To what extent do you agree that private landlords should take the following actions?**

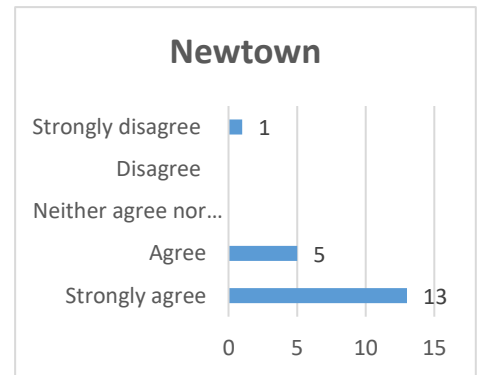
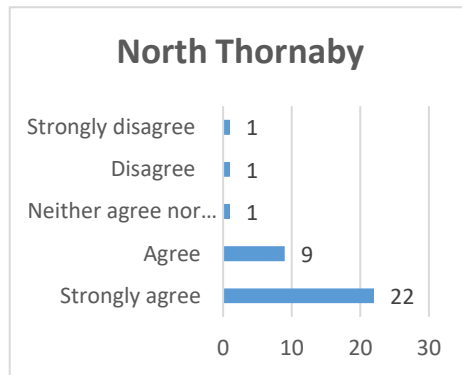
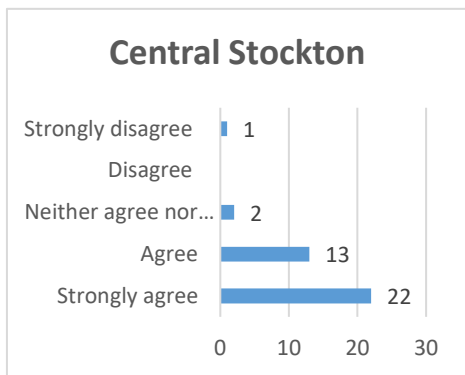
**Obtain and keep references for tenants**



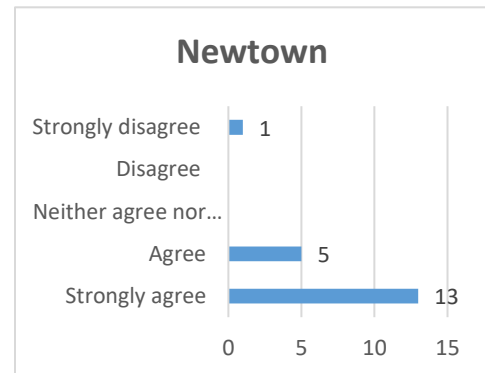
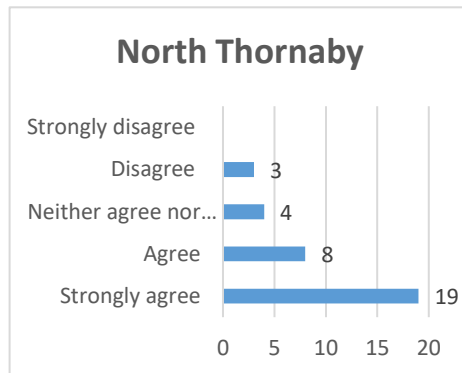
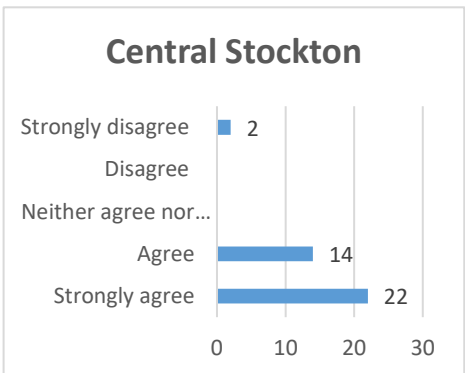
**Ensure that properties are kept secure and free from rubbish between tenancies**



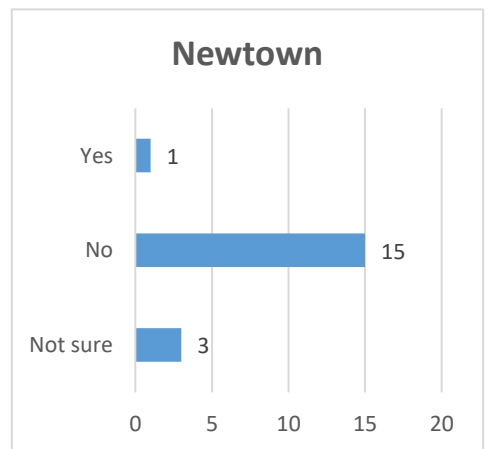
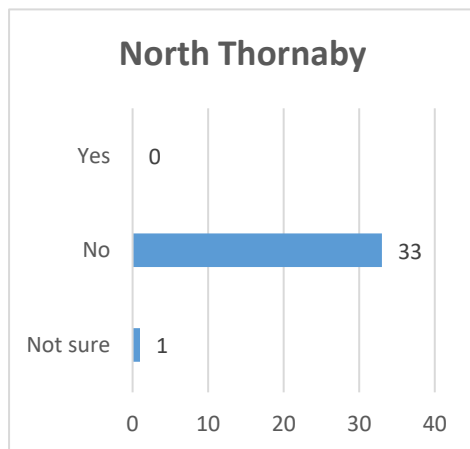
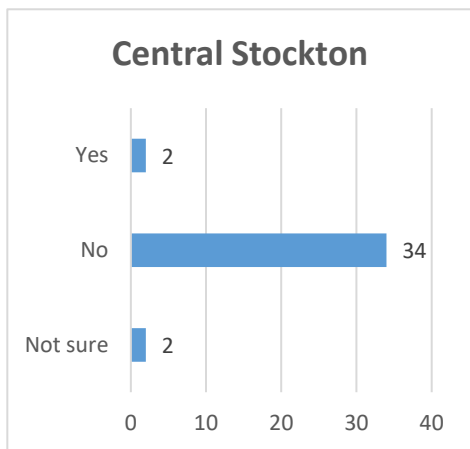
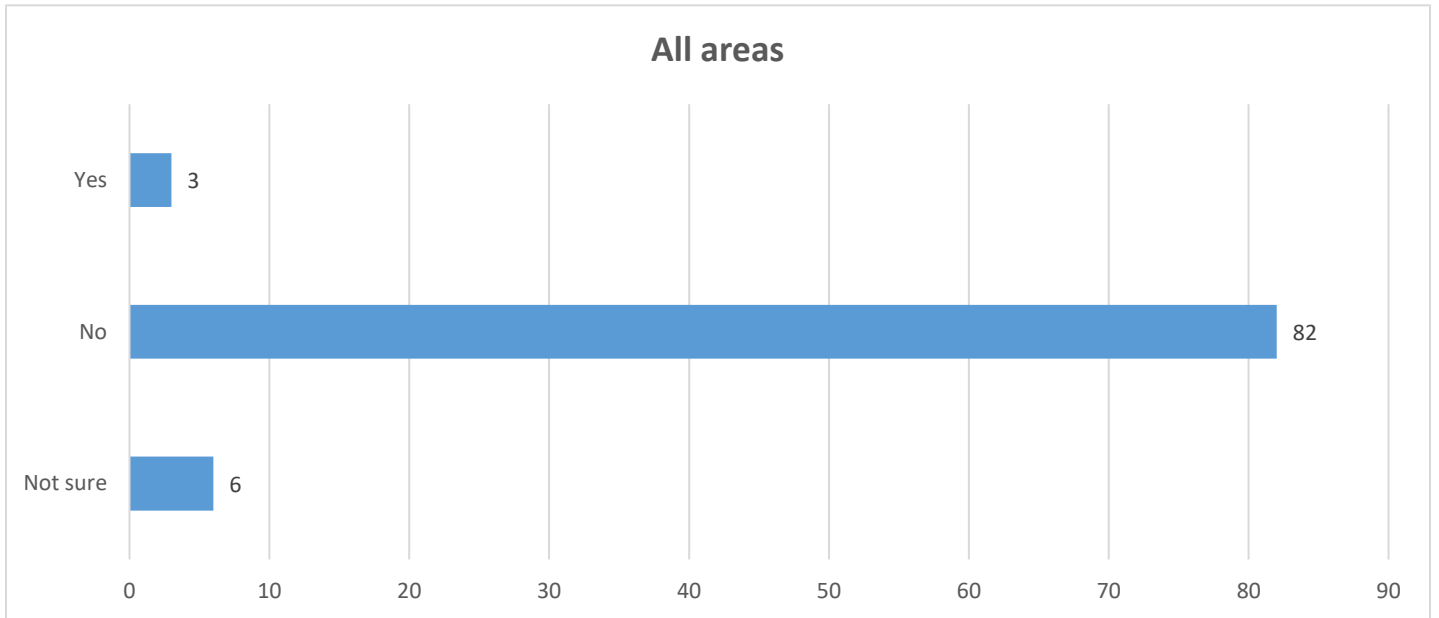
**Ensure that tenants know that anti-social behaviour is unacceptable**



**Provide information to tenants including emergency contact numbers**

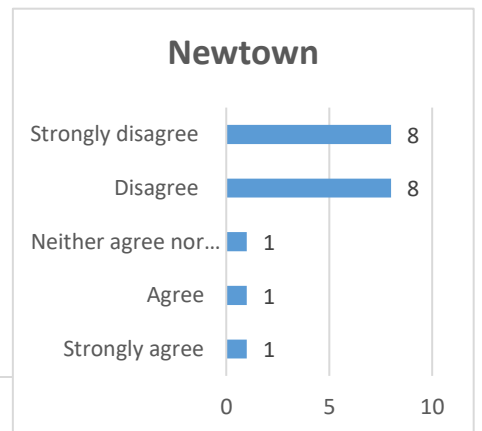
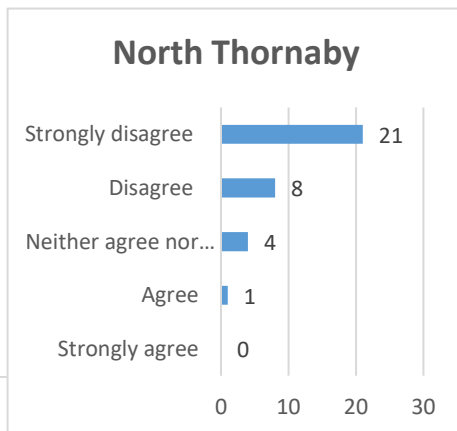
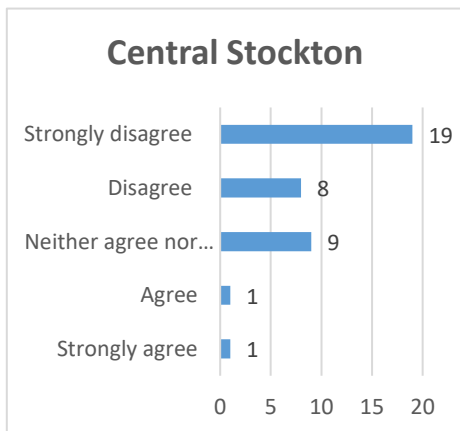


**QUESTION: Do you agree with the proposal to introduce Selective Licensing**

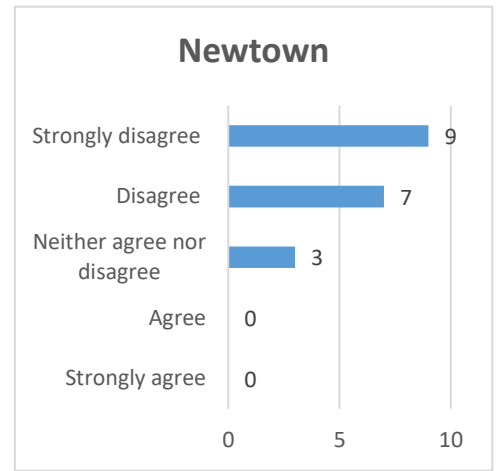
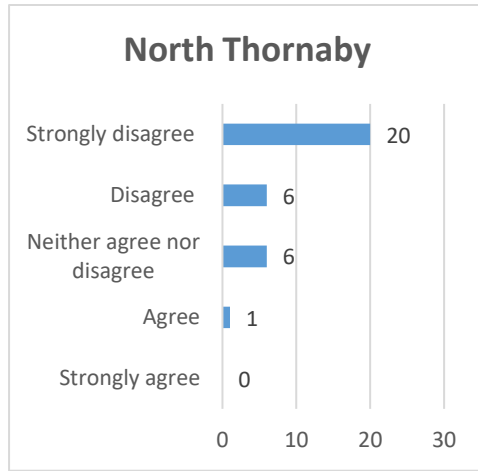
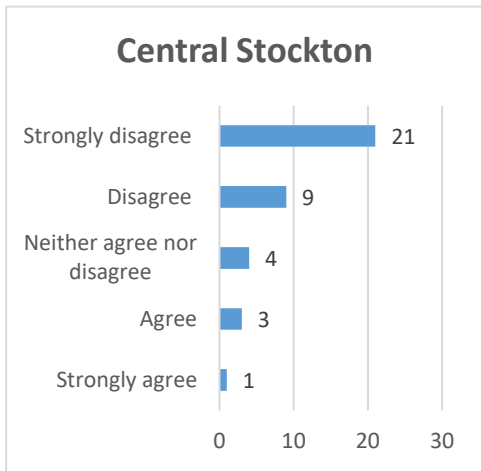


**QUESTION: To what extent do you think Selective Licensing will address the following issues?**

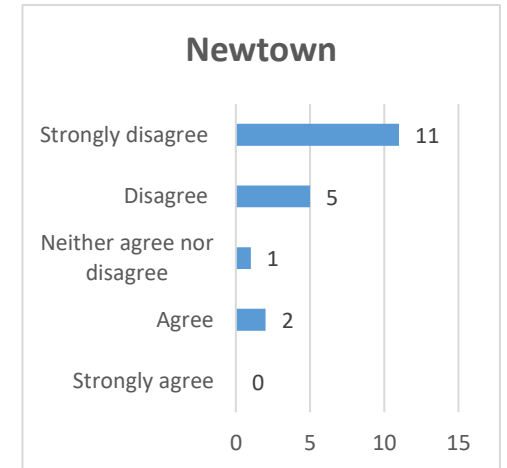
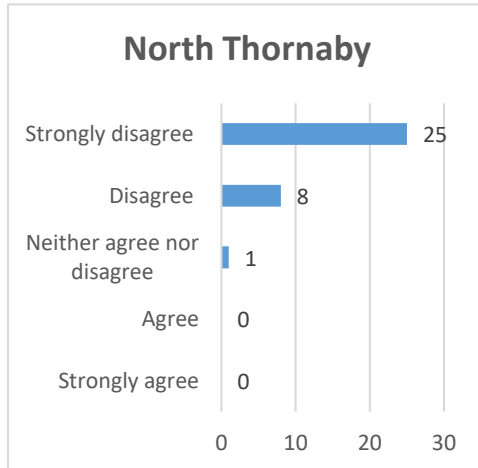
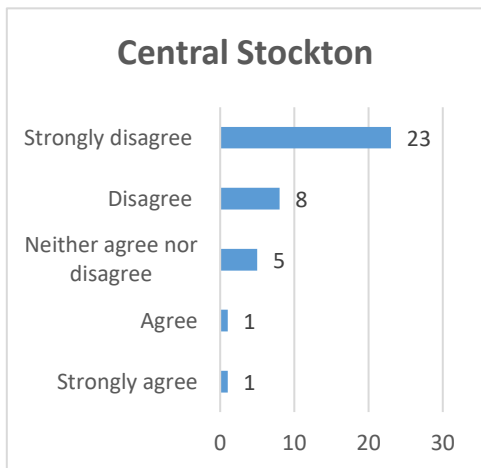
**Management of privately rented properties**



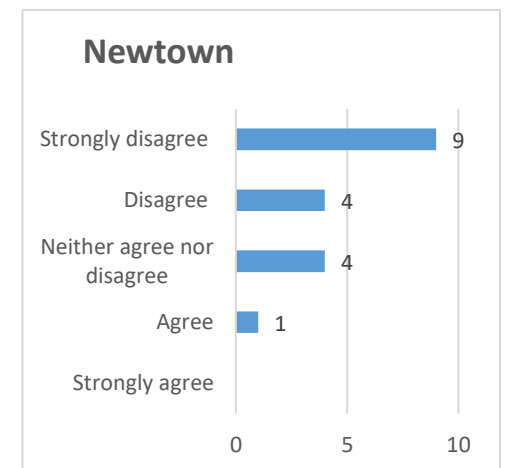
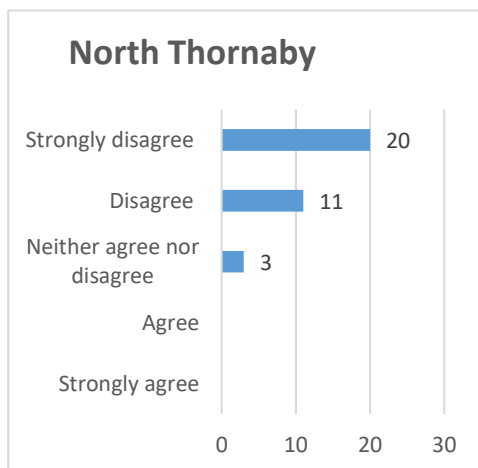
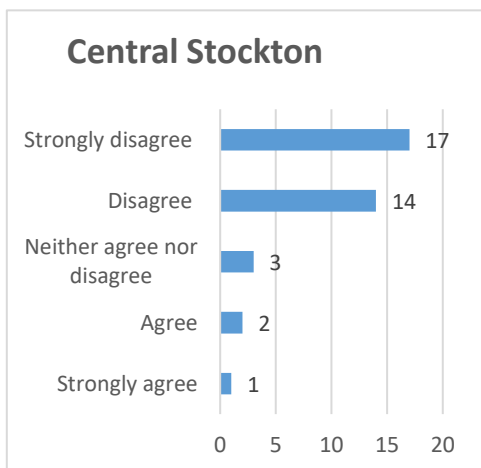
### Long term empty properties



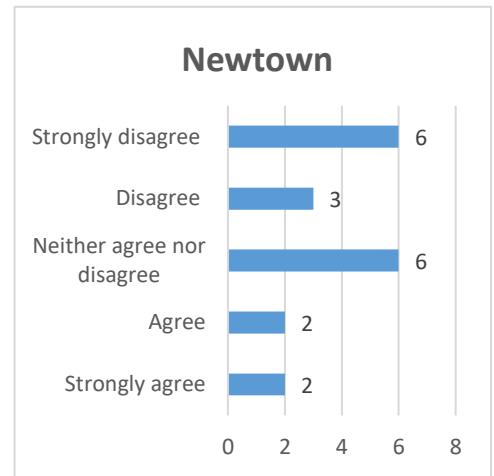
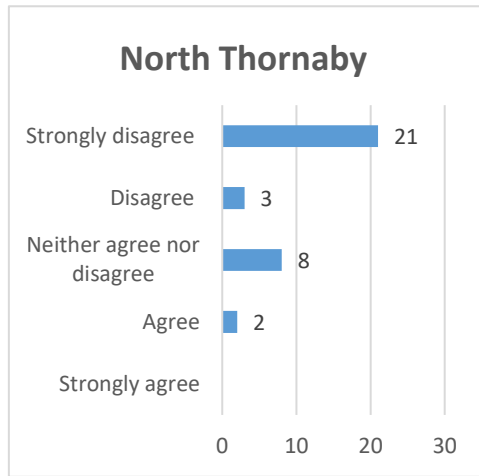
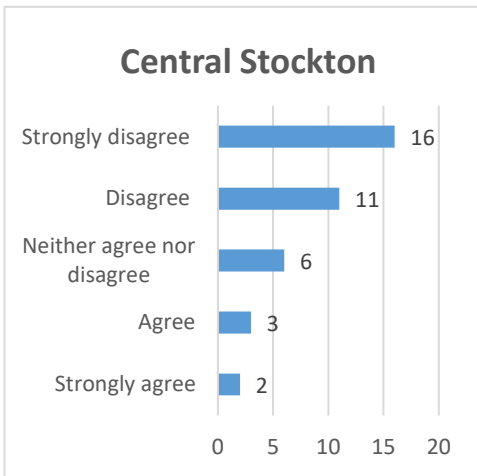
### Low house prices



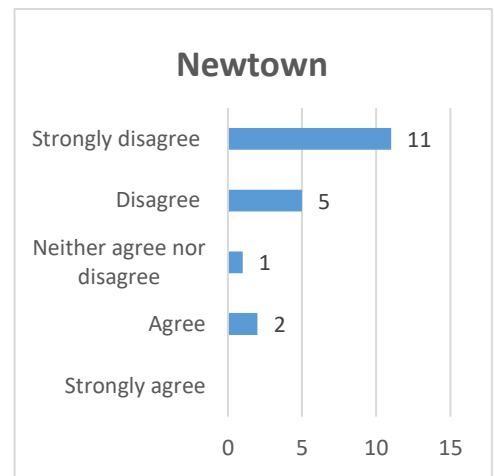
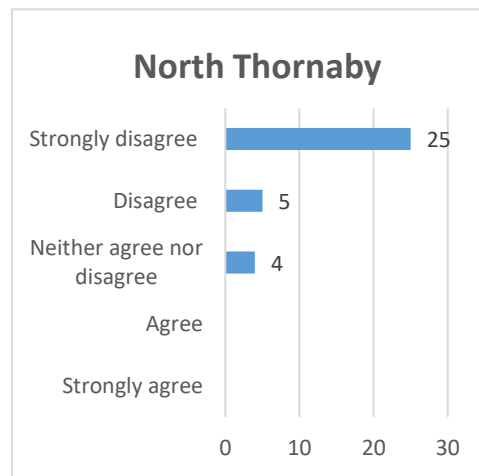
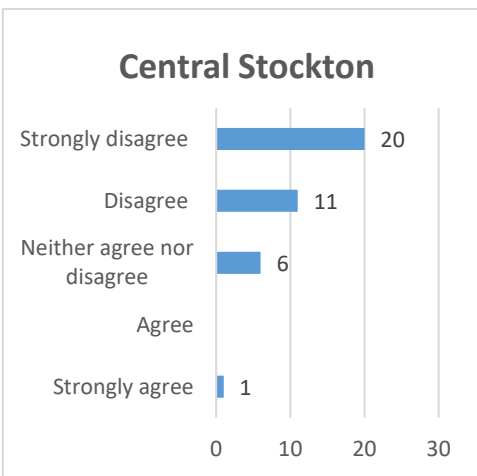
### Tenants coming and going, not staying long



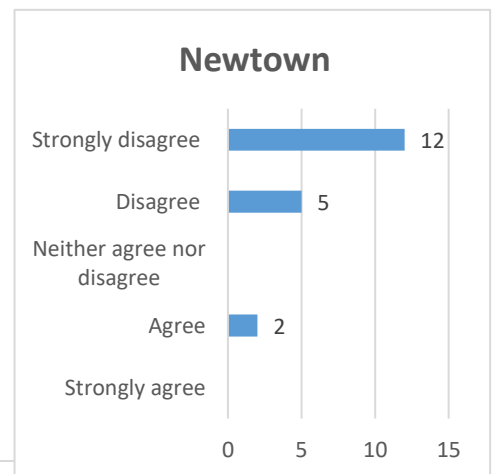
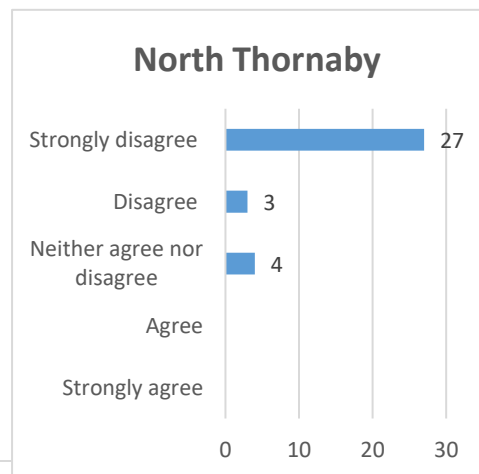
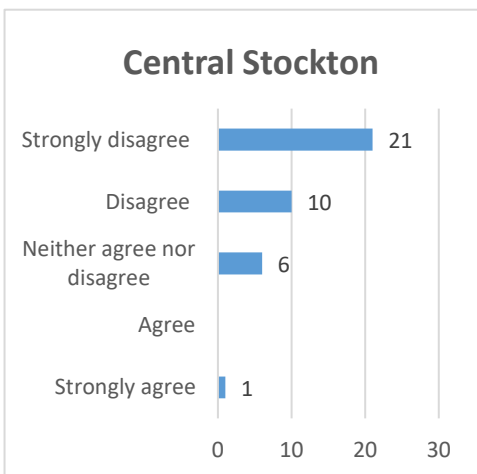
### Properties in sub-standard conditions



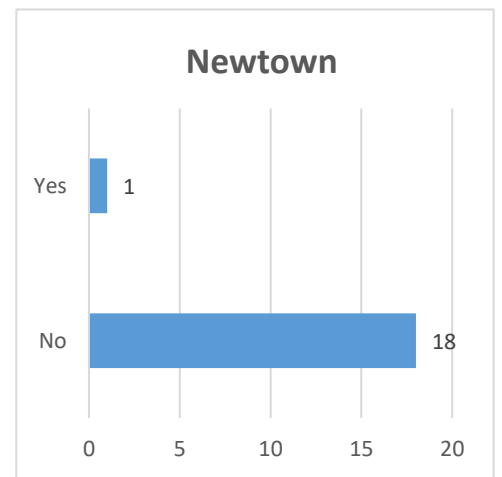
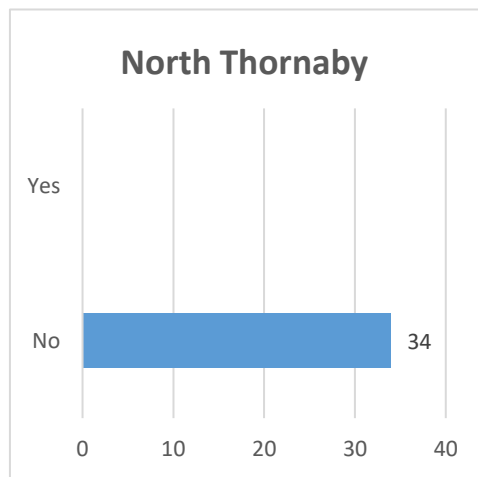
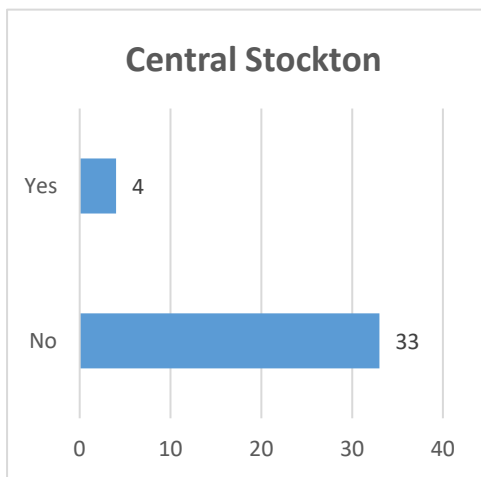
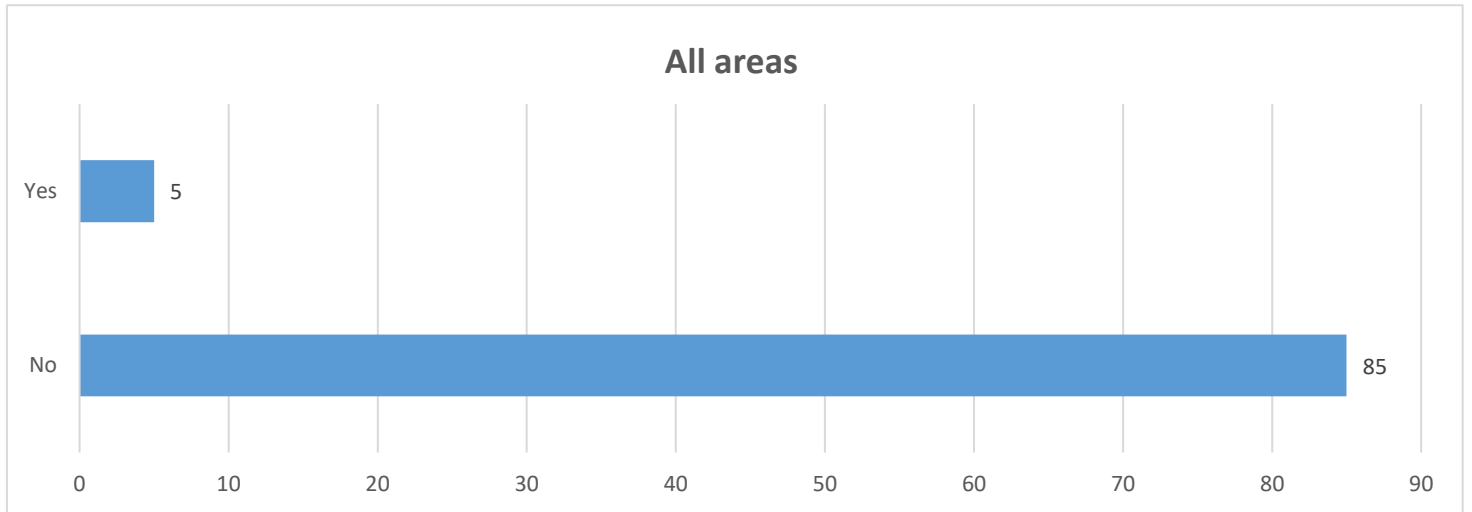
### Nuisance and anti-social behaviour



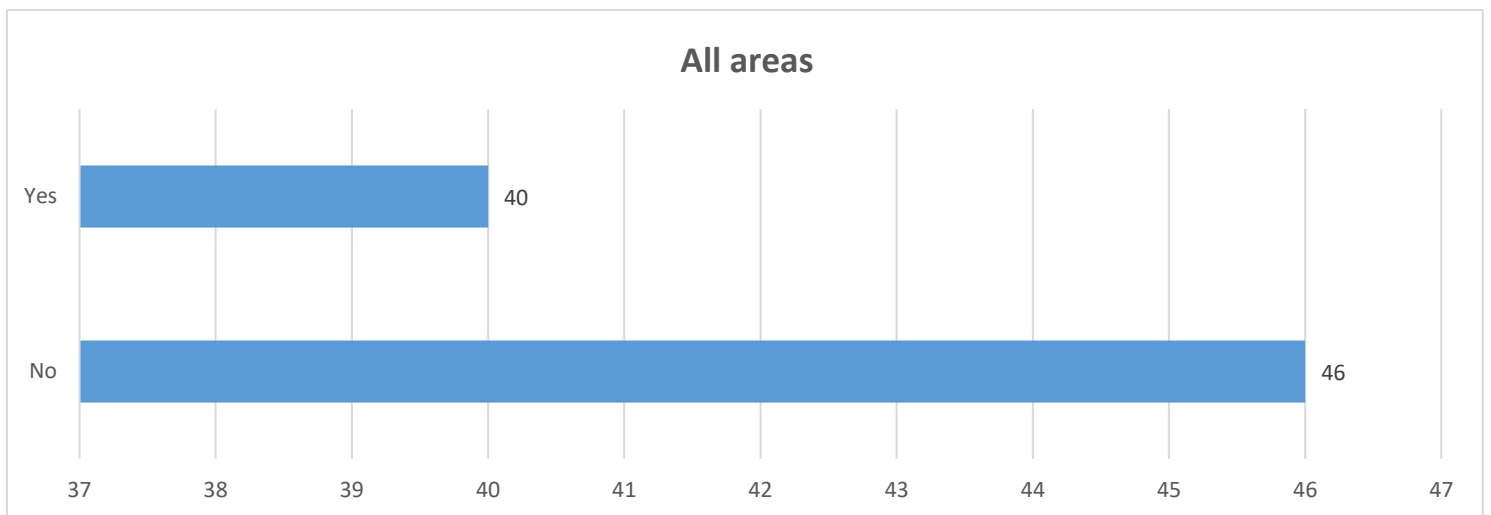
### Crime

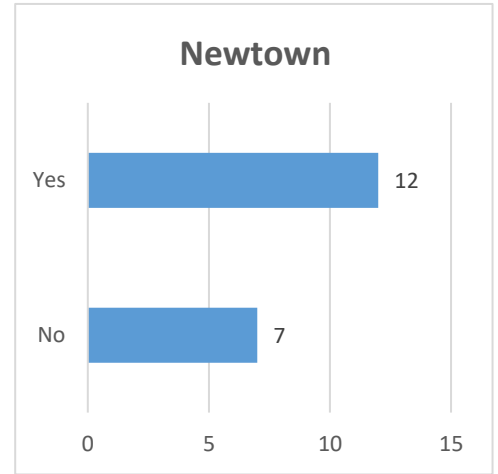
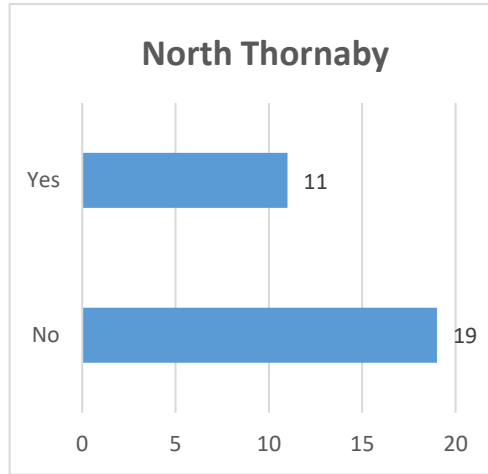
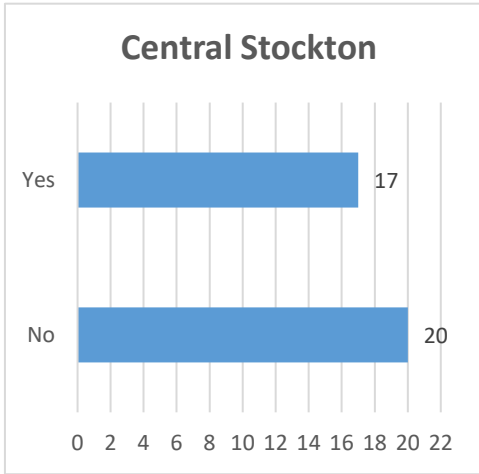


**QUESTION: Do you agree that the proposed Selective Licensing fee of £653 per property is reasonable?**

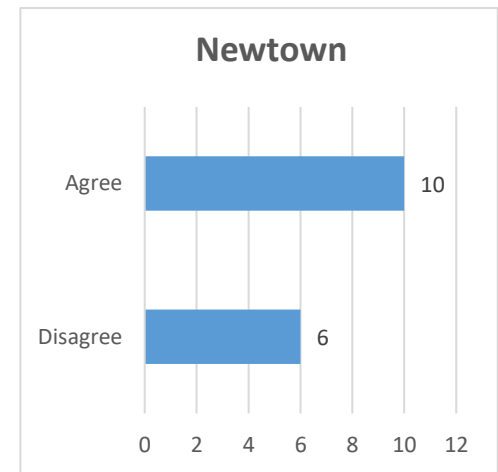
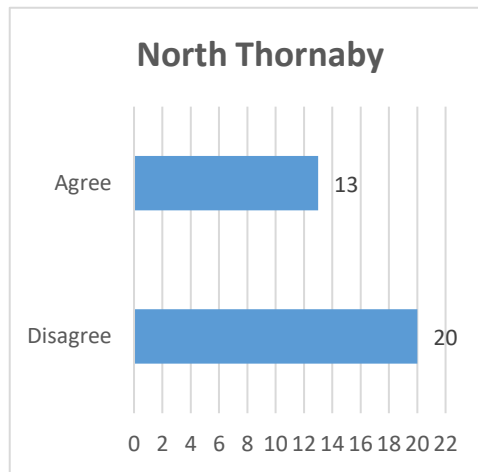
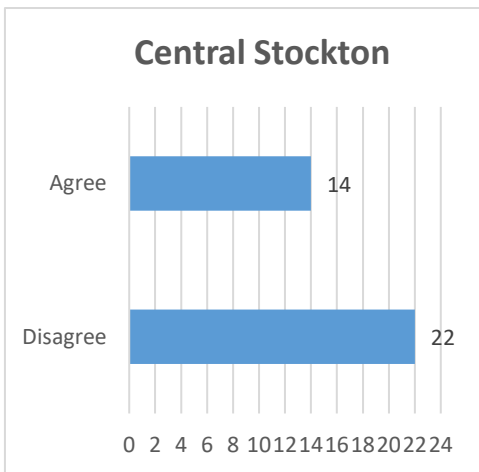


**QUESTION: Do you agree with the proposal to offer a discount?**



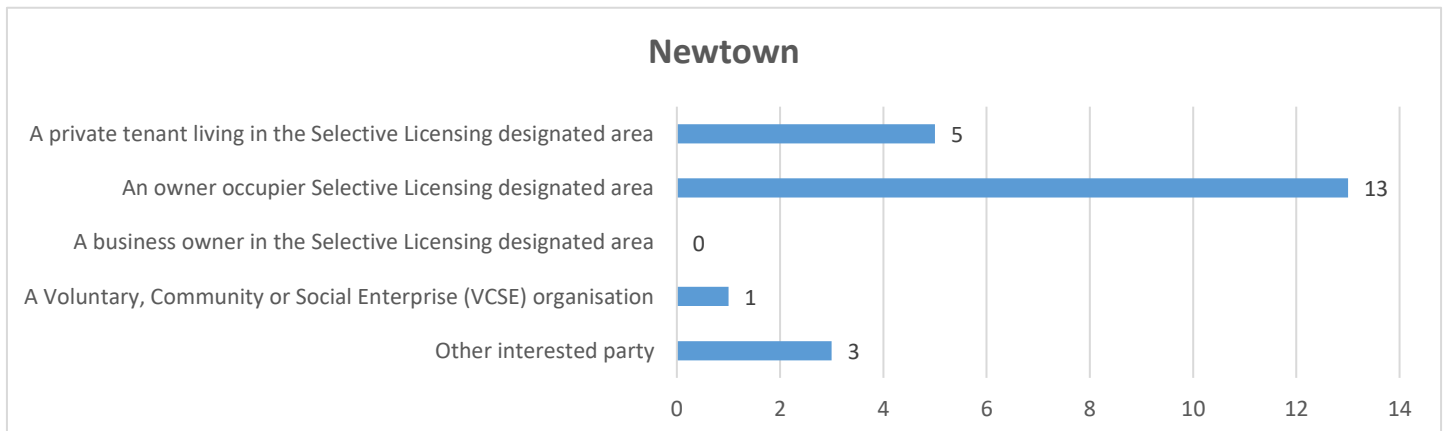
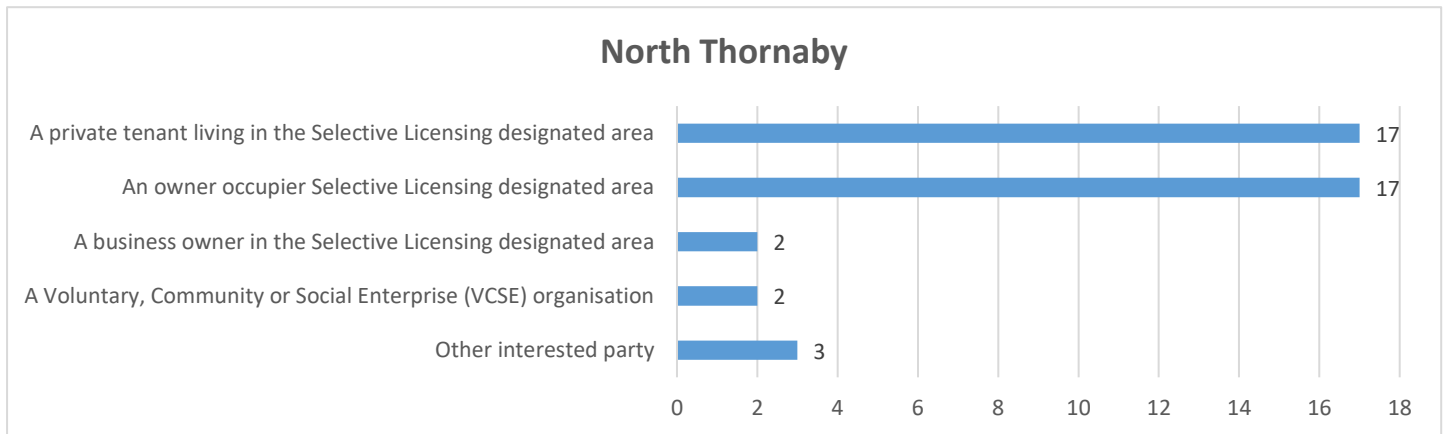
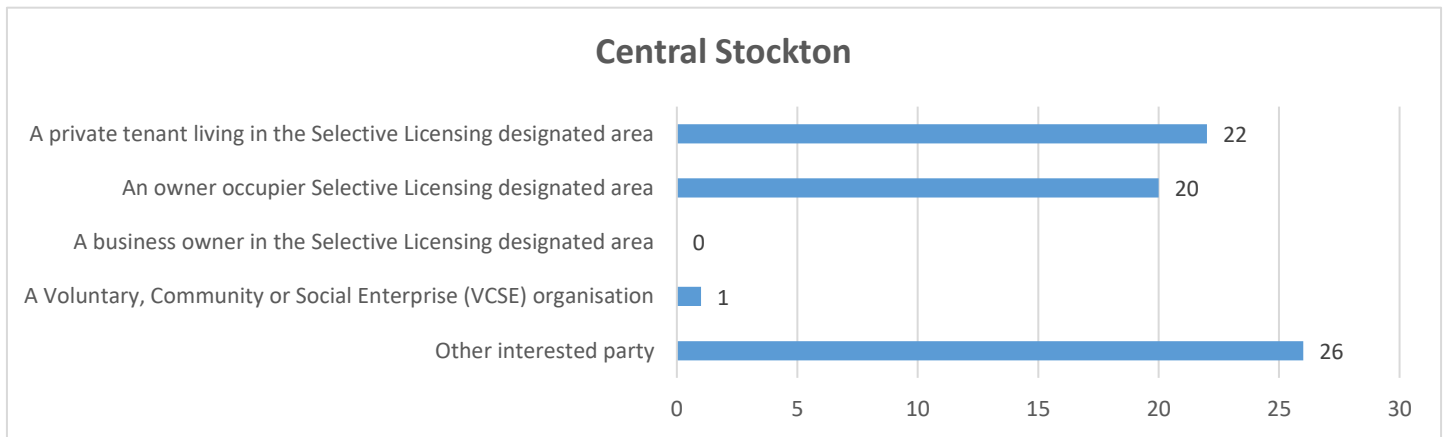


**QUESTION: Do you agree or disagree with the proposed licence conditions which a licence holder would have to comply with?**



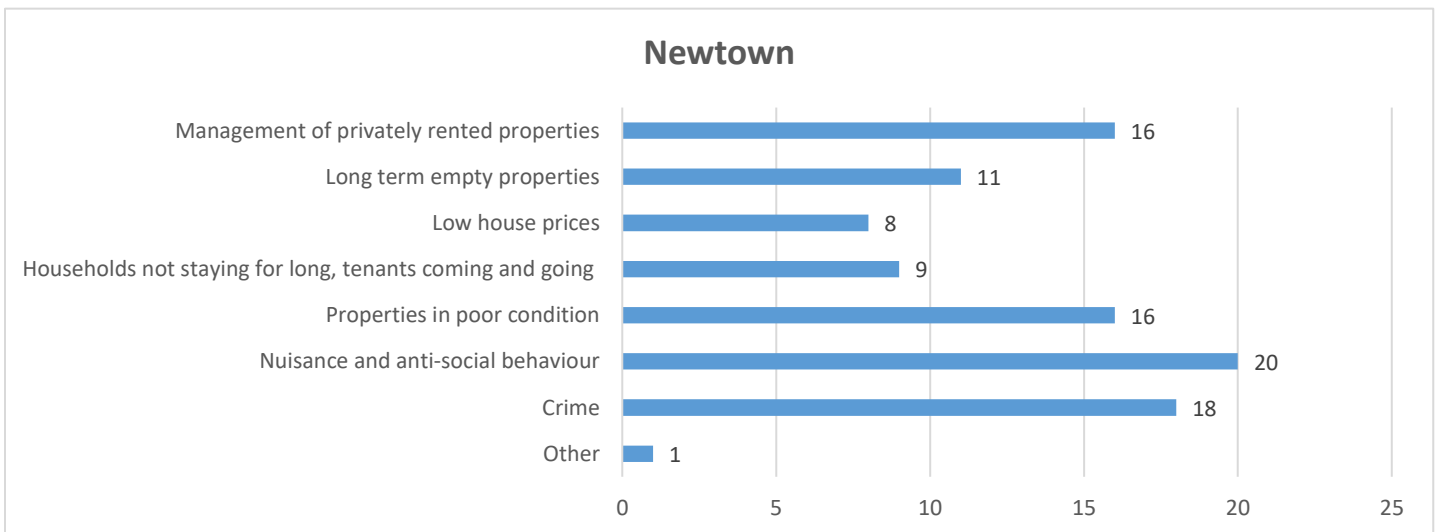
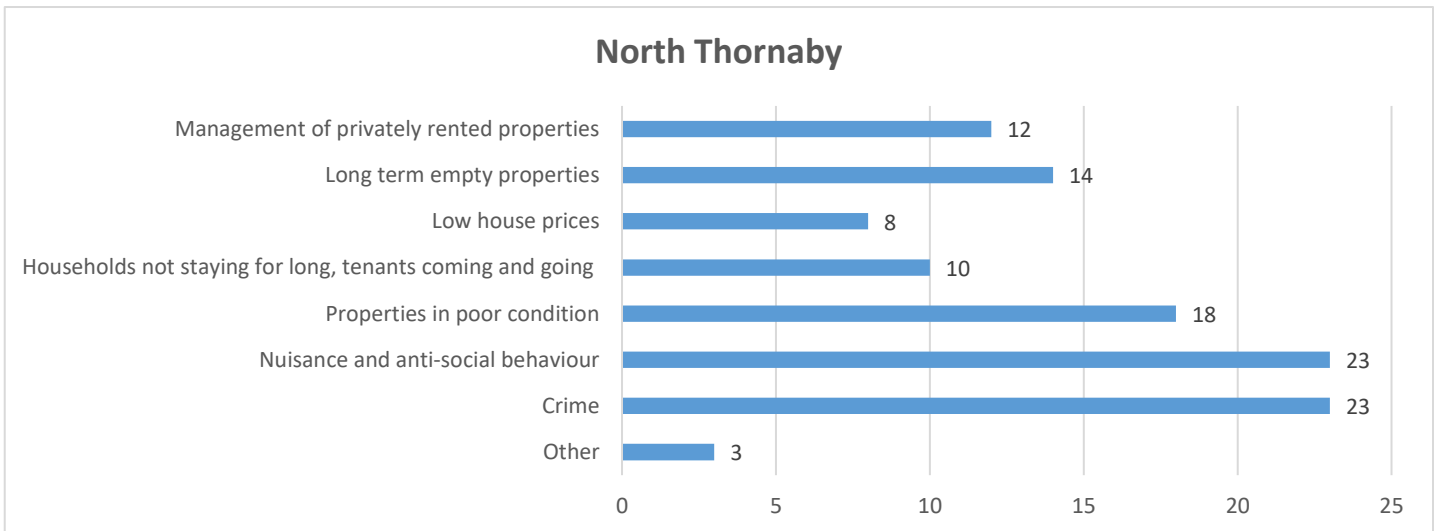
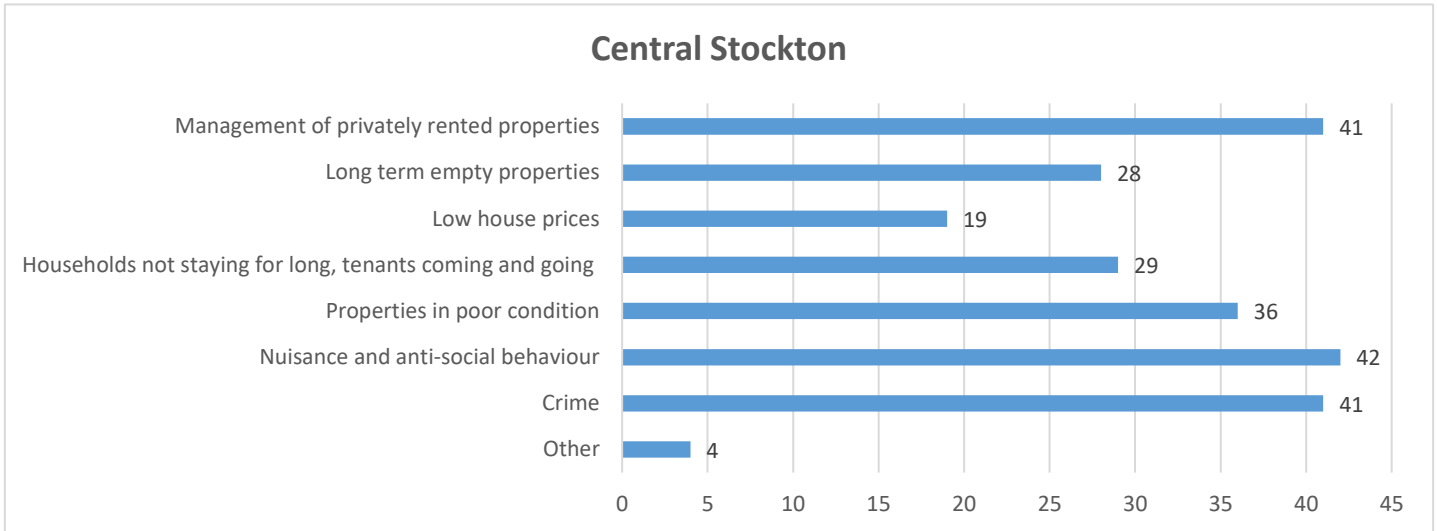
# CHAPTER 5: CONSULTATION RESPONSES COMBINED - RESIDENTS (TENANTS AND OWNER OCCUPIERS) & STAKEHOLDERS

**QUESTION: Please tell us if you are a private tenant, owner occupier or other interested party in the proposed Selective Licence areas?**



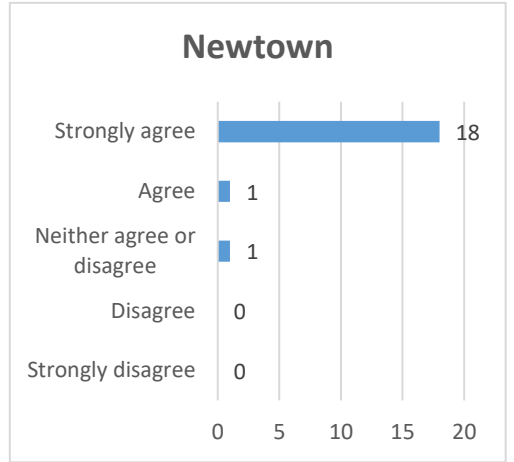
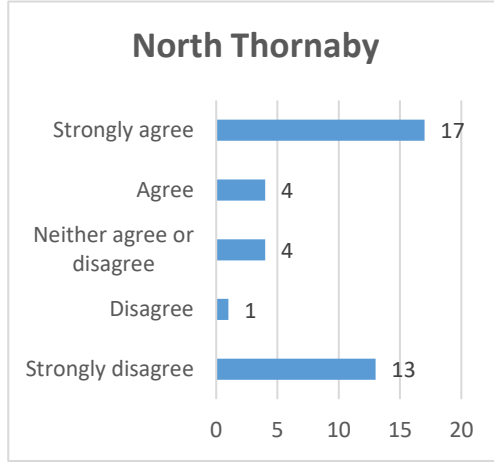
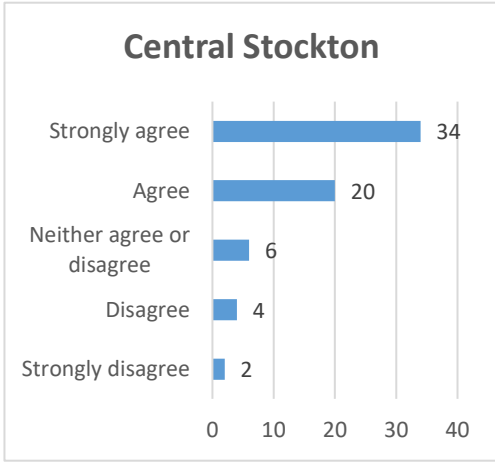


**QUESTION: Do you think any of the following are an issue in the proposed designated (Selective Licence) areas?**

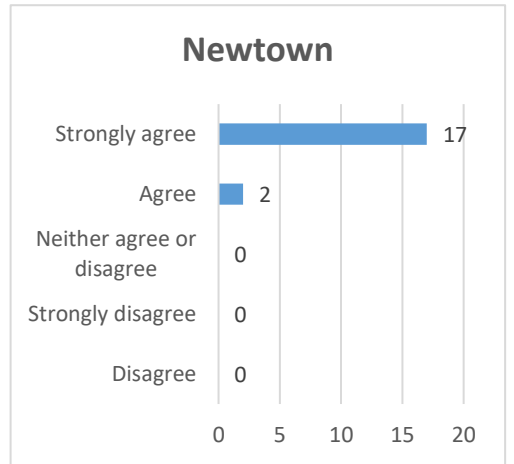
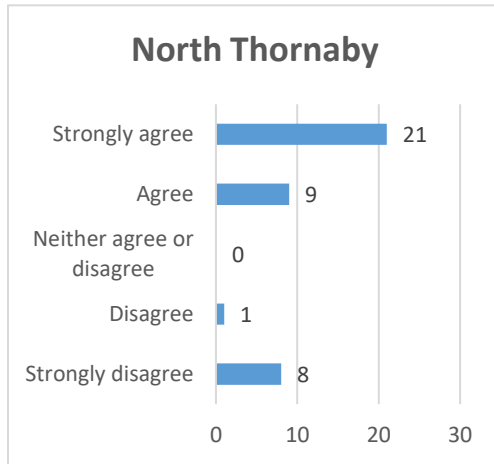
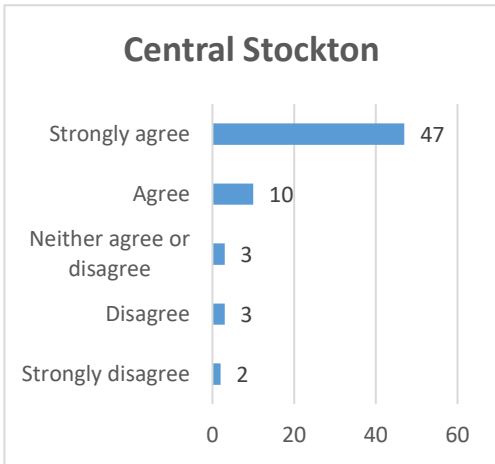


**QUESTION: To what extent do you agree that private landlords should take the following actions?**

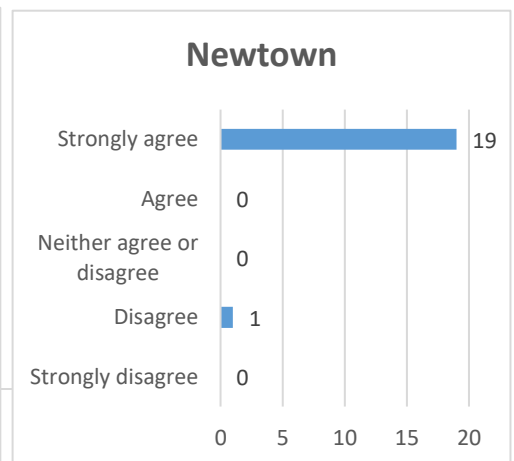
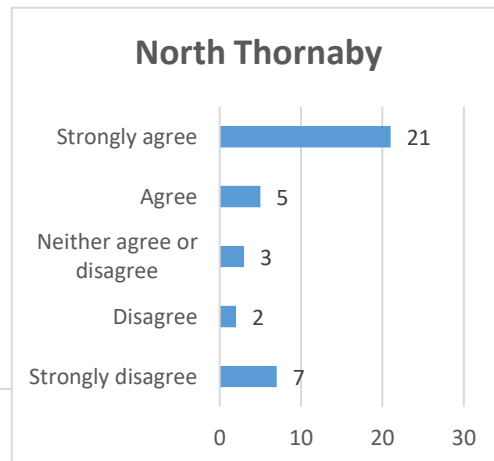
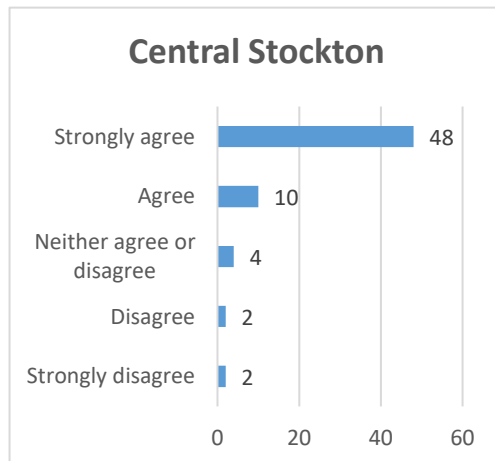
**Obtain and keep references for tenants**



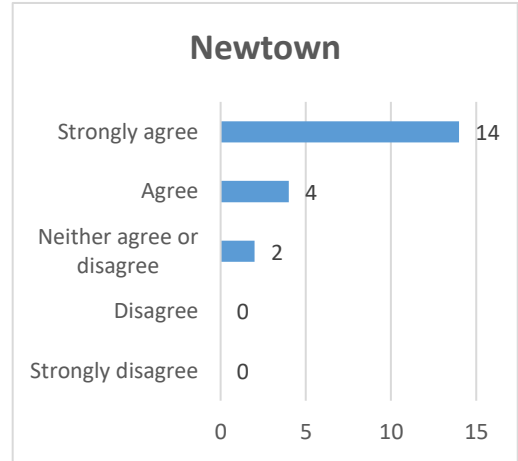
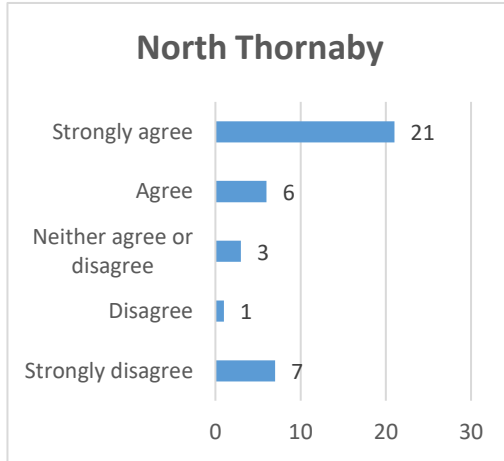
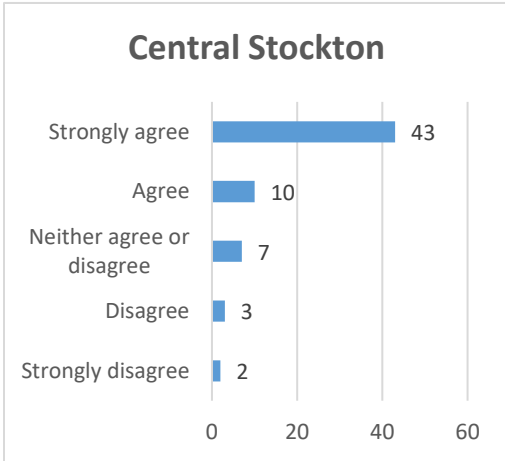
**Ensure that properties are kept secure and free from rubbish between tenancies**



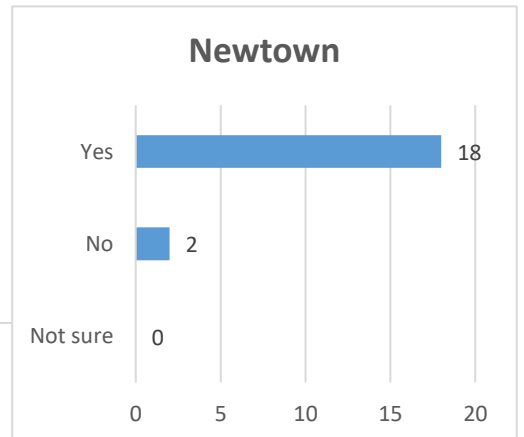
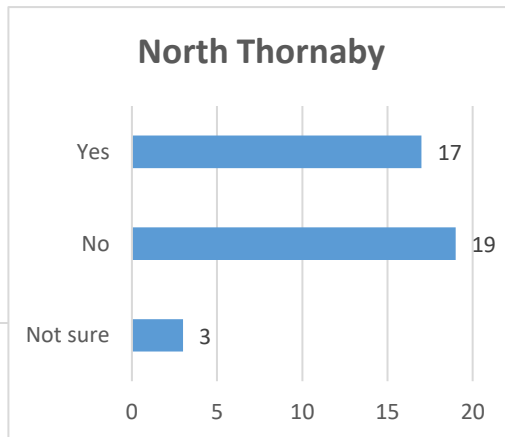
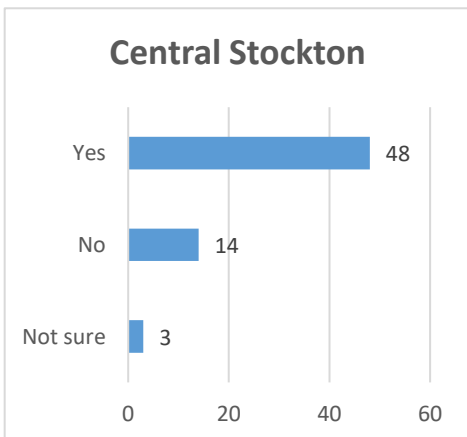
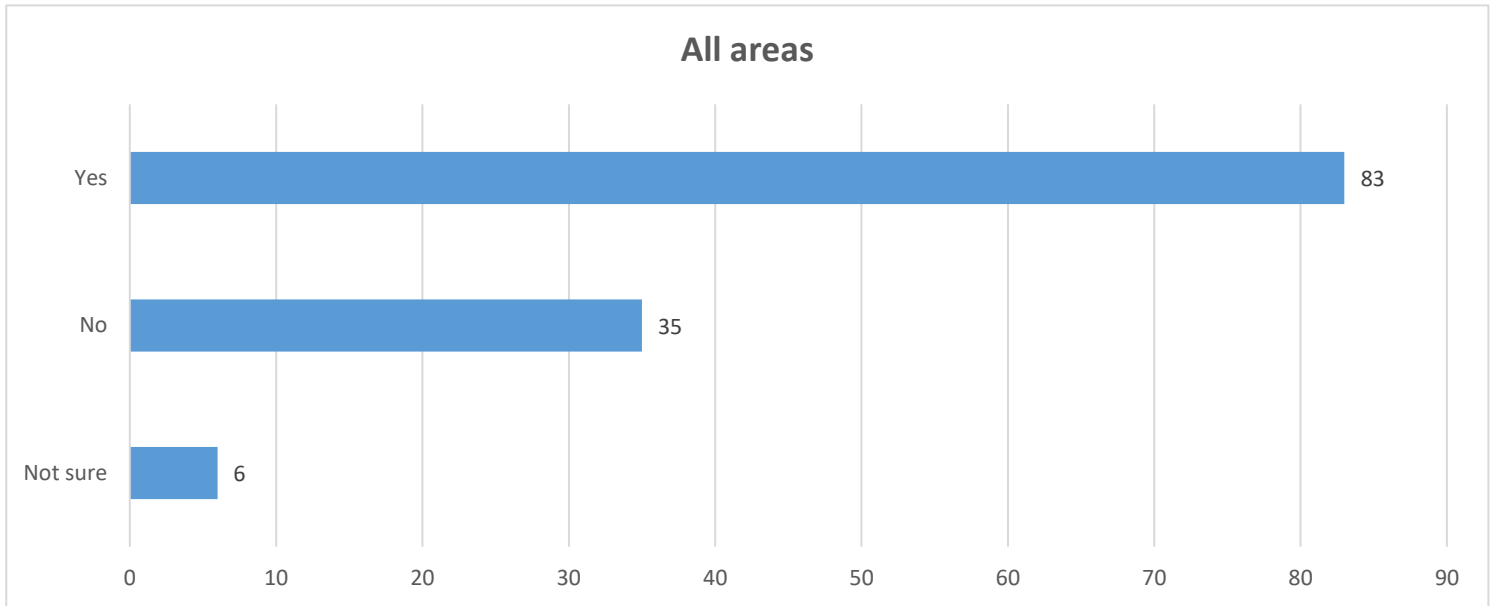
**Ensure that tenants know that anti-social behaviour is unacceptable**



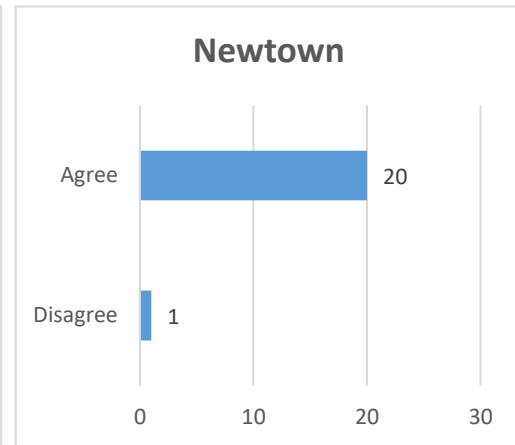
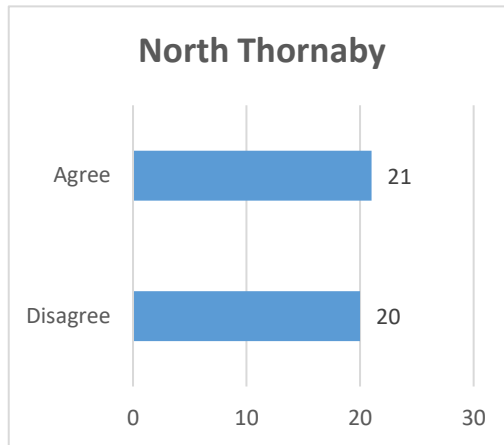
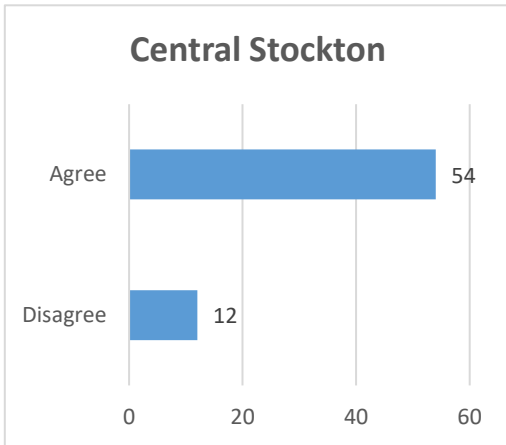
**Provide information to tenants including emergency contact numbers**



**QUESTION: Do you agree with the proposal to introduce Selective Licensing**



**QUESTION: Do you agree or disagree with the proposed licence conditions which a licence holder would have to comply with?**



## CHAPTER 6: CONSULTATION RESPONSES ADDITIONAL INFORMATION

### Narrative replies

1. All questionnaire respondents had the ability to provide additional narrative replies as part of the consultation survey. All replies have been collated and are attached in the 'Summary of Representations made to the consultation and of the Councils considerations and responses' document.

### Landlord 'face to face' engagement

2. Details of the key issues raised by landlords and letting/managing agents at these 2 events are also detailed in the 'Summary of Representations made to the consultation and of the Councils considerations and responses' document.

### Email replies

3. As noted previously 12 written submissions received by email were made. In summary the replies were received from:
  - 7 emails identified as private sector landlords.
  - 1 email identified as a private sector property management company.
  - 1 unknown.
  - 1 from P LuSS.
  - 1 from the National Residential Landlords Association.
  - 1 from Safeagent (a not-for-profit accreditation scheme for letting and managing agent).

## CHAPTER 7: CONSULTATION ANALYSIS

1. Analysis of all feedback received (summarised in the bullet points below) has been reviewed. The key consultation/feedback themes and the Council's response are detailed in the 'Summary of Representations made to the consultation and of the Councils considerations and responses' document.
  - Questionnaire consultation responses (to both the questions and open-ended narrative supplied).
  - 12 emails received.
  - Issues raised at the landlord engagement and community events.
  - Responses received from the NRLA / P LuSS/ Safeagent

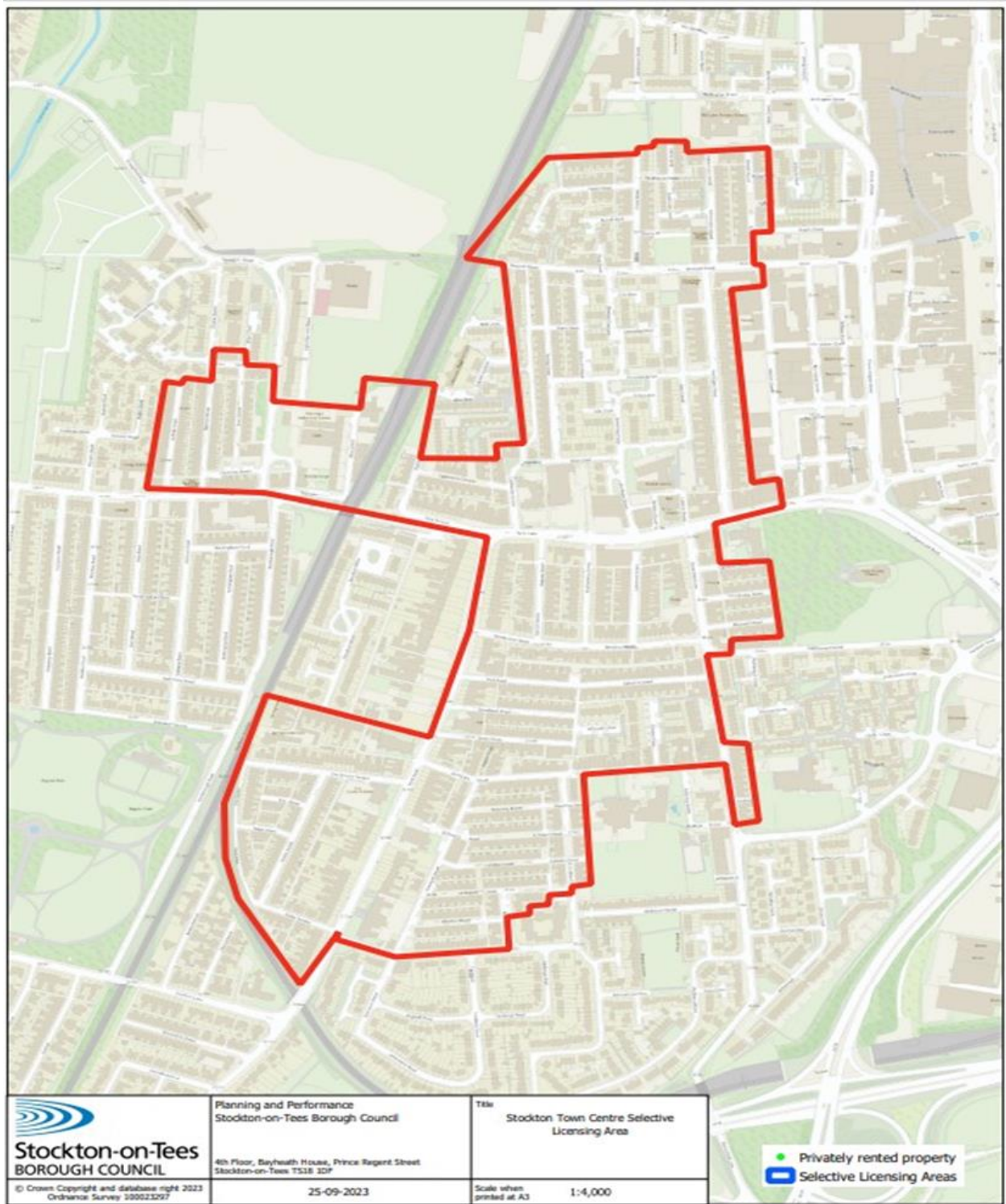
# APPENDIX A

## Red Line Maps

## Appendix A

The Councils Selective Licensing designation proposal will cover 3 areas of the borough **Central Stockton**, **North Thornaby** and **Newtown**. The proposed designation maps have been labelled to assist people in recognising each location. A comprehensive list of streets is also provided.

**Map 1: Central Stockton**



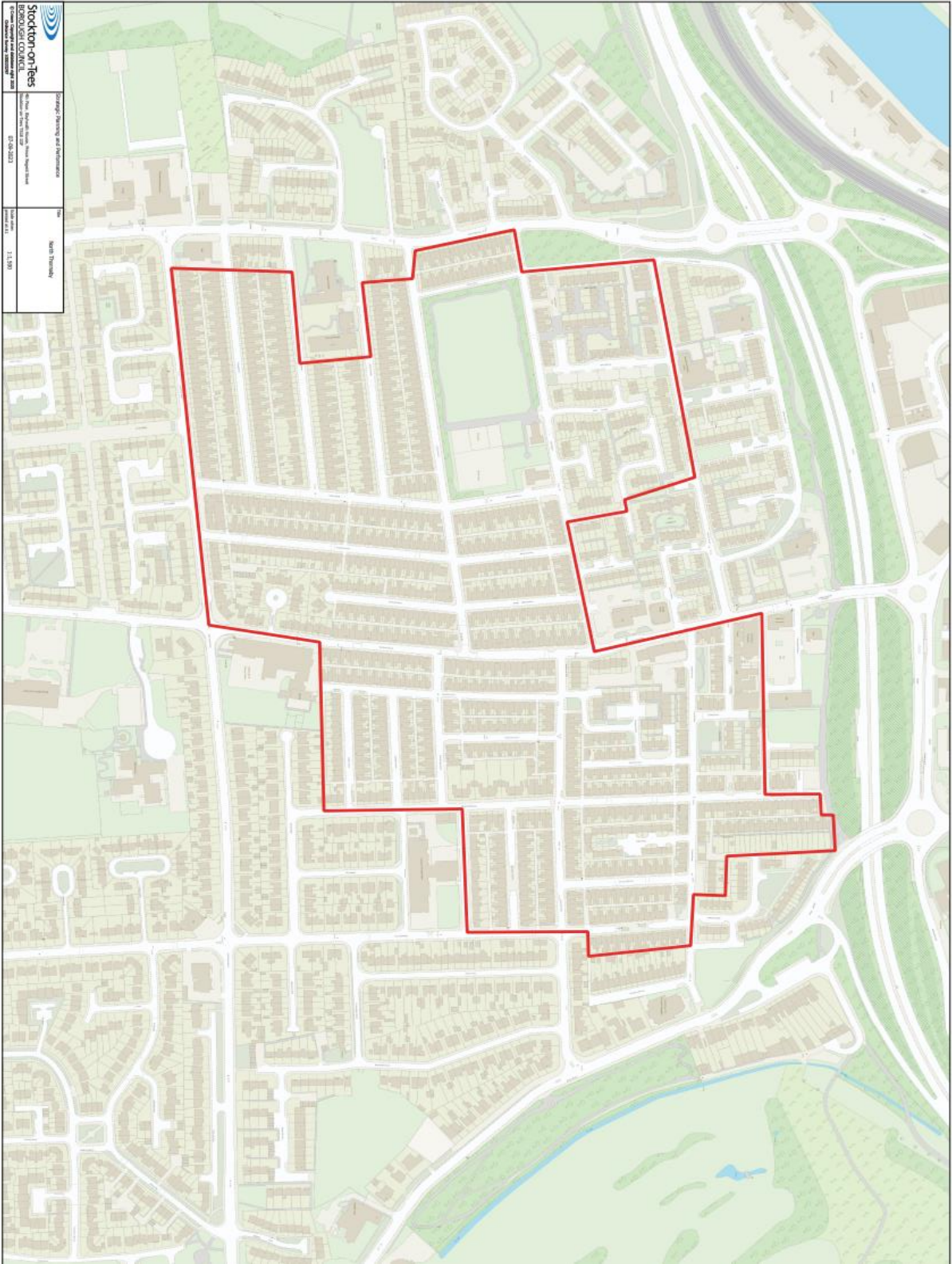


**Street list: Central Stockton**

<b>Street</b>	<b>Property number if applicable</b>
Arlington Court	43 - 48
Arlington Street	81 - 127 (odds), 86 - 140 (evens)
Bakery Street	No residential accommodation
Bluebell Crescent	
Bowesfield Lane	1 - 13 (odds), 19A - 55 (odds), 2 - 40 (evens)
Bramley Parade	
Bute Street	
California Close	
Camden Street	70 - 124 (evens), 71 - 107 (odds)
Carr Street	14 - 20 (evens), 24 - 27, 29
Childeray Street	12 - 16 (evens)
Cranbourne Terrace	
Dennison Street	2 - 6 (evens), 1 - 31 (odds)
Dixon Street	
Dovecot Street	74 - 134 (evens), 87 - 119 (odds)
Edwards Street	
Eggleston Terrace	
Eleanor Place	
Ewbank Drive	9 - 43 (odds)
Fagg Street	
Grove Street	
Hartington Road	
Hope Street	
Iris Close	
Lavender Close	
Lawrence Street	
Leybourne Terrace	
Lightfoot Grove	
Manfield Street	
Mary Street	
Melbourne Street	
Middleton Walk	1 - 7 (odds), 31 - 49 (odds)
Norfolk Street	
Northcote Street	2 - 72 (evens), 53 - 87 (odds)
Outram Street	
Oxbridge Lane	19 - 81 (odds)
Palmerston Street	
Park Road	
Park View	
Parliament Street	1 - 7 (odds)
Petch Street	
Poplar Grove	
Richardson Road	Richard Hind Caretakers House, 11 - 43 (odds)
Roker Terrace	
Rokerby Street	

Rose Street	
Russell Street	
Scarth Walk	
Shaftesbury Street	
Sheraton Street	47, 87 - 89
Skinner Street	2
Snowdrop Place	
Spring Street	1 - 23 (odds)
Springholme	
St Bernard Road	
St Cuthbert's Road	
St Peters Road	
Suffolk Street	
Sydney Street	42 - 60 (evens)
Tarring Street	
The Groves	
Trinity Street	
Tulip Close	
Varo Terrace	
Villa Terrace	
Walter Street	
Waverely Street	61 - 91 (odds), 62 - 96 (evens)
Westbourne Street	
Westcott Street	
Whitwell Close	
Winston Street	
Woodland Street	
Wren Street	53 - 93 (odds), 56 - 102 (evens)
Yarm Lane	27 - 71 (odds), 64 - 116 A (evens)
Yarm Road	1 - 93 (odds), 48 - 108 (evens)

### Map 2: North Thornaby

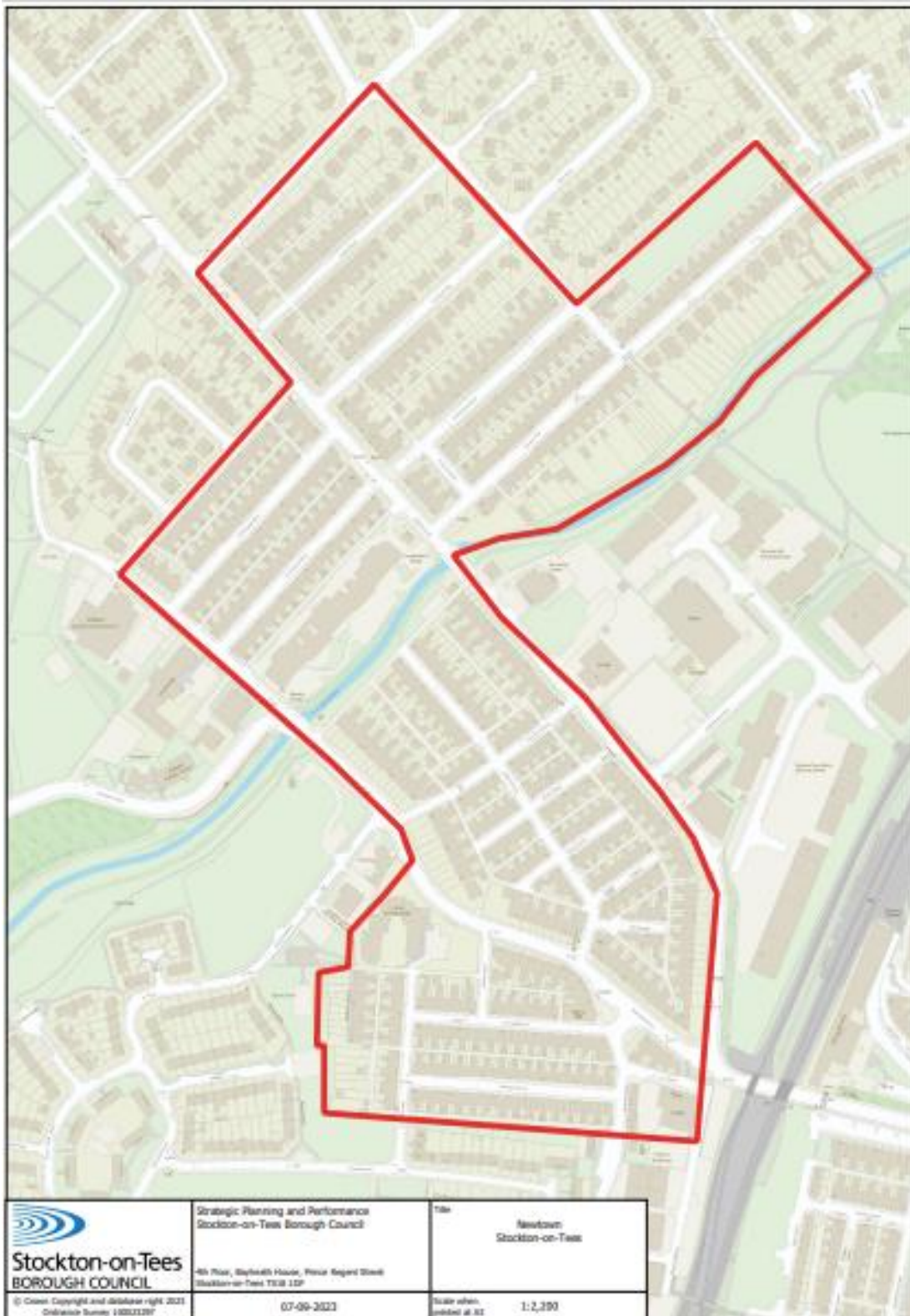


**Street list: North Thornaby**

<b>Street</b>	<b>Property number if applicable</b>
Cambridge Road	
Camelon Street	
Cardwell Walk	
Cheltenham Avenue	
Cobden Street	
Cranworth Green	1 - 17 (odds)
Cranworth Street	No residential accommodation
Cromwell Terrace	
Cuthbert Close	1 - 37 (odds), 26 - 28 (evens)
Derby Close	
Derby Terrace	
Dorothy Terrace	
Easton Street	
Eldon Street	
Eldon Walk	
Elizabeth Street	
Ellerburne Street	
Eric Avenue	
Falkirk Street	
Francis Walk	
Gilmour Street	12 - 80 (evens), 100 -116 (evens)
Grange Road	
Havelock Street	
Henley Grove	
Heslop Street	
Imperial Avenue (Langley House)	
Lanehouse Road	1 - 113 (odds)
Langley Avenue	1 - 61 (odds), 2 - 76 (evens)
Mansfield Avenue	21 - 115 (odds), 32 - 136 (evens)
Oxford Road	
Palmerston Court	
Park Terrace	
Peel Street	17 - 73 (odds), 10 - 42 (evens)
Roseberry View	
Salisbury Street	
Scarborough Street	
Spring Close	
St Paul's Road	
Stanley Close	
Stainsby Street	
Stranton Street	
Teesdale Terrace	
Thornaby Road	123 - 159 (odds)
Victoria Road	
Westbury Street	39 - 171 (odds), 82 - 196 (evens)



### Map 3: Newtown



**Street list: Newtown**

<b>Street</b>	<b>Property number if applicable</b>
Appleton Road	1 - 33 (odds)
Bedford Street	
Bishopton Road	1 - 35 (odds), 2 - 92 (evens)
Britannia Road	No residential accommodation
Castlereagh Road	
Craggs Street	
Dundas Street	1 - 87 (odds), 2 - 122 (evens)
Durham Road	3 - 135 (odds), 58 - 126 (evens)
Ezard Street	
Green Lane	1 - 6
Hamilton Road	1A - 11 (odds)
Lambton Road	
Londonderry Road	1 - 121 (odds), 2 - 114 (evens)
Mellor Street	
Newtown Avenue	
Primrose Street	No residential accommodation
Samuel Street	
St Paul's Court	
St Paul's Street	1 - 17
St Paul's Road	
St Paul's Terrace	
Stavordale Road	1 - 47 (odds)
Vicarage Avenue	
Vicarage Street	
Zetland Road	

# **APPENDIX 3 B**

## **Consultation Plan 2023**

## Appendix B

### 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.

Method	Target Audience	Outcome
<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.</p> <p>Known landlords and managing agents.</p>	<p>5,600 leaflets were distributed to the streets within the Selective Licensing and surrounding areas.</p> <p>In addition approximately 300 leaflets were distributed to Private Landlords and letting agents using the PLUS distribution list and the Council's own Landlord accreditation list.</p> <p>An additional exercise was undertaken to identify other landlords through land registry checks and the tenancy deposit scheme.</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.</p> <p>Local letting/managing agents.</p>	<p>Two engagement sessions were held with landlords.</p> <p>1 face to face session – 29<sup>th</sup> November 2023</p> <p>1 online session (via Teams) – 6<sup>th</sup> December 2023.</p>

Method	Target Audience	Outcome
<p>Stockton News</p> <p><i>Promoting the consultation and inviting feedback.</i></p>	<p>Residents of the borough.</p> <p>Businesses owners.</p> <p>Landlords.</p> <p>Service providers in the Area.</p>	<p>The SL consultation was promoted through the November 2023 edition of Stockton News.</p> <p><a href="#">Stockton News November 2023</a></p>
<p>Press releases (and social media)</p> <p><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>Press release out first on <a href="#">17 October 2023</a>, and then again when the consultation was opened on <a href="#">3 November 2023</a>.</p> <p>Social media: 6 posts between 18 October and 16 January. (2 before the consultation, letting people know it was coming).</p>
<p>Attendance (and/or direct contact) with relevant Partnership.</p> <p><i>Promoting the consultation and inviting feedback.</i></p>	<p>Safer Stockton Partnership.</p> <p>Housing and Affordable Warmth Partnership.</p> <p>Applicable Community Partnerships.</p>	<ul style="list-style-type: none"> <li>• Safer Stockton partnership – 22<sup>nd</sup> November 2023.</li> <li>• North Thornaby Community Partnership meeting attended on 29<sup>th</sup> November 2023</li> <li>• Stockton community partnership was cancelled but followed up with an email inviting people to respond to the consultation.</li> <li>• MA HFSOT meeting cancelled but followed up with an email inviting people to respond to the consultation.</li> <li>• Attendance at 2 resident's surgeries in central Stockton</li> </ul>

Method	Target Audience	Outcome
		<p>(Ropner ward) on 11.12.23 and 8.01.24 (attended upon request).</p> <ul style="list-style-type: none"> <li>Attendance at 2 Bread and Butter sessions and 2 Little Sprouts sessions at Victoria Park, Arlington Park, and the Salvation Army, to gauge feedback from tenants/residents – Dates for sessions were on 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> January 2024.</li> </ul>
<p>Letter/email correspondence</p> <p><i>Detailing the proposal and inviting feedback.</i></p>	<p>Key Council Partners; Registered Housing Providers, the Police the Fire Brigade.</p> <p>National Landlords Associations/representatives.</p> <p>Members of the Councils Voluntary Landlord Accreditation Scheme.</p> <p>Members of the VCSE sector.</p> <p>Local members of parliament.</p> <p>Local ward members.</p> <p>Thornaby Town Council.</p>	<p>Letters and emails were sent out to key stakeholders through a variety of source.</p> <p>Most were direct emails.</p> <ul style="list-style-type: none"> <li>Reponses have been received from some Registered Housing Providers and Cleveland Police.</li> <li>Responses have been received from the NRLA and PLUS.</li> <li>Catalyst emailed organisations who are on their distribution list on behalf of the Council to advise VCSE colleagues of the Selective Licensing consultation and invited them to contribute their views.</li> <li>Emails were sent to both MPs to advise of the consultation and invite</li> </ul>

Method	Target Audience	Outcome
		them to respond. 1 local MP responded. <ul style="list-style-type: none"> <li>• Meetings were held with all councillors of the SL wards prior the commencement of the consultation.</li> </ul>
Council Website  <i>Full documentation available, including the on-line questionnaire.</i>	Borough residents and wider residents.  Landlords.  Service providers in the area.  Potential interested parties.	<a href="#">Selective Licensing</a>

# APPENDIX C

## Selective Licensing Letter & Leaflet



This document was classified as: OFFICIAL

Dear resident

**Selective Licensing of private rented properties - we want to hear your views**

The Council is proposing the introduction of Selective Licensing of private rented properties within 3 areas of the borough in Central Stockton, North Thornaby and Newtown. We are contacting you as you live in or close to one of these areas. Enclosed for your information is a Selective Licensing information leaflet which explains what Selective Licensing is, how it will work and also includes a map of each of the 3 areas.

We want to ensure that all those who may be affected can get involved and tell us what they think. On the back of the leaflet, we have detailed the ways you can do this. Please take the time to read the leaflet and to feedback your views. Have your say, as your opinion counts.

To find out more please contact us on:

Telephone: 01642 528010

Email: [SelectiveLicensingConsultation@stockton.gov.uk](mailto:SelectiveLicensingConsultation@stockton.gov.uk).

Thank you for getting involved.

**Stockton-on-Tees Borough Council**

# Selective Licensing

A guide for residents, businesses, landlords, letting and managing agents and other stakeholders.





Stockton-on-Tees Borough Council is considering introducing Selective Licensing of private rented homes in 3 areas of the borough, in Central Stockton, North Thornaby and Newtown. This leaflet tells you about the Selective Licensing proposal and how you can get involved in the consultation as we want to hear the views of all those who may be affected.

### **What is a Selective Licensing Scheme?**

The Housing Act 2004 gives Council's the power to introduce the selective licensing of private rented homes, within a designated area. Under the scheme owners or managers of private rented properties are legally required to get a licence for each property they rent out in the designated area.

### **Why is Selective Licensing needed?**

Central Stockton and North Thornaby are areas of low housing demand, have high concentrations of private rented properties (well above the national average) and are experiencing high levels of deprivation. Newtown is an area experiencing significant and persistent problems caused by high levels of crime and anti-social behaviour again with high concentrations of private rented properties (well above the national average) and is experiencing high levels of deprivation. The Council proposes to use Selective Licensing as a tool to tackle issues associated with private rented housing.

### **How does Selective Licensing work?**

All private landlords would need to apply for a licence for each residential property they let in the three proposed designated areas. The licence will last for five years and the licence holder, usually the property owner, will have to meet certain criteria to obtain a licence and comply with the licence conditions. This means a landlord must meet a certain standard before they can legally rent out a property.



### **Selective Licence conditions**

Some of these are mandatory conditions which relate to gas, electrical and fire safety, to providing tenants with a tenancy agreement and carrying out pre-tenancy reference checks. The Council is also proposing additional conditions relating to tenancy and property management and landlords having a plan in place to tackle anti-social behaviour perpetrated by their tenants.

Full details about the proposed conditions can be found at [www.stockton.gov.uk/selective-licensing-scheme-2023](http://www.stockton.gov.uk/selective-licensing-scheme-2023).

### **Where will it apply?**

The Selective Licensing Scheme will apply in the following areas:

- Central Stockton
- North Thornaby
- Newtown

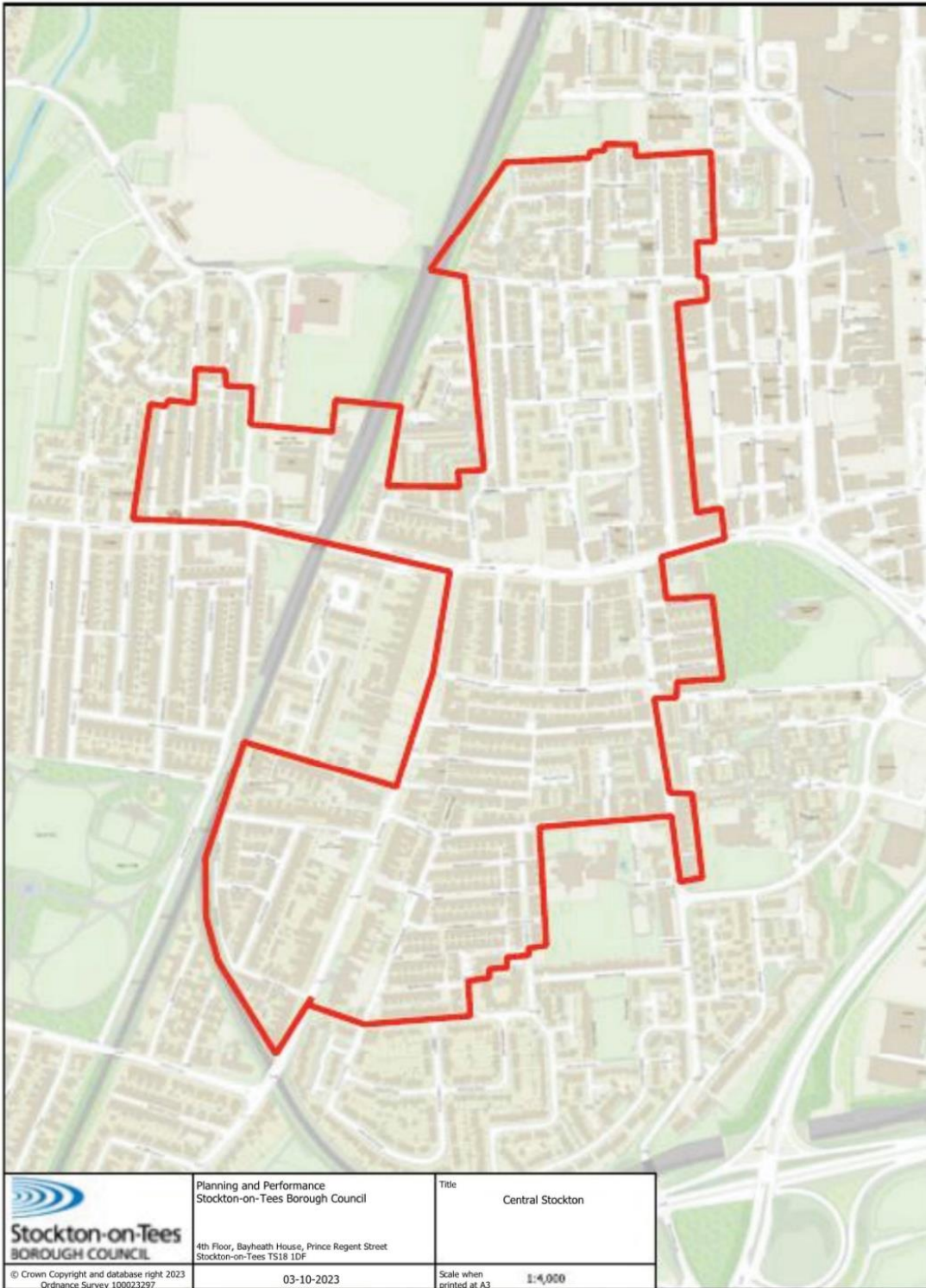
A map of each of the 3 proposed Selective Licensing areas is included in this leaflet. A full list of streets and larger maps can be found at [www.stockton.gov.uk/selective-licensing-scheme-2023](http://www.stockton.gov.uk/selective-licensing-scheme-2023).

### **How were the areas identified?**

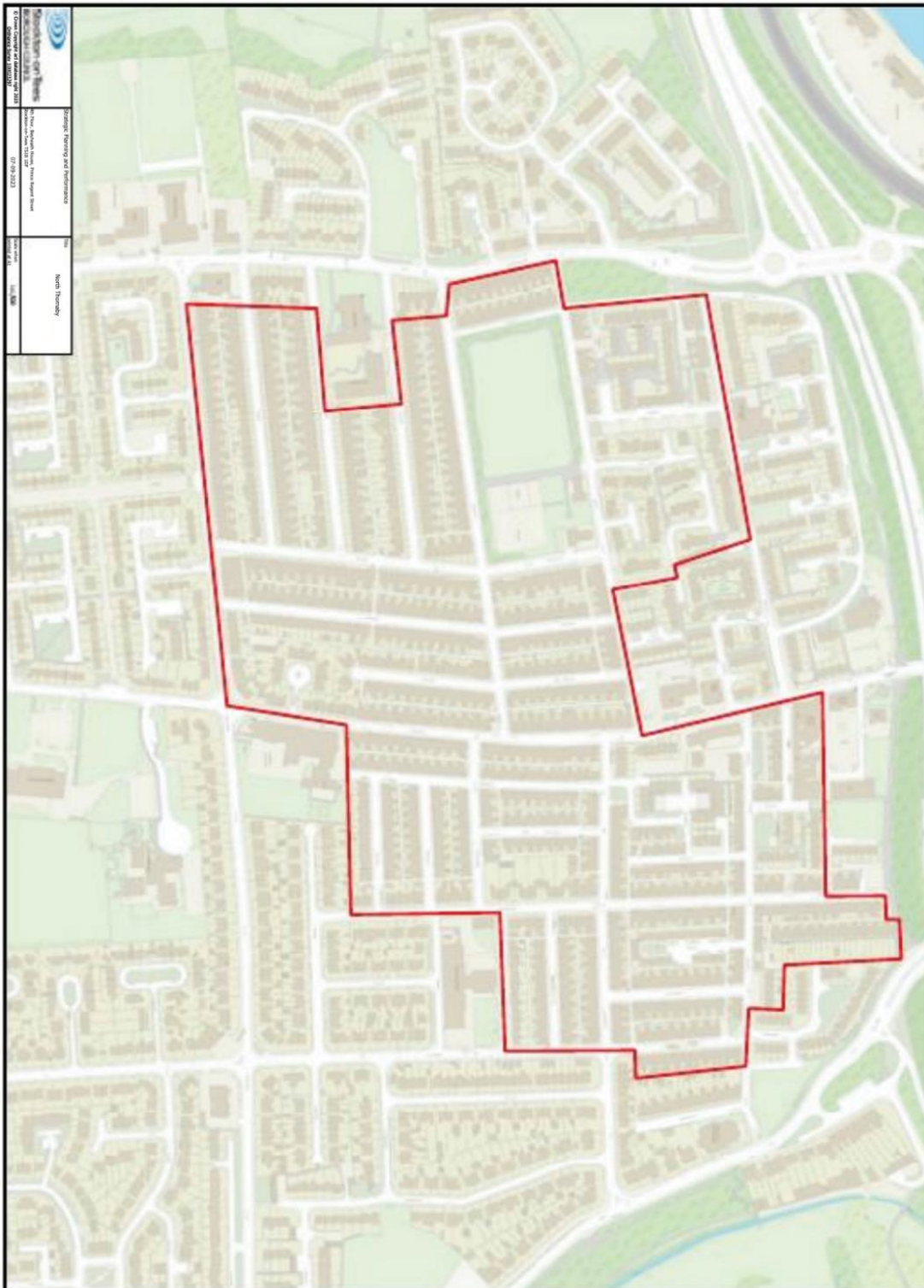
The three areas were identified using a range of information. This can be found at [www.stockton.gov.uk/selective-licensing-scheme-2023](http://www.stockton.gov.uk/selective-licensing-scheme-2023).



**Map 1: The proposed Central Stockton Selective Licensing designated area**



**Map 2:** The proposed North Thornaby Selective Licensing designated area







**Map 3: The proposed Newtown Selective Licensing designated area**



### **What are the benefits of Selective Licensing?**

The Council believes Selective Licensing will benefit the community and it will ensure that all private rented homes within the designated area will be managed and maintained to a satisfactory standard. Some of the benefits include for example:

Benefits for tenants:

- Improved management of private rented housing.
- A better understanding of the standards of private rented housing.
- Confidence that the Council will help if licence conditions are not met.

For the wider community:

- Improved property conditions and management of private rented housing.
- Less anti-social behaviour.
- Private landlords will be required to reference all new tenants.

For landlords:

- A level playing field, where all landlords are required to operate in the same way and licence their properties.
- Improved reputation of private landlords.
- Support for landlords dealing with anti-social behaviour.

### **Will landlords have to pay for a licence?**

Yes. The proposed standard licence fee per property would be £653.00. This fee will cover the five-year licence for one licence holder.

It is proposed that a fee discount of £50.00 per property will be offered to accredited landlords (members of PLuSS or the Councils Landlord Accreditation Scheme or a member of the National Residential Landlords Association or the British Landlords Association).

### **What would happen to private landlords who let their property without a licence or don't meet the licence conditions?**

Failure to get a licence could lead to an unlimited fine or a Civil Penalty of up to £30,000. In addition, where a breach of a licence condition is identified this could lead to a fine of £5,000 or a Civil Penalty for each breach.

### **Who is being consulted?**

The Council is contacting residents, landlords, businesses and stakeholders who live, operate or have an interest in the proposed Selective Licensing areas and those in the immediate surrounding areas.

You can get more information including details of the full proposal on the Council's website [www.stockton.gov.uk/selective-licensing-scheme-2023](http://www.stockton.gov.uk/selective-licensing-scheme-2023).



## Have your say – your opinion counts

The consultation period starts Monday 6 November 2023 and will end at 4pm on Friday 19 January 2024. This is your opportunity to let us know your views.

You can respond to the consultation by:

- a) Use this QR code or visit [www.stockton.gov.uk/selective-licensing-consultation-2023](http://www.stockton.gov.uk/selective-licensing-consultation-2023) to complete the questionnaire online.
- b) Contacting us by email or telephone to ask for a copy of the questionnaire and we will post a copy out for to you to complete.



Telephone: 01642 528010

Email: [SelectiveLicensingConstulation@stockton.gov.uk](mailto:SelectiveLicensingConstulation@stockton.gov.uk)

### What happens at the end of the consultation period?

The Council will make a final decision on Selective Licensing at the end of the consultation period, after it has considered all the responses received.

The Council has 3 possible options:

1. To decide not to implement Selective Licensing.
2. To amend the Selective Licensing proposal.
3. To proceed with Selective Licensing.

The Council will publish the findings and its next steps once the consultation is complete.

### Find out more

A full copy of the Selective Licensing Scheme Proposal and all supporting documents can be found on the Councils website [www.stockton.gov.uk/selective-licensing-scheme-2023](http://www.stockton.gov.uk/selective-licensing-scheme-2023).

### Contact us

Telephone: 01642 528010

Email: [SelectiveLicensingConstulation@stockton.gov.uk](mailto:SelectiveLicensingConstulation@stockton.gov.uk)

