

Appendix 3

Teams Involved in Selective Licensing

The application process for selective licences is completely online. The form consists of a number of questions relating to the property, the applicant, the proposed licence holder and any other persons with an interest in the property. The application takes approximately 20 minutes to complete. Once the form is complete the applicant must pay online in order for the application to become valid.

A number of teams work together on the various aspects of selective licensing as follows:

Selective licensing administration – included within the council's licensing service, staff assist applicants in completing the form, answer any queries about the scheme, and who process the applications and issue the licences. They also provide witness statements to assist in any legal action taken by the enforcement team.

Selective licensing inspection – included within the council's public protection service and consists of two parts:

- **Selective licensing inspectors** – these officers carry out routine inspections of licensed properties to check the condition of the property and compliance with licence conditions, and also carry out targeted area-based inspections to locate unlicensed properties. They deal with minor infringements but if formal enforcement action is required the case is passed to housing enforcement.
- **Housing enforcement** – this team deals with complaints of disrepair from tenants and any cases passed over from selective licensing officers. Enforcement action usually starts with an informal approach with cases progressed to statutory action, works in default and legal action as appropriate/necessary.

Houses in multiple occupation – this team deals with 'mandatory' HMO licensing which applies to properties with 4 or more tenants. Smaller HMOs require selective licences but are inspected by the HMO team.

Anti-social behaviour and pollution teams – assist the housing teams in dealing with issues of ASB and noise in privately rented properties to ensure that licence holders are complying with relevant licence conditions relating to the behaviour of tenants.

Neighbourhood safety teams – assist the housing teams in dealing with issues of inadequate refuse disposal and accumulations of rubbish in gardens of privately rented properties, again to ensure that licence conditions are being complied with.

Housing options – works closely with housing enforcement in cases where private tenants have been served with a section 21 (possession) notice or where disrepair is cited as an issue which may lead to homelessness. Included in this team is tenancy relations and a significant number of cases are referred between housing options and housing enforcement.

Anti-fraud team – one part-time officer works with housing enforcement assisting with queries relating to whether an applicant is 'fit and proper' and carrying out investigations if infringements relating to benefits etc are suspected.

Council tax – visiting officers pass on information relating to unlicensed, privately owned properties. Housing enforcement officers pass on information relating to converted flats which are not registered separately for council tax.

Planning enforcement – works with housing enforcement on cases of properties which have been converted to flats without relevant permission.