

Telford & Wrekin Council

**Business Case for Selective Licensing
March 2017**

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Introduction

Whilst the council acknowledges that many landlords provide decent well-managed and well maintained accommodation, which do not cause any problems for the local community, there are properties that are poorly managed, suffer from overcrowding, or provide unsafe accommodation. These properties have a negative effect on their local area.

In Telford and Wrekin the private rented sector has more than doubled over the period 2001 to 2011. In 2011 the privately rented sector accommodated around 16.2% of households. Stakeholder consultation reported strong and increasing demand for private rented dwellings but highlighted stock condition as an issue. The general view amongst stakeholders in the 2016 Strategic Housing Market Assessment was that the condition of the majority of the stock available was of a “non-decent standard”.¹

Recently concerns have also been raised that Telford and Wrekin has a number of neighbourhoods which have a high proportion of privately rented properties where there is low housing demand, Anti-Social Behaviour (ASB) and crime. These areas exist despite the Council using its enforcement powers and providing guidance to Private Rented Sector (PRS) housing landlords to improve standards over many years.

Historically, intervention with problem tenants and properties has been focussed on criminal enforcement methods, which tackle the individual problem at the time, rather than the area as a whole. By ensuring landlords have an investment in their communities, as well as the properties they own, we will influence and enable a reduction in ASB incidents. In a similar way, reactive housing enforcement to complaints about poor housing standards and landlord/tenant relationships can only have a limited and short term impact in areas with entrenched problems.

Because of the concerns and the limited impact other interventions have had in these neighbourhoods, the use of selective licensing under the Housing Act 2004 is being considered as a means of ensuring private sector landlords manage their properties and that tenants fulfil their responsibilities to the communities they live and work in . We want to transform the private rented sector in the borough by using a number of tools i.e. joint partnership working with Police, landlords, agents, tenants and enforcement powers. We want to encourage best practice to improve landlords' and agents management of properties and ensure that accommodation is managed effectively, thus regenerate the area.

This report is a Business Case for setting up a five year Selective Licensing scheme to tackle these issues which impact on the quality of life of the wider community and can bring a perception of destabilisation into the neighbourhood. There are four distinct proposed zones. These zones have been selected following analysis of data which has shown that they experience low housing demand, have a high percentage of privately rented properties and have a high incidence of reported ASB and crime

¹ The Strategic Housing Market Assessment (2016)

What is Selective Licensing?

Selective licensing is a discretionary licensing scheme, which requires all private landlords (with certain exemptions)² operating within a designated zone to operate under the terms of a licence awarded by the local authority. Licence conditions typically include a range of requirements aimed at ensuring that properties are safe and are managed in a satisfactory way. Such a scheme provides the local authority with an additional tool to help better regulate privately rented accommodation and to uplift standards of management within the area. This improvement in standards supports wider initiatives and plans to help uplift and regenerate areas.

Costs associated with the administration of a Selective Licensing scheme are recouped via fees charged to landlords. Typically fees range from £600 to £1000 depending on the size of the property. The proposed fee for this scheme is £610. Appendix 3 details the fees proposed and the benchmarking that was undertaken.

Selective licensing was introduced within the Housing Act 2004 under Part 3, Section 80 and allows local housing authorities to designate areas suffering from either significant and persistent anti-social behaviour and/or low housing demand. Initially local authorities were required to apply to the Secretary of State in order to have an area designated for selective licensing. This changed in 2010 when a general consent order was introduced allowed local authorities to make their own designations (subject to certain criteria being met) without Secretary of State Approval.

However in March 2015, guidance was clarified to state that “local authorities will have to seek confirmation from the Secretary of State for any selective licensing scheme which would cover more than 20% of their geographical area or would affect more than 20% of privately rented homes in the local authority area.”

Where the designated area is less than 20% of the geographical area or less than 20% of the privately rented properties the Council must consult fully with and persons it suspects will be affected by the scheme. The consultation should be for at least 10 weeks and should be widely publicised. On completion of the consultation process the Council should publish the results and make them available to the community

Under section 80 of the Act, in order to introduce selective licensing the Council has to demonstrate the area it is proposing to license satisfies one or more of the following criteria:

- Low housing demand
- A significant and persistent problem caused by anti social behaviour
- Poor property conditions
- High levels of migration
- High levels of deprivation
- High levels of crime

In reaching a decision on whether Selective Licensing is appropriate the Council is required to consider what other courses of action are available that might provide an effective method of achieving the same objectives and that it considers the introduction will significantly assist it in achieving those objectives. Where Selective Licensing is introduced it should form part of a coordinated approach to tackling the problems and not be used in isolation.

² The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006

Section 1: Evidence to support a selective licensing scheme

Evidence requirements

In order to introduce a selective licensing scheme within the borough a number of criteria must be met as set out in the [Housing Act 2004](#) and [Department for Communities and Local Government Guide](#).

The law states that a local authority may make a selective licensing designation if an area meets one or more of the following conditions:

- that the area is, or is likely to become, an area of low housing demand (low demand being indicated by the value of residential premises compared to the value of other similar premises; the turnover of occupiers of residential premises; the number of premises available to buy or rent and the general appearance of the locality)
- a significant and persistent problem caused by anti-social behaviour
- poor property conditions
- high levels of migration
- high levels of deprivation
- high levels of crime

For an area to be considered for a selective licensing scheme it must also have a high level of private rented housing. A 'high level' is defined as being above average and currently the national average is 19.6%.³

Methodology

A wide range of data has been analysed to produce a geographical appraisal identifying those areas within the borough that would be most likely to benefit from the introduction of a selective licensing scheme.

Areas of Telford and Wrekin were assessed against the conditions of low housing demand, anti-social behaviour, poor property conditions and levels of crime, with the following datasets used for each condition:

Low Housing Demand

- Empty properties 2016 (source: Telford & Wrekin Council – Council Tax records)
- Occupier turnover between 2015 and 2016 (source: Telford & Wrekin Council – Council Tax records)
- Housing tenure type (source: ONS 2011 census)
- Lower quartile house prices rolling year to Q1 2016 (source: ONS)

Anti-Social Behaviour

- Incidents of ASB reported to the Council – noise complaints, rubbish accumulations, vehicle related nuisance and smoke/bonfire nuisance 2016 (source: Telford & Wrekin Council – Customer Relationship Management system (CRM))
- Fly tipping reports 2016 (source: Telford & Wrekin Council – CRM)
- Police recorded anti-social behaviour 2016 (source: West Mercia Police)

Property conditions

- Housing disrepair reports and landlord complaints 2016 (source: Telford & Wrekin Council – CRM)

³ [English Housing Survey 2014 to 2015 – published February 2016](#)

Crime

- Recorded crime 2016 (source: West Mercia Police)

The datasets used in the analysis can be refreshed on a regular basis. This would enable the impact of selective licensing on the borough to be monitored throughout the lifetime of the scheme and allow a full evaluation to be made on completion after five years.

Following the example of other local authorities who have implemented selective licensing schemes data has been analysed to Lower Super Output Area (LSOA) geography. These areas are defined by the Office of National Statistics and have an average of approximately 1,500 residents and 650 households. There are 108 LSOAs within Telford and Wrekin, and to aid identification within this analysis they are listed against the electoral ward which includes all or the majority of that LSOA.

Stage 1

The first stage was to identify those LSOAs in the borough with a proportion of private rented households in excess of the national average that are also experiencing low housing demand, anti-social behaviour and poor housing conditions.

Analysis was therefore undertaken to identify those LSOAs with a high proportion of privately rented properties that were also in the borough upper quartile for each of the following datasets held by the Council:

- The number of empty properties as a proportion of all housing stock
- Occupier turnover rate per 1,000 households
- ASB (reported to the Council) rate per 1,000 population
- Fly tipping report rate per 1,000 population
- Rate of housing disrepair reports per 1,000 population

Stage 2

To determine the geographical extent of potential selective licensing areas, the LSOAs most closely meeting the criteria of high private rent, Council ASB, poor housing conditions and low housing demand were then considered along with their Middle Layer Super Output (MSOA) neighbours against all stage 1 datasets and the following additional datasets:

- Lower quartile house prices
- Rate of recorded crime per 1,000 population
- Rate of Police recorded ASB per 1,000 population

Stage 3

From this analysis an assessment was made as to which LSOAs or group of LSOAs most closely met the criteria and should be considered for a selective licensing scheme.

Stage 1 Data Analysis

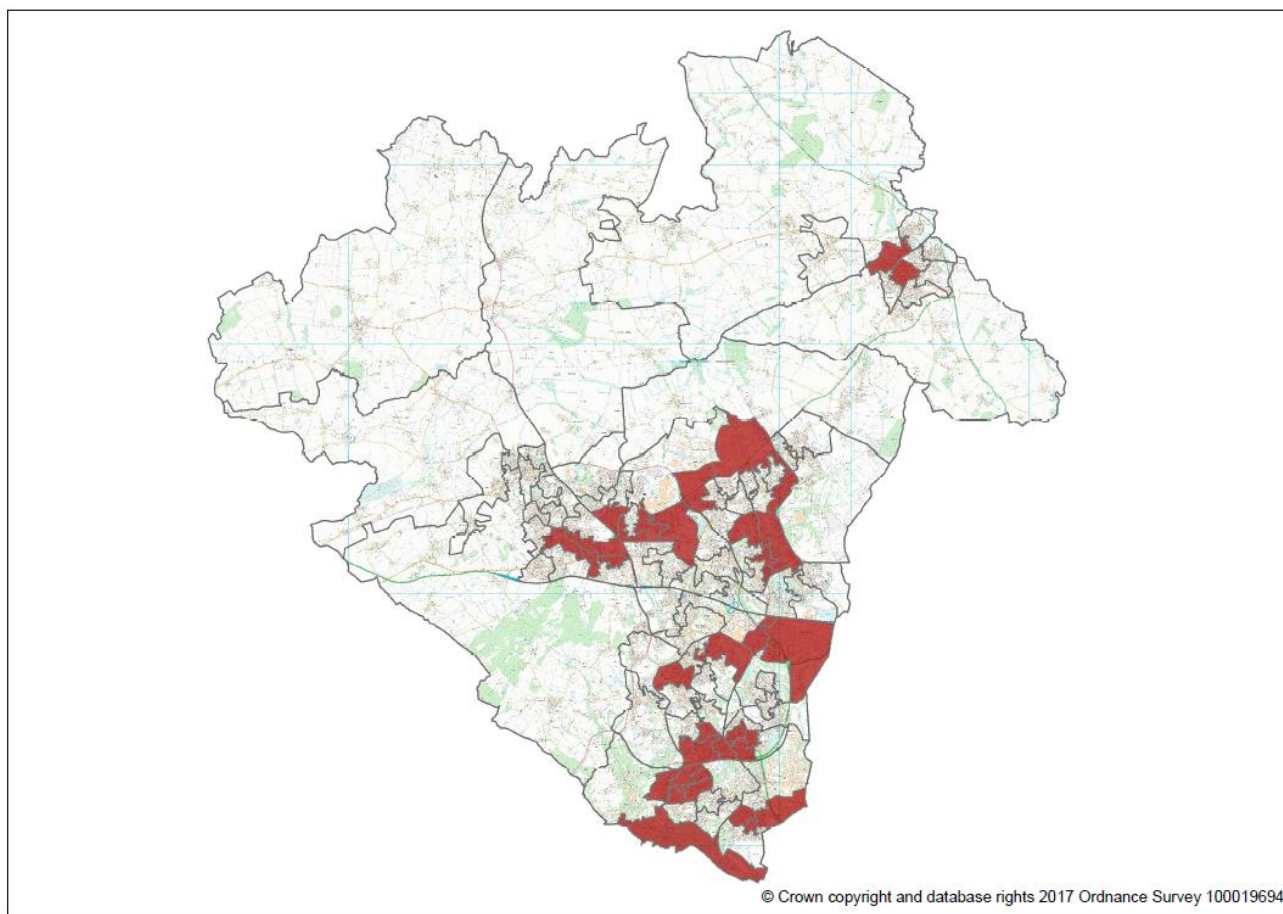
Privately Rented Housing

In considering whether to designate an area for selective licensing the local housing authority may only make a designation if the area has a high proportion of property in the private rented sector. ⁴

The DCLG guidance states that if the proportion in an area is in excess of the national average then it can be considered as having a high proportion of privately rented properties. ⁵

Latest data for 2014-15 shows the national average to be 19.6%; however comparable data at an LSOA level for Telford and Wrekin is not available for the same time period. The most recent comparable data is from the 2011 Census at which point the national average was 16.8%. In 2011, 31 of Telford & Wrekin's 108 LSOAs had a proportion of privately rented housing that was greater than the national average.

Figure 1 shows the location of the 31 high PRS LSOAs in Telford and Wrekin. These LSOAs are located across the main urban areas of the borough, with high PRS LSOAs located in Newport, Donnington, Hadley, Leegomery, Wellington, St Georges, Priorslee, Hollinswood, Malinslee, Dawley, Sutton Hill, Brookside and Ironbridge. The highest concentration is in the Woodside area, where in 2011 all five of the LSOAs covering the area had a PRS proportion greater than the national average.



⁴ [The Selective Licensing of Houses \(Additional Conditions\) \(England\) Order 2015 – Article 3](#)

⁵ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418551/150327_Guidance_on_selective_licensing_applications_FINAL_updated_isbn.pdf

Figure 1: LSOAs with a proportion of PRS greater than national average (2011 Census)

Table 1 shows the 31 LSOAs to be considered in detail at Stage 1 along with the electoral ward they cover ranked by proportion of privately rented properties.

LSOA name	Ward	Private rent %
Telford & Wrekin 019D	Dawley & Aqueduct	33.7
Telford & Wrekin 023D	Madeley & Sutton Hill	32.2
Telford & Wrekin 020E	Brookside	31.7
Telford & Wrekin 003D	Newport North & West	31.7
Telford & Wrekin 021E	Woodside	30.8
Telford & Wrekin 020C	Brookside	29.9
Telford & Wrekin 021D	Woodside	29.6
Telford & Wrekin 018A	The Nedge	29.3
Telford & Wrekin 021C	Woodside	27.8
Telford & Wrekin 021A	Woodside	25.2
Telford & Wrekin 015D	Priorslee	25.0
Telford & Wrekin 012D	Haygate	23.8
Telford & Wrekin 011C	College	22.9
Telford & Wrekin 018B	The Nedge	22.9
Telford & Wrekin 023A	Madeley & Sutton Hill	22.6
Telford & Wrekin 009C	Oakengates & Ketley Bank	22.2
Telford & Wrekin 007D	Hadley & Leegomery	22.0
Telford & Wrekin 005E	Donnington	21.9
Telford & Wrekin 017D	Malinslee & Dawley Bank	20.0
Telford & Wrekin 009D	Hadley & Leegomery	19.3
Telford & Wrekin 010B	Ironbridge Gorge	19.0
Telford & Wrekin 008C	Wrockwardine Wood & Trench	18.9
Telford & Wrekin 001C	Newport North & West	18.6
Telford & Wrekin 017A	Dawley & Aqueduct	18.5
Telford & Wrekin 013B	St Georges	18.0
Telford & Wrekin 011B	Arleston	17.5
Telford & Wrekin 021B	Woodside	17.5
Telford & Wrekin 020A	Brookside	17.2
Telford & Wrekin 005D	Donnington	17.2
Telford & Wrekin 009E	Hadley & Leegomery	16.9
Telford & Wrekin 013C	St Georges	16.9

Table 1: Proportion of privately rented properties 2011 Census

Empty Properties

One of the indicators of low housing demand is the number of empty properties in an area and the length of time for which they remain unoccupied. Bringing empty homes back into use can help to tackle homelessness and support regeneration of neighbourhoods.

In the last quarter of 2016 there were 1,480 unoccupied properties in the borough, this equates to 2.0% of total housing stock in the borough. Of these, 142 (10%) had been empty for 18 months or more.

Analysis shows a moderate positive correlation between areas with high PRS and the proportion of empty properties.

16 of the LSOAs (shaded grey) identified as having a high PRS also had a proportion of unoccupied properties that was in the upper quartile for the borough (2.3% and above).

Table 2 shows the 31 LSOAs ranked by proportion of empty properties as at November 2016.

LSOA name	Ward	% empty properties (% empty for 18mths +)
Telford & Wrekin 021D	Woodside	5.8 (0.0)
Telford & Wrekin 009D	Hadley & Leegomery	4.8 (13.0)
Telford & Wrekin 021E	Woodside	4.3 (0.0)
Telford & Wrekin 020C	Brookside	4.2 (10.7)
Telford & Wrekin 011B	Arleston	4.0 (10.3)
Telford & Wrekin 003D	Newport North & West	3.8 (8.3)
Telford & Wrekin 012D	Haygate	3.6 (17.1)
Telford & Wrekin 019D	Dawley & Aqueduct	3.6 (3.7)
Telford & Wrekin 023D	Madeley & Sutton Hill	3.5 (0.0)
Telford & Wrekin 013B	St Georges	3.0 (5.3)
Telford & Wrekin 018A	The Nedge	2.9 (4.5)
Telford & Wrekin 010B	Ironbridge Gorge	2.8 (20.0)
Telford & Wrekin 017D	Malinslee & Dawley Bank	2.6 (0.0)
Telford & Wrekin 009C	Oakengates & Ketley Bank	2.4 (5.7)
Telford & Wrekin 011C	College	2.3 (14.3)
Telford & Wrekin 020E	Brookside	2.3 (7.7)
Telford & Wrekin 021A	Woodside	2.2(6.3)
Telford & Wrekin 021C	Woodside	2.1 (7.7)
Telford & Wrekin 008C	Wrockwardine Wood & Trench	2.0 (20.0)
Telford & Wrekin 005E	Donnington	2.0 (0.0)
Telford & Wrekin 001C	Newport North & West	2.0 (6.7)
Telford & Wrekin 013C	St Georges	1.9 (7.1)
Telford & Wrekin 015D	Priorslee	1.9 (0.0)
Telford & Wrekin 023A	Madeley & Sutton Hill	1.8 (0.0)
Telford & Wrekin 017A	Dawley & Aqueduct	1.7 (14.3)
Telford & Wrekin 020A	Brookside	1.6 (10.0)
Telford & Wrekin 021B	Woodside	1.6 (0.0)
Telford & Wrekin 007D	Hadley & Leegomery	1.4 (11.1)
Telford & Wrekin 018B	The Nedge	1.0 (0.0)
Telford & Wrekin 005D	Donnington	1.0 (11.1)
Telford & Wrekin 009E	Hadley & Leegomery	0.8 (20.0)

Table 2: Proportion of empty properties Nov 2016

Occupier Turnover

A further indicator of low housing demand is the turnover of occupiers in an area. A proxy indicator for this has been derived from looking at the number of changes in registered Council Tax account holder per household between 2015 and 2016. Data shows that between these dates there was an average of 132.0 changes in Council Tax account holder for every 1,000 households across the borough.

There is a very strong positive correlation between high PRS and occupier turnover. All of the 31 LSOAs identified as having a high proportion of PRS also had a rate of occupier turnover that was above the borough average, with 20 (shaded grey) having a rate in the upper quartile for the borough (251.3 and above).

The highest rates of occupier turnover in high PRS areas were found in the centre and south of the borough where four of the 31 LSOAs had rates greater than 400 per 1,000 properties.

Table 3 shows the 31 LSOAs ranked by rate of changes in occupier.

LSOA name	Ward	Changes in occupier per 1,000 households
Telford & Wrekin 020C	Brookside	516.5
Telford & Wrekin 018A	The Nedge	432.9
Telford & Wrekin 019D	Dawley & Aqueduct	423.8
Telford & Wrekin 021D	Woodside	416.5
Telford & Wrekin 023D	Madeley & Sutton Hill	391.1
Telford & Wrekin 021E	Woodside	382.8
Telford & Wrekin 012D	Haygate	368.1
Telford & Wrekin 017A	Dawley & Aqueduct	359.0
Telford & Wrekin 011C	College	353.6
Telford & Wrekin 009C	Oakengates & Ketley Bank	341.3
Telford & Wrekin 020E	Brookside	336.8
Telford & Wrekin 021C	Woodside	326.5
Telford & Wrekin 003D	Newport North & West	323.9
Telford & Wrekin 009D	Hadley & Leegomery	303.2
Telford & Wrekin 005E	Donnington	299.3
Telford & Wrekin 021B	Woodside	298.6
Telford & Wrekin 007D	Hadley & Leegomery	291.6
Telford & Wrekin 023A	Madeley & Sutton Hill	282.6
Telford & Wrekin 021A	Woodside	278.0
Telford & Wrekin 017D	Malinslee & Dawley Bank	271.1
Telford & Wrekin 011B	Arleston	250.8
Telford & Wrekin 018B	The Nedge	240.3
Telford & Wrekin 013B	St Georges	233.3
Telford & Wrekin 001C	Newport North & West	220.6
Telford & Wrekin 009E	Hadley & Leegomery	204.4
Telford & Wrekin 010B	Ironbridge Gorge	196.4
Telford & Wrekin 013C	St Georges	195.9
Telford & Wrekin 020A	Brookside	193.3
Telford & Wrekin 008C	Wrockwardine Wood & Trench	186.0
Telford & Wrekin 015D	Priorslee	176.8

Table 3: Rate of occupier change per 1,000 households 2015 - 2016

Anti-Social Behaviour

The selective licensing guidance recommends that authorities should consider whether incidents of ASB are caused by tenants or visitors to privately rented properties. Data to this level is not available from the Council's Customer Relationship Management System. Therefore the ASB data used in this analysis can only be taken as an indication of general levels of ASB in those areas and cannot be directly attributed to privately rented properties.

In 2016 there was an average of 11.5 reports of nuisance noise, rubbish accumulations, vehicle related nuisance and smoke/bonfire nuisance per 1,000 population across the borough. 15 of the LSOAs identified as having a high proportion of PRS (shaded grey) also had a rate of Council ASB that was in the upper quartile for the borough (16.1 and above). Three of the five LSOAs covering Woodside Ward had rates that were in the upper quartile with one falling just outside, indicating that anti-social behaviour is a particular issue in this part of the borough.

Table 4 shows the 31 LSOAs ranked by rate of ASB reports per 1,000 population.

LSOA name	Ward	Council ASB reports per 1,000 population
Telford & Wrekin 020C	Brookside	33.9
Telford & Wrekin 020E	Brookside	32.1
Telford & Wrekin 021E	Woodside	30.4
Telford & Wrekin 018A	The Nedge	27.3
Telford & Wrekin 023D	Madeley & Sutton Hill	26.7
Telford & Wrekin 017D	Malinslee & Dawley Bank	23.9
Telford & Wrekin 018B	The Nedge	23.2
Telford & Wrekin 021A	Woodside	22.0
Telford & Wrekin 011B	Arleston	19.7
Telford & Wrekin 019D	Dawley & Aqueduct	18.7
Telford & Wrekin 021B	Woodside	18.4
Telford & Wrekin 023A	Madeley & Sutton Hill	18.0
Telford & Wrekin 009E	Hadley & Leegomery	17.6
Telford & Wrekin 017A	Dawley & Aqueduct	17.4
Telford & Wrekin 009D	Hadley & Leegomery	16.7
Telford & Wrekin 021C	Woodside	16.0
Telford & Wrekin 013B	St Georges	15.5
Telford & Wrekin 011C	College	15.4
Telford & Wrekin 003D	Newport North & West	13.4
Telford & Wrekin 008C	Wrockwardine Wood & Trench	13.0
Telford & Wrekin 021D	Woodside	12.9
Telford & Wrekin 012D	Haygate	11.9
Telford & Wrekin 020A	Brookside	10.4
Telford & Wrekin 007D	Hadley & Leegomery	10.2
Telford & Wrekin 010B	Ironbridge Gorge	9.8
Telford & Wrekin 013C	St Georges	9.4
Telford & Wrekin 009C	Oakengates & Ketley Bank	9.2
Telford & Wrekin 005D	Donnington	7.8
Telford & Wrekin 005E	Donnington	6.8
Telford & Wrekin 015D	Priorslee	6.0
Telford & Wrekin 001C	Newport North & West	5.5

Table 4: ASB report rate per 1,000 population 2016

Fly Tipping

Levels of fly tipping are an indication of the general appearance of an area and further evidence of anti-social behaviour. The most frequently fly tipped items are household items including furniture, mattresses, white goods, black bags of domestic waste and abandoned refuse bins.

Table 5 shows the rate of fly tipping reports per 1,000 population for the 31 LSOAs for the 12 months ending October 2016 during which time the average across the borough was 35.8 reports per 1,000 population.

The data shows that the rates were highest in those areas that also had a high proportion of privately rented properties. Eight of the ten LSOAs with the highest fly tipping rates in the borough are also in the 31 LSOAs with the highest proportion of privately rented households. In total, 17 of the high private rent LSOAs also had an upper quartile for the borough (46.3 and above).

LSOA name	Ward	Fly tipping reports per 1,000 population
Telford & Wrekin 020E	Brookside	200.5
Telford & Wrekin 020C	Brookside	190.0
Telford & Wrekin 021A	Woodside	123.8
Telford & Wrekin 023D	Madeley & Sutton Hill	118.1
Telford & Wrekin 023A	Madeley & Sutton Hill	106.8
Telford & Wrekin 021E	Woodside	100.4
Telford & Wrekin 018A	The Nedge	89.0
Telford & Wrekin 021B	Woodside	82.1
Telford & Wrekin 017D	Malinslee & Dawley Bank	81.0
Telford & Wrekin 021C	Woodside	70.4
Telford & Wrekin 017A	Dawley & Aqueduct	64.1
Telford & Wrekin 009D	Hadley & Leegomery	63.0
Telford & Wrekin 005E	Donnington	60.8
Telford & Wrekin 018B	The Nedge	59.2
Telford & Wrekin 021D	Woodside	52.6
Telford & Wrekin 011C	College	52.3
Telford & Wrekin 007D	Hadley & Leegomery	49.1
Telford & Wrekin 020A	Brookside	48.0
Telford & Wrekin 009C	Oakengates & Ketley Bank	41.8
Telford & Wrekin 011B	Arleston	41.2
Telford & Wrekin 012D	Haygate	40.0
Telford & Wrekin 019D	Dawley & Aqueduct	28.0
Telford & Wrekin 015D	Priorslee	19.8
Telford & Wrekin 009E	Hadley & Leegomery	19.0
Telford & Wrekin 008C	Wrockwardine Wood & Trench	15.4
Telford & Wrekin 010B	Ironbridge Gorge	14.0
Telford & Wrekin 013C	St Georges	12.1
Telford & Wrekin 013B	St Georges	12.0
Telford & Wrekin 005D	Donnington	11.3
Telford & Wrekin 003D	Newport North & West	10.9
Telford & Wrekin 001C	Newport North & West	5.5

Table 5: Fly tipping reports rate per 1,000 population 2016

Housing Disrepair

The number of housing disrepair reports and complaints received by the Council's Housing Team are an indication of general housing standards within an area.

In 2016 there was an average across the borough of 2.3 housing disrepair reports per 1,000 population. The rate was highest amongst those LSOAs with a high PRS with analysis showing a strong positive correlation between high PRS areas and rates of housing disrepair reports. Of the 31 LSOAs identified as having a high proportion of privately rented properties, 19 (shaded grey) also had a rate of housing disrepair reports that was in the upper quartile for the borough (3.3 and above). In total, 25 of the 31 high PRS LSOAs also had a rate of housing disrepair reports greater than the borough average.

Table 6 shows the 31 LSOAs ranked by rate of housing disrepair reports.

LSOA name	Ward	Housing disrepair reports per 1,000 population
Telford & Wrekin 023D	Madeley & Sutton Hill	18.6
Telford & Wrekin 020C	Brookside	11.0
Telford & Wrekin 020E	Brookside	10.0
Telford & Wrekin 023A	Madeley & Sutton Hill	9.4
Telford & Wrekin 009D	Hadley & Leegomery	8.7
Telford & Wrekin 021E	Woodside	7.8
Telford & Wrekin 017A	Dawley & Aqueduct	6.8
Telford & Wrekin 021B	Woodside	6.7
Telford & Wrekin 021C	Woodside	6.3
Telford & Wrekin 021D	Woodside	6.1
Telford & Wrekin 021A	Woodside	5.3
Telford & Wrekin 013B	St Georges	4.9
Telford & Wrekin 018B	The Nedge	4.9
Telford & Wrekin 019D	Dawley & Aqueduct	4.4
Telford & Wrekin 011C	College	4.2
Telford & Wrekin 017D	Malinslee & Dawley Bank	4.0
Telford & Wrekin 003D	Newport North & West	3.8
Telford & Wrekin 005E	Donnington	3.4
Telford & Wrekin 018A	The Nedge	3.3
Telford & Wrekin 008C	Wrockwardine Wood & Trench	3.2
Telford & Wrekin 020A	Brookside	3.2
Telford & Wrekin 015D	Priorslee	3.0
Telford & Wrekin 009C	Oakengates & Ketley Bank	2.9
Telford & Wrekin 007D	Hadley & Leegomery	2.7
Telford & Wrekin 011B	Arleston	2.3
Telford & Wrekin 010B	Ironbridge Gorge	2.1
Telford & Wrekin 001C	Newport North & West	2.0
Telford & Wrekin 005D	Donnington	1.7
Telford & Wrekin 012D	Haygate	1.6
Telford & Wrekin 013C	St Georges	1.3
Telford & Wrekin 009E	Hadley & Leegomery	0.0

Table 6: Housing disrepair reports rate per 1,000 population 2016

Summary

Of the 31 LSOAs with a higher than national average PRS, seven were in the borough upper quartile in all five Stage 1 indicators and therefore can be considered to match most closely the criteria of low housing demand, anti-social behaviour and poor housing conditions.

Six of the seven LSOAs are located in Wards in the centre and south of the borough (two in Brookside, and one each in Madeley & Sutton Hill, Malinslee & Dawley Bank, The Nedge and Woodside). Only LSOA 009D in Hadley & Leegomery is located to the north of Telford Town Centre.

Figure 2 shows the location of the seven LSOAs that met all of the Stage 1 criteria. As the map shows there are two pairs of contiguous LSOAs, with LSOA 017D and 018A covering parts of Malinslee & Dawley Bank and The Nedge Wards and 020C and 020E both in Brookside.

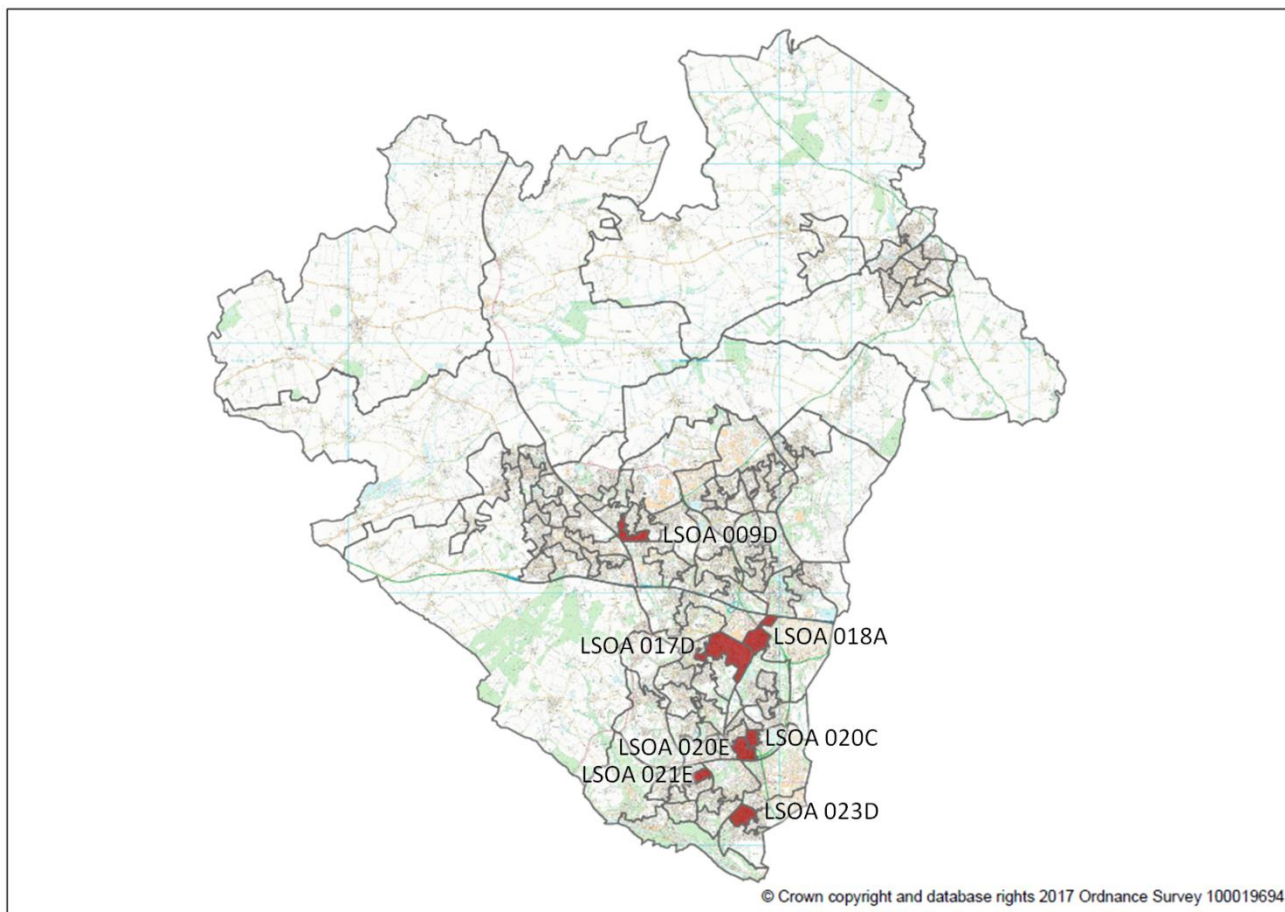


Figure 2: LSOAs meeting all stage 1 criterion

Table 7 shows the LSOAs ranked by the number of upper quartile indicators met.

As well as the seven LSOAs meeting all five criteria, a further seven LSOAs met the criteria in four of the five indicators. The greatest concentration of LSOAs meeting multiple criteria was in Woodside where four of the five LSOAs met the criteria in four or more indicators

Of the 14 high PRS LSOAs meeting four or more criteria, all but two are located in the centre and south of the borough.

By contrast all but two of the 13 high PRS LSOAs meeting two or fewer criteria are located in the north of the borough.

This indicates that LSOAs in the centre and south of the borough with a high PRS are more likely to also be experiencing high rates of ASB, empty properties, occupier turnover, fly tipping and housing disrepair than high PRS LSOAs in other parts of the borough.

LSOA name	Ward	Upper quartile for					Total upper quartile
		Empty Properties	Occupier Turnover	Council ASB	Fly Tipping	Housing Disrepair	
Telford & Wrekin 023D	Madeley & Sutton Hill	✓	✓	✓	✓	✓	5
Telford & Wrekin 020C	Brookside	✓	✓	✓	✓	✓	5
Telford & Wrekin 020E	Brookside	✓	✓	✓	✓	✓	5
Telford & Wrekin 009D	Hadley & Leegomery	✓	✓	✓	✓	✓	5
Telford & Wrekin 021E	Woodside	✓	✓	✓	✓	✓	5
Telford & Wrekin 017D	Malinslee & Dawley Bank	✓	✓	✓	✓	✓	5
Telford & Wrekin 018A	The Nedge	✓	✓	✓	✓	✓	5
Telford & Wrekin 023A	Madeley & Sutton Hill		✓	✓	✓	✓	4
Telford & Wrekin 021D	Woodside	✓	✓		✓	✓	4
Telford & Wrekin 021A	Woodside		✓	✓	✓	✓	4
Telford & Wrekin 019D	Dawley & Aqueduct	✓	✓	✓		✓	4
Telford & Wrekin 011C	College	✓	✓		✓	✓	4
Telford & Wrekin 017A	Dawley & Aqueduct		✓	✓	✓	✓	4
Telford & Wrekin 021B	Woodside		✓	✓	✓	✓	4
Telford & Wrekin 021C	Woodside		✓		✓	✓	3
Telford & Wrekin 005E	Donnington		✓		✓	✓	3
Telford & Wrekin 018B	The Nedge			✓	✓	✓	3
Telford & Wrekin 003D	Newport North & West	✓	✓			✓	3
Telford & Wrekin 011B	Arleston	✓		✓			2
Telford & Wrekin 012D	Haygate	✓	✓				2
Telford & Wrekin 009C	Oakengates & Ketley Bank	✓	✓				2
Telford & Wrekin 007D	Hadley & Leegomery		✓		✓		2
Telford & Wrekin 013B	St Georges	✓				✓	2
Telford & Wrekin 020A	Brookside				✓		1
Telford & Wrekin 010B	Ironbridge Gorge	✓					1
Telford & Wrekin 009E	Hadley & Leegomery			✓			1
Telford & Wrekin 008C	Wrockwardine Wood & Trench						0
Telford & Wrekin 015D	Priorslee						0
Telford & Wrekin 001C	Newport North & West						0
Telford & Wrekin 013C	St Georges						0
Telford & Wrekin 005D	Donnington						0

Table 7: Stage 1 upper quartile summary

Stage 2 Data Analysis

Council data was used at Stage 1 to identify the high PRS LSOAs in the borough that most closely met the criteria of low housing demand, anti-social behaviour and poor housing conditions and would potentially form the basis of a selective licensing scheme.

Stage 2 involved looking at data from outside of the Council to see whether values from house sales were also indicating low housing demand in the high PRS areas.

In addition to this, data from the police was also considered at this stage to determine if high levels of crime and police reported ASB are also an issue in the areas being considered for selective licensing.

The focus for this stage was the seven LSOAs that met all of the Stage 1 criteria. However, given the number of neighbouring LSOAs meeting four or more indicators in Stage 1 (particularly in Woodside and in Madeley & Sutton Hill) the spatial extent for this stage was broadened to include all LSOAs in the Middle Layer Super Output Area (MSOA) to which each of the seven LSOAs belongs to determine the geographical extent of any proposed selective licensing areas.

The seven LSOAs are located within six of the borough's 23 MSOAs. Figure 3 shows the geographical area covered by the MSOAs considered for Stage 2. In total these six MSOAs are comprised of 30 LSOAs.

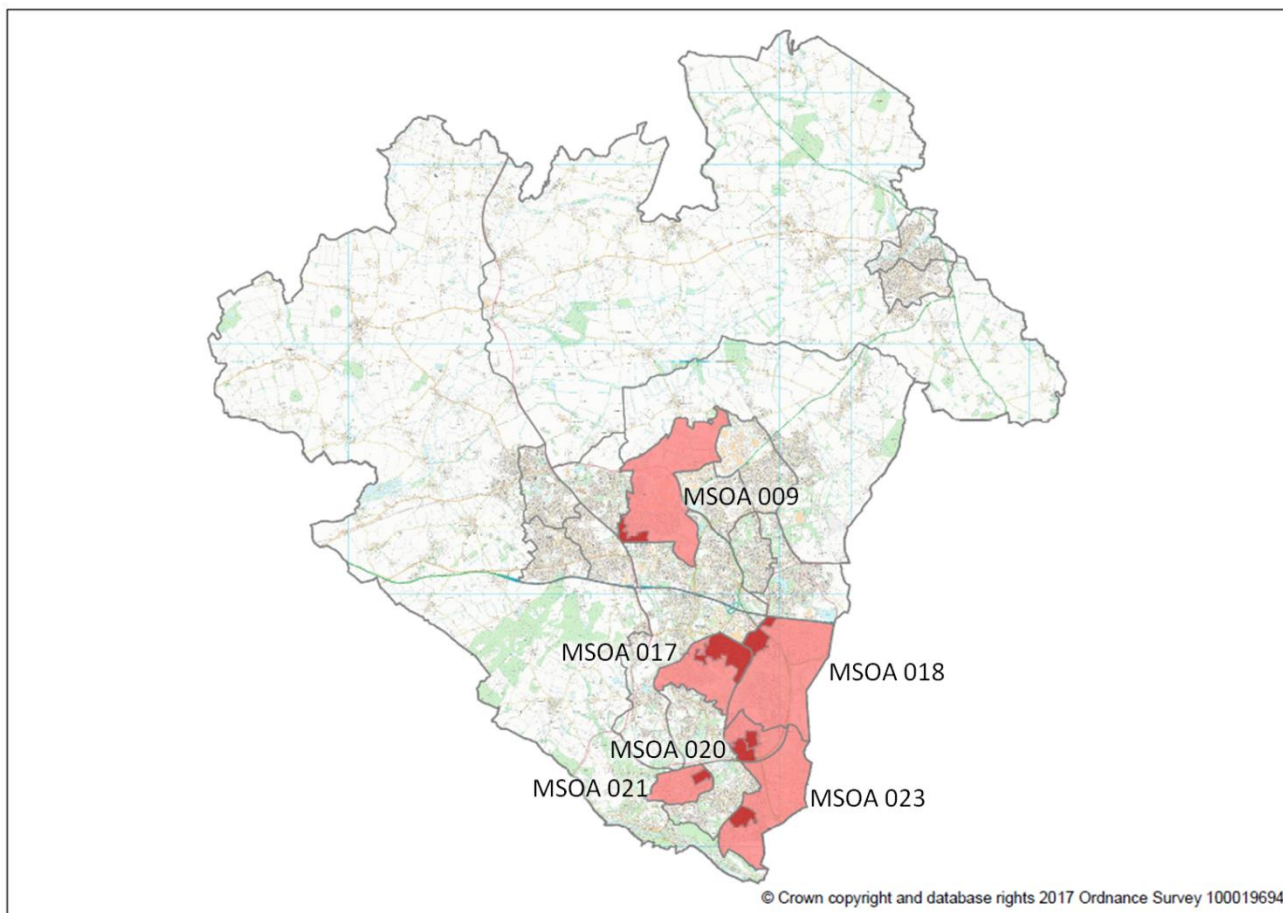


Figure 3: Stage 2 MSOAs

Table 8 shows the 30 LSOAs grouped by MSOA and the number of borough upper quartile Stage 1 indicators.

LSOA name	Ward	High PRS	Upper quartile for					Total upper quartile
			Empty Properties	Occupier Turnover	Council ASB	Fly Tipping	Housing Disrepair	
Telford & Wrekin 009A	Hadley & Leegomery	No			✓			1
Telford & Wrekin 009B	Hadley & Leegomery	No						0
Telford & Wrekin 009C	Oakengates & Ketley Bank	Yes	✓	✓				2
Telford & Wrekin 009D	Hadley & Leegomery	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 009E	Hadley & Leegomery	Yes			✓			1
Telford & Wrekin 017A	Dawley & Aqueduct	Yes		✓	✓	✓	✓	4
Telford & Wrekin 017B	Malinslee & Dawley Bank	No			✓	✓		2
Telford & Wrekin 017C	Malinslee & Dawley Bank	No		✓				1
Telford & Wrekin 017D	Malinslee & Dawley Bank	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 017E	Malinslee & Dawley Bank	No			✓	✓		2
Telford & Wrekin 018A	The Nedge	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 018B	The Nedge	Yes			✓	✓	✓	3
Telford & Wrekin 018C	The Nedge	No						0
Telford & Wrekin 018D	The Nedge	No			✓	✓	✓	3
Telford & Wrekin 018E	The Nedge	No						0
Telford & Wrekin 018F	The Nedge	No						0
Telford & Wrekin 020A	Brookside	Yes				✓		1
Telford & Wrekin 020B	Brookside	No						0
Telford & Wrekin 020C	Brookside	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 020D	The Nedge	No			✓	✓	✓	3
Telford & Wrekin 020E	Brookside	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 021A	Woodside	Yes		✓	✓	✓	✓	4
Telford & Wrekin 021B	Woodside	Yes		✓	✓	✓	✓	4
Telford & Wrekin 021C	Woodside	Yes		✓		✓	✓	3
Telford & Wrekin 021D	Woodside	Yes	✓	✓		✓	✓	4
Telford & Wrekin 021E	Woodside	Yes	✓	✓	✓	✓	✓	5
Telford & Wrekin 023A	Madeley & Sutton Hill	Yes		✓	✓	✓	✓	4
Telford & Wrekin 023B	Madeley & Sutton Hill	No	✓	✓		✓		3
Telford & Wrekin 023C	Madeley & Sutton Hill	No				✓		1
Telford & Wrekin 023D	Madeley & Sutton Hill	Yes	✓	✓	✓	✓	✓	5

Table 8: Stage 2 LSOAs summary of Stage 1 upper quartile indicators

Lower quartile house prices

One of the indicators of low housing demand set out in the selective licensing guidance is the value of residential premises in the area, in comparison to the value of similar premises in other areas which the authority considers to be comparable (whether in terms of type of housing, local amenities, availability of transport)

ONS produce data on lower quartile prices paid broken down to MSOA level but not LSOA. Table 9 shows the lower quartile house prices for the rolling year ending quarter 1 2016 for the 23 MSOAs in the borough.

The data shows that house prices are lowest in those MSOAs in the centre and south of the borough which also include some of the highest PRS LSOAs.

Five of the six MSOAs (marked with an asterisk) containing the seven low housing demand, high ASB LSOAs also have the lowest lower quartile house prices in the borough (shaded grey). MSOA 009 which includes LSOA 009D identified at Step 1 has lower quartile house prices that are above the borough average of £114,000. It must however be noted that data on recent house sales shows prices for properties in streets within LSOA 009D to be considerably lower than the average for MSOA 009 and comparable to MSOAs in the lower quartile.⁶

MSOA name	Ward (s) covered	Lower quartile house price
Telford & Wrekin 023*	Madeley & Sutton Hill	£65,000
Telford & Wrekin 020*	Brookside, The Nedge	£73,000
Telford & Wrekin 021*	Woodside	£76,000
Telford & Wrekin 018*	The Nedge	£83,000
Telford & Wrekin 017*	Dawley & Aqueduct, Malinslee & Dawley Bank	£85,000
Telford & Wrekin 011	Arleston, College	£87,500
Telford & Wrekin 005	Donnington	£95,250
Telford & Wrekin 013	St Georges	£105,000
Telford & Wrekin 019	Dawley & Aqueduct	£105,000
Telford & Wrekin 022	Ironbridge Gorge, Madeley & Sutton Hill	£105,000
Telford & Wrekin 008	Wrockwardine Wood & Trench	£109,500
Telford & Wrekin 014	Ketley & Overdale, Oakengates & Ketley Bank	£114,873
Telford & Wrekin 012	Ercall, Haygate	£115,000
Telford & Wrekin 009*	Hadley & Leegomery, Oakengates & Ketley Bank	£116,500
Telford & Wrekin 006	Dothill, Park, Shawbirch	£124,500
Telford & Wrekin 007	Apley Castle, Hadley & Leegomery	£133,000
Telford & Wrekin 016	Horsehay & Lightmoor, Ketley & Lightmoor	£149,000
Telford & Wrekin 003	Newport South & East, Newport North & West	£149,950
Telford & Wrekin 004	Church Aston & Lilleshall, Muxton	£155,000
Telford & Wrekin 010	Ironbridge Gorge, Admaston & Bratton, Wrockwardine	£155,000
Telford & Wrekin 001	Newport South & East, Newport North & West	£158,000
Telford & Wrekin 015	Priorslee	£160,000
Telford & Wrekin 002	Church Aston & Lilleshall, Edgmond & Ercall Magna	£205,000

Table 9: ONS Lower quartile house prices rolling year to Quarter 1 2016

⁶ www.rightmove.co.uk

Recorded Crime

In 2016 there was an average across the borough of 82.4 recorded crimes per 1,000 population.

The data shows a positive correlation between areas with a high PRS and rates of recorded crime and shows that upper quartile crime rates affect more than half of the LSOAs considered at Stage 2.

Six of the seven high PRS, low housing demand, high ASB LSOAs identified at Stage 1 (marked with an asterisk) also had rates of recorded crime that were in the borough upper quartile (98.2 and above).

Four of the five LSOAs in Woodside were in the upper quartile with the fifth having a rate above the borough average. Three of the four LSOAs in the Sutton Hill area or Madeley & Sutton Hill Ward were also in the upper quartile.

Table 10 shows the 30 LSOAs considered at Stage 2 ranked by recorded crime rate.

LSOA name	Ward	Police recorded Crime per 1,000 population 2016	Upper quartile in 2015
Telford & Wrekin 017D*	Malinslee & Dawley Bank	214.5	Yes
Telford & Wrekin 020C*	Brookside	212.8	Yes
Telford & Wrekin 020E*	Brookside	205.2	Yes
Telford & Wrekin 023D*	Madeley & Sutton Hill	192.6	Yes
Telford & Wrekin 021B	Woodside	180.9	Yes
Telford & Wrekin 023A	Madeley & Sutton Hill	179.7	Yes
Telford & Wrekin 018F	The Nedge	177.9	Yes
Telford & Wrekin 021A	Woodside	177.8	Yes
Telford & Wrekin 023B	Madeley & Sutton Hill	167.5	Yes
Telford & Wrekin 021E*	Woodside	141.6	Yes
Telford & Wrekin 017A	Dawley & Aqueduct	140.5	Yes
Telford & Wrekin 018B	The Nedge	138.0	Yes
Telford & Wrekin 009D*	Hadley & Leegomery	118.1	Yes
Telford & Wrekin 017C	Malinslee & Dawley Bank	116.6	Yes
Telford & Wrekin 009E	Hadley & Leegomery	115.1	Yes
Telford & Wrekin 021D	Woodside	98.2	No
Telford & Wrekin 017B	Malinslee & Dawley Bank	93.9	No
Telford & Wrekin 021C	Woodside	90.5	No
Telford & Wrekin 018C	The Nedge	86.1	No
Telford & Wrekin 009A	Hadley & Leegomery	81.4	No
Telford & Wrekin 009C	Oakengates & Ketley Bank	74.8	No
Telford & Wrekin 018D	The Nedge	71.5	No
Telford & Wrekin 023C	Madeley & Sutton Hill	69.8	No
Telford & Wrekin 020D	The Nedge	66.8	No
Telford & Wrekin 017E	Malinslee & Dawley Bank	66.6	No
Telford & Wrekin 018A*	The Nedge	65.5	No
Telford & Wrekin 020A	Brookside	55.8	No
Telford & Wrekin 009B	Hadley & Leegomery	55.7	No
Telford & Wrekin 018E	The Nedge	32.9	No
Telford & Wrekin 020B	Brookside	30.7	No

Table 10: Recorded crime rate per 1,000 population 2016

Police Recorded ASB

Similar to rates of recorded crime, some of the highest rates in the borough of police recorded ASB are from LSOAs considered in this section. In 2016 there was an average of 45.9 incidences of ASB reported to the Police (nuisance, personal and environmental) per 1,000 population.

Six of the seven high PRS, low housing demand, high ASB LSOAs identified at Stage 1 (marked with an asterisk) also had rates of Police recorded ASB that were in the borough upper quartile (56.1 and above). In total, 17 of the Stage 2 LOSAs had a rate of Police recorded ASB that was in the borough upper quartile.

As with recorded crime, there was a concentration of upper quartile LSOAs in MSOA 021 covering Woodside. Four of the five LSOAs in MSOA 017 (Dawley & Aqueduct, and Malinslee & Dawley Bank) were in the upper quartile. The three LSOAs in Sutton Hill with upper quartile rates of recorded crime also had upper quartile rates of police recorded ASB.

Table 11 shows the 30 LSOAs considered at Stage 2 ranked by Police recorded ASB.

LSOA name	Ward	Police recorded ASB per 1,000 population
Telford & Wrekin 017D*	Malinslee & Dawley Bank	154.7
Telford & Wrekin 020C*	Brookside	135.5
Telford & Wrekin 021A	Woodside	125.2
Telford & Wrekin 020E*	Brookside	115.0
Telford & Wrekin 023A	Madeley & Sutton Hill	107.5
Telford & Wrekin 023D*	Madeley & Sutton Hill	89.8
Telford & Wrekin 021E*	Woodside	89.5
Telford & Wrekin 017C	Malinslee & Dawley Bank	86.6
Telford & Wrekin 009D*	Hadley & Leegomery	84.1
Telford & Wrekin 017A	Dawley & Aqueduct	81.5
Telford & Wrekin 023B	Madeley & Sutton Hill	80.8
Telford & Wrekin 018B	The Nedge	71.8
Telford & Wrekin 021B	Woodside	71.2
Telford & Wrekin 018F	The Nedge	66.8
Telford & Wrekin 020D	The Nedge	63.6
Telford & Wrekin 021D	Woodside	62.5
Telford & Wrekin 017B	Malinslee & Dawley Bank	60.8
Telford & Wrekin 009E	Hadley & Leegomery	50.8
Telford & Wrekin 018A*	The Nedge	48.0
Telford & Wrekin 021C	Woodside	47.0
Telford & Wrekin 009A	Hadley & Leegomery	43.8
Telford & Wrekin 018D	The Nedge	42.1
Telford & Wrekin 017E	Malinslee & Dawley Bank	40.1
Telford & Wrekin 009B	Hadley & Leegomery	38.1
Telford & Wrekin 009C	Oakengates & Ketley Bank	36.8
Telford & Wrekin 018C	The Nedge	25.9
Telford & Wrekin 023C	Madeley & Sutton Hill	24.7
Telford & Wrekin 020A	Brookside	20.1
Telford & Wrekin 018E	The Nedge	16.1
Telford & Wrekin 020B	Brookside	13.1

Table 11: Police recorded ASB rate per 1,000 population 2016

Stage 3 Proposed areas for selective licensing

Table 12 shows the values for all indicators for the 30 LSOAs considered at Stage 2. Grey shading indicates where the LSOA has a high proportion of privately rented properties or is in the borough upper quartile (lower quartile for house prices). For reference, values for all LSOAs are included in table 13.

LSOA name	Ward	Private Rent %	Empty Property %	Turnover rate	Council ASB rate	Fly Tipping rate	Housing Disrepair	House Prices	Crime rate	Police ASB rate
Telford & Wrekin 009A	Hadley & Leegomery	11.8	1.9	185.0	16.3	15.0	0.0	£116,500	81.4	43.8
Telford & Wrekin 009B	Hadley & Leegomery	16.8	1.8	218.7	12.5	30.1	2.9	£116,500	55.7	38.1
Telford & Wrekin 009C	Oakengates & Ketley Bank	22.2	2.4	341.3	9.2	41.8	2.9	£116,500	74.8	36.8
Telford & Wrekin 009D	Hadley & Leegomery	19.3	4.8	303.2	16.7	63.0	8.7	£116,500	118.1	84.1
Telford & Wrekin 009E	Hadley & Leegomery	16.9	0.8	204.4	17.6	19.0	0.0	£116,500	115.1	50.8
Telford & Wrekin 017A	Dawley & Aqueduct	18.5	1.7	359.0	17.4	64.1	6.8	£85,000	140.5	81.5
Telford & Wrekin 017B	Malinslee & Dawley Bank	16.7	1.5	240.6	33.1	116.2	1.4	£85,000	93.9	60.8
Telford & Wrekin 017C	Malinslee & Dawley Bank	8.1	1.6	306.6	10.0	41.8	1.8	£85,000	116.6	86.6
Telford & Wrekin 017D	Malinslee & Dawley Bank	20.0	2.6	271.1	23.9	81.0	4.0	£85,000	214.5	154.7
Telford & Wrekin 017E	Malinslee & Dawley Bank	15.3	1.4	245.1	16.8	46.5	1.9	£85,000	66.6	40.1
Telford & Wrekin 018A	The Nedge	29.3	2.9	432.9	27.3	89.0	3.3	£83,000	65.5	48.0
Telford & Wrekin 018B	The Nedge	22.9	1.0	240.3	23.2	59.2	4.9	£83,000	138.0	71.8
Telford & Wrekin 018C	The Nedge	13.3	0.8	199.7	8.4	41.5	2.4	£83,000	86.1	25.9
Telford & Wrekin 018D	The Nedge	13.1	1.7	219.6	17.4	61.5	3.3	£83,000	71.5	42.1
Telford & Wrekin 018E	The Nedge	9.4	0.7	136.6	4.2	34.3	0.7	£83,000	32.9	16.1
Telford & Wrekin 018F	The Nedge	12.0	0.8	214.6	9.6	46.2	3.2	£83,000	177.9	66.8
Telford & Wrekin 020A	Brookside	17.2	1.6	193.3	10.4	48.0	17.2	£73,000	55.8	20.1
Telford & Wrekin 020B	Brookside	7.2	1.4	120.7	5.3	30.7	7.2	£73,000	30.7	13.1
Telford & Wrekin 020C	Brookside	29.9	4.2	516.5	33.9	190.0	29.9	£73,000	212.8	135.5
Telford & Wrekin 020D	The Nedge	15.8	0.8	210.0	31.0	77.4	15.8	£73,000	66.8	63.6
Telford & Wrekin 020E	Brookside	31.7	2.3	336.8	32.1	200.5	31.7	£73,000	205.2	115.0
Telford & Wrekin 021A	Woodside	25.2	2.2	278.0	22.0	123.8	5.3	£76,000	177.8	125.2
Telford & Wrekin 021B	Woodside	17.5	1.6	298.6	18.4	82.1	6.7	£76,000	180.9	71.2
Telford & Wrekin 021C	Woodside	27.8	2.1	326.5	16.0	70.4	6.3	£76,000	90.5	47.0
Telford & Wrekin 021D	Woodside	29.6	5.8	416.5	12.9	52.6	6.1	£76,000	98.2	62.5
Telford & Wrekin 021E	Woodside	30.8	4.3	382.8	30.4	100.4	7.8	£76,000	141.6	89.5
Telford & Wrekin 023A	Madeley & Sutton Hill	22.6	1.8	282.6	18.0	106.8	9.4	£65,000	179.7	107.5
Telford & Wrekin 023B	Madeley & Sutton Hill	16.2	2.6	262.9	14.2	51.9	2.9	£65,000	167.5	80.8
Telford & Wrekin 023C	Madeley & Sutton Hill	8.7	0.4	98.4	2.6	51.1	2.6	£65,000	69.8	24.7
Telford & Wrekin 023D	Madeley & Sutton Hill	32.2	3.5	391.1	26.7	118.1	18.6	£65,000	192.6	89.8

Table 12: Stage 2 LSOAs all indicator values

Analysis of these six MSOAs shows that in addition to the seven high PRS, low housing demand, high ASB LSOAs identified at Stage 1, a number of their neighbouring LSOAs also share similar issues.

Based on analysis of the data it is proposed that four zones are created in the borough for inclusion in a selective licensing scheme. Figure 4 shows the locations of the four proposed zones.

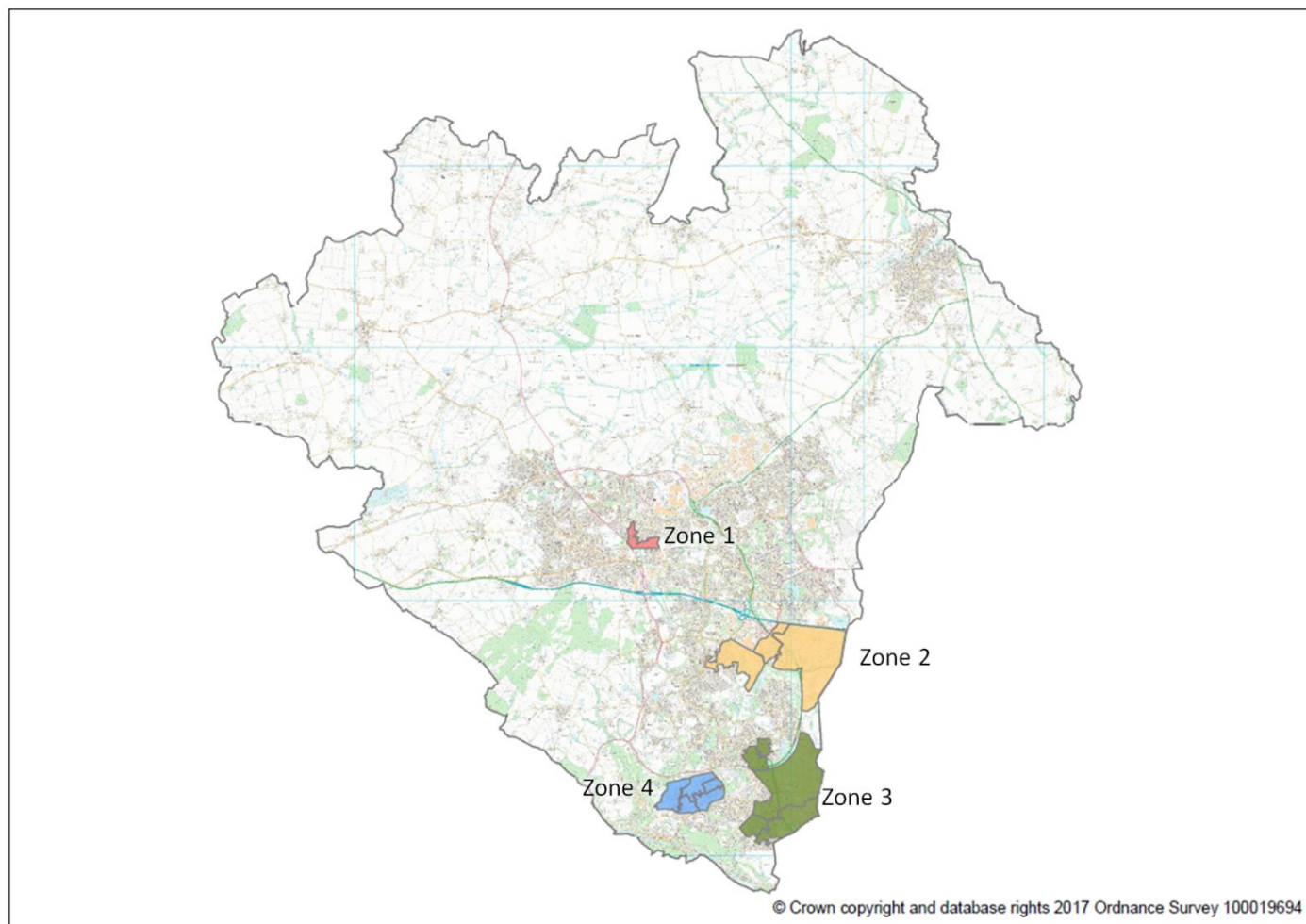


Figure 4: Proposed areas for selective licensing

Zone 1

Zone 1 would include the area covered by LSOA 009D in Hadley and Leegomery only. This LSOA has an above average proportion of privately rented properties and meets the criteria in all indicators with the exception of house prices. Although the proportion of privately rented properties is higher in neighbouring LSOA 009C, the data indicates that anti-social behaviour and property disrepair are less of an issue than in other parts of the borough. It is therefore recommended that LSOA 009C is not included in Zone 1. This zone would cover approximately 500 properties. The total private rental proportion of this area from the 2011 census was 19.3%.

Figure 5 shows the area covered by Zone 1. A list of the streets that would be wholly or partially included in this zone is available at Annex B.

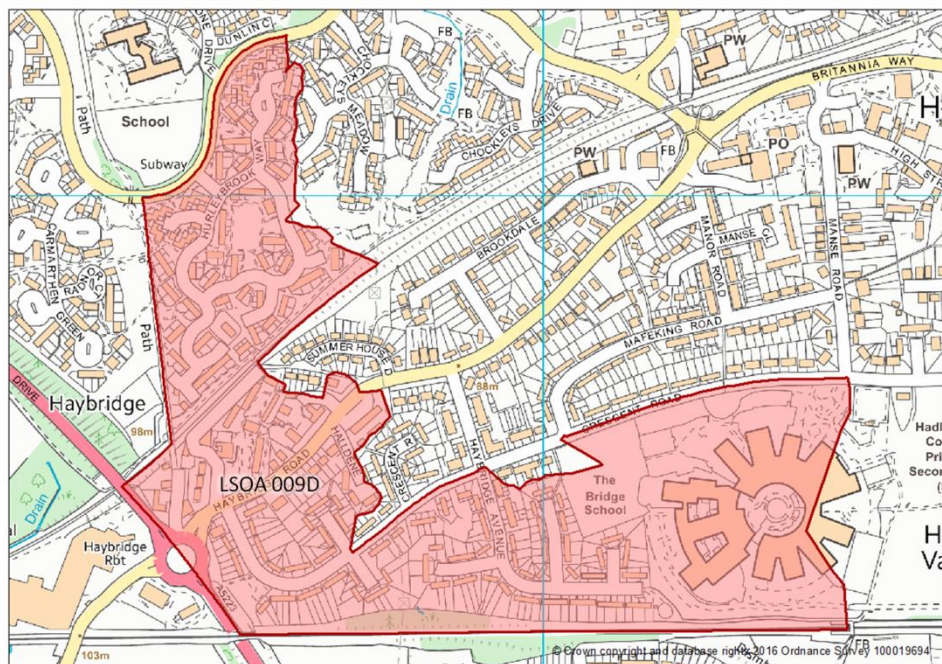


Figure 5: Zone 1

Zone 2

Zone 2 would comprise LSOA 017D in Malinslee from MSOA 017 and LSOAs 018A and 018B in the Hollinswood area from MSOA 018.

LSOA 017D and LSOA 018A are contiguous and both have a higher than average proportion of privately rented properties and met all the upper quartile criteria for all indicators in Step 1. LSOA 17D also met all of the Step 2 criteria whilst LSOA 18A met the criteria for house prices, but was not in the upper quartile for crime or police ASB

Of the remaining LSOAs in MSOAs 017 and 018, only LSOA 017A and 018B have levels of privately rented properties and also meet the criteria in a sufficient number of indicators to warrant further consideration.

It is proposed that LSOA 018B is included rather than LSOA 017A because LSOA 018B has a higher proportion of privately rented properties than LSOA 017A and at the time of the 2011 census already exceeded the 2014/15 England average. LSOA 018B is also contiguous to LSOA 018A and like its neighbouring LSOA has upper quartile rates of Council ASB and fly tipping, whilst rates of housing disrepair reports are higher.

This proposed zone would cover approximately 1,900 properties. The total private rental proportion for the areas covered by this zone from the 2011 census was 25%.

Figure 6 shows the area covered by Zone 2. Much of the area covered by the LSOAs in this zone is taken up by the Stafford Park industrial estate (LSOA 018B) or Telford Town Park (LSOA 017D). The darker shaded areas indicate the two residential areas covered by this zone. A list of the streets that would be wholly or partially included in this zone is available at Annex B.

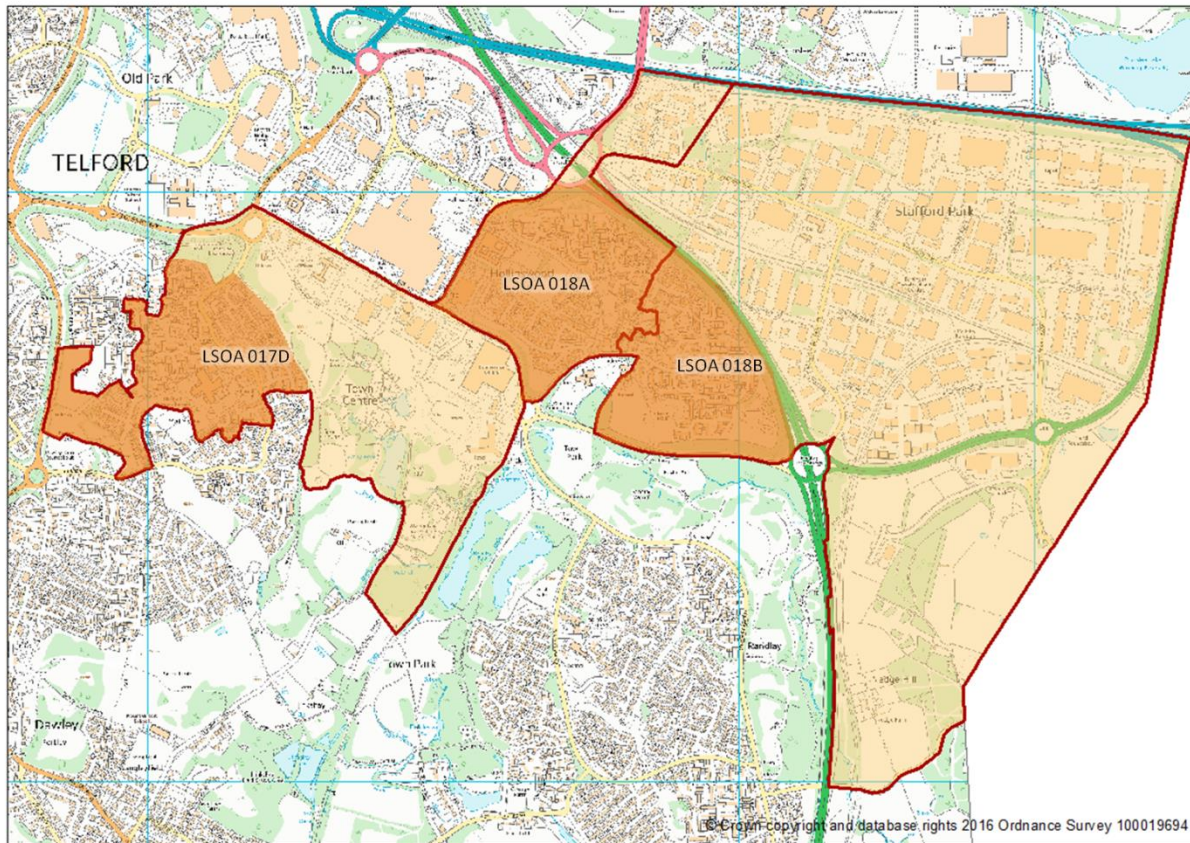


Figure 6: Zone 2

Zone 3

Zone 3 is proposed to consist of LSOAs 020C and 020E in Brookside from MSOA 020 and 023A, 023B and 023D in Madeley and Sutton Hill from MSOA 023 in one single zone.

LSOAs 020C, 020E and 023D are to be included as they meet the upper (or lower) quartile criteria in all indicators.

LSOA 023A is included because it has a high proportion of privately rented properties, upper quartile rates of ASB, crime, fly tipping, occupier turnover and housing disrepair with lower quartile house values. It is also contiguous to LSOA 023D.

It is proposed that LSOA 023B is included because it meets the criteria in six of the eight indicators and although not upper quartile for Council ASB, the rate is above the borough average.

Zone 3 would cover approximately 3,200 properties. The total private rental proportion from the 2011 census for the five LSOAs covered by this zone was 23%.

Figure 7 shows the area covered by the LSOAs comprising Zone 3. As with Zone 2 much of the geographical area of the LSOAs in this zone is taken up by industrial areas (LSOA 023A and 023B).

The darker shaded areas indicate the residential areas covered by this zone. A list of the streets that would be wholly or partially included in this zone is available at Annex B.

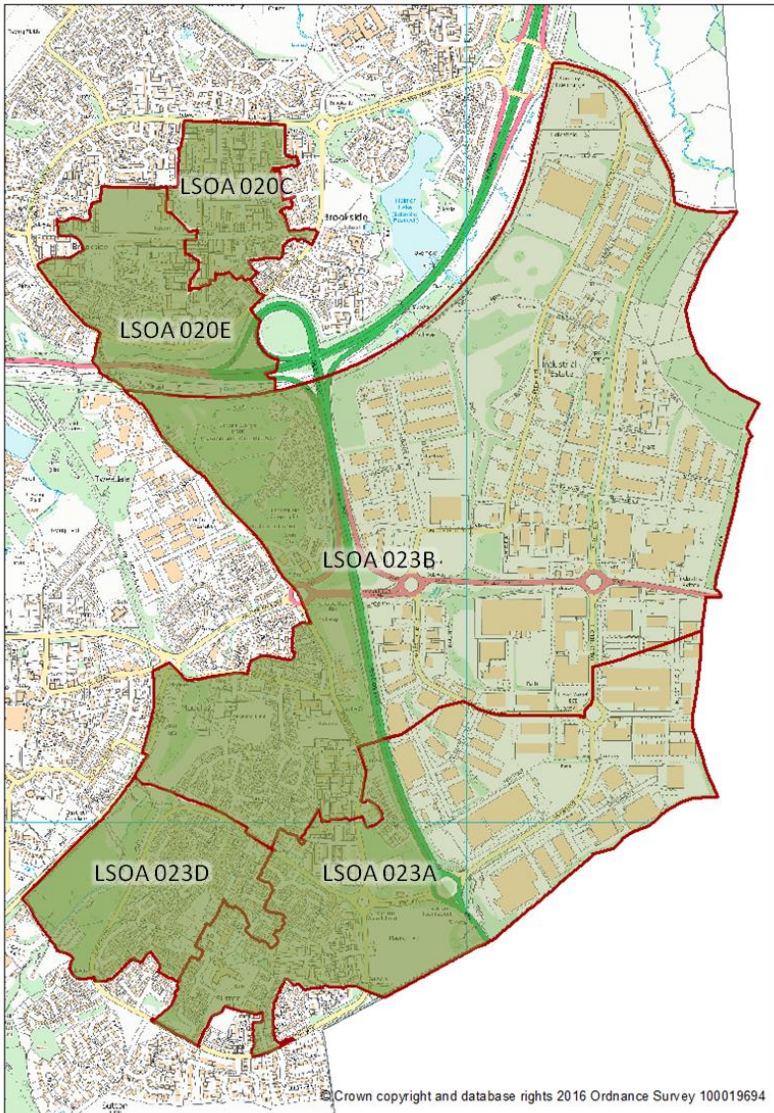


Figure 7: Zone 3

Zone 4

Zone 4 would consist of all five LSOAs from MSOA 021 covering the Woodside area.

All five LSOAs have a high proportion of privately rented properties. LSOA 021E meets the upper or lower quartile criteria for all eight indicators with LSOA 021A, 021B and 021D meeting seven.

LSOA 021C meets four of the indicators. It is proposed that this is included because of its high proportion of privately rented properties (the sixth highest in the borough), upper quartile rates of occupier turnover, fly tipping and housing disrepair. It also shares a boundary and streets with LSOAs 021B and 021D.

Zone 4 would cover approximately 2,950 properties with a total private rental proportion from the 2011 census of 26%.

Figure 8 shows the area covered by the LSOAs comprising Zone 4. A list of the streets that are wholly or partially included in this zone is available at Annex B.

Annex A: All LSOA indicator values

LSOA name	Ward	Private Rent %	Empty Property %	Turnover rate	Council ASB rate	Fly Tipping rate	Housing Disrepair	House Prices	Crime rate	Police ASB rate
Telford & Wrekin 001A	Newport South & East	14.7	2.3	224.8	4.9	1.4	0.7	£158,000	57.6	40.1
Telford & Wrekin 001B	Newport South & East	10.6	2.2	168.8	2.2	4.5	0.0	£158,000	26.7	12.6
Telford & Wrekin 001C	Newport North & West	18.6	2.0	220.6	5.5	5.5	2.0	£158,000	46.4	26.6
Telford & Wrekin 001D	Newport North & West	6.6	0.8	129.0	0.6	1.9	0.0	£158,000	12.6	11.4
Telford & Wrekin 002A	Church Aston & Lilleshall	9.9	2.1	127.2	2.4	38.6	0.0	£205,000	17.8	13.1
Telford & Wrekin 002B	Edgmond & Ercall Magna	11.6	2.0	109.7	6.0	16.3	0.0	£205,000	24.0	7.7
Telford & Wrekin 002C	Edgmond & Ercall Magna	7.3	0.7	76.8	4.6	13.0	0.0	£205,000	23.2	2.8
Telford & Wrekin 002D	Edgmond & Ercall Magna	13.6	2.6	145.1	1.6	34.1	0.8	£205,000	32.5	13.8
Telford & Wrekin 003A	Newport South & East	10.3	2.5	189.5	9.7	7.1	0.0	£149,950	69.7	54.7
Telford & Wrekin 003B	Newport South & East	13.9	1.8	152.1	10.4	7.6	3.5	£149,950	57.7	20.2
Telford & Wrekin 003C	Newport North & West	10.8	1.7	196.3	3.8	10.0	0.0	£149,950	23.0	10.8
Telford & Wrekin 003D	Newport North & West	31.7	3.8	323.9	13.4	10.9	3.8	£149,950	142.1	114.0
Telford & Wrekin 004A	Church Aston & Lilleshall	11.7	0.7	113.7	3.1	40.6	1.2	£155,000	25.0	14.4
Telford & Wrekin 004B	Muxton	10.2	1.1	188.3	6.4	42.8	0.0	£155,000	34.9	29.0
Telford & Wrekin 004C	Muxton	9.0	1.7	114.6	4.3	3.6	0.0	£155,000	24.9	20.6
Telford & Wrekin 004D	Muxton	5.9	0.6	130.4	5.4	2.7	0.0	£155,000	17.4	12.0
Telford & Wrekin 005A	Donnington	10.0	1.8	227.2	18.7	17.3	4.0	£95,250	66.0	46.0
Telford & Wrekin 005B	Donnington	10.6	6.7	204.5	4.2	20.3	0.6	£95,250	85.6	35.3
Telford & Wrekin 005C	Donnington	12.4	5.3	208.1	15.4	17.7	1.7	£95,250	99.3	51.9
Telford & Wrekin 005D	Donnington	17.2	1.0	158.0	7.8	11.3	1.7	£95,250	64.9	43.3
Telford & Wrekin 005E	Donnington	21.9	2.0	299.3	6.8	60.8	3.4	£95,250	148.2	53.4
Telford & Wrekin 006A	Dothill	9.0	0.2	181.4	6.8	9.4	0.9	£124,500	34.1	31.5
Telford & Wrekin 006B	Dothill	12.8	1.0	209.9	2.8	16.3	0.0	£124,500	39.0	21.3
Telford & Wrekin 006C	Park	7.4	0.7	97.0	7.8	13.0	0.9	£124,500	51.3	37.4
Telford & Wrekin 006D	Park	8.0	1.5	146.0	5.3	14.4	1.5	£124,500	27.2	31.0
Telford & Wrekin 006E	Shawbirch	14.3	1.5	198.7	7.5	46.9	0.0	£124,500	42.9	27.2
Telford & Wrekin 006F	Shawbirch	7.1	0.3	156.8	1.8	9.8	0.0	£124,500	19.0	23.2
Telford & Wrekin 007A	Apley Castle	12.3	1.1	146.9	7.7	15.4	1.1	£133,000	60.9	41.1
Telford & Wrekin 007B	Apley Castle	9.3	0.4	183.3	4.1	17.1	0.0	£133,000	26.1	22.8
Telford & Wrekin 007C	Hadley & Leegomery	10.6	3.0	219.4	14.3	19.1	0.0	£133,000	51.2	29.4
Telford & Wrekin 007D	Hadley & Leegomery	22.0	1.4	291.6	10.2	49.1	2.7	£133,000	48.4	34.1
Telford & Wrekin 008A	Wrockwardine Wood & Trench	9.1	1.0	130.5	10.4	3.7	0.0	£109,500	29.6	7.4
Telford & Wrekin 008B	Wrockwardine Wood & Trench	14.9	1.8	186.0	8.8	8.0	1.6	£109,500	52.5	27.9

LSOA name	Ward	Private Rent %	Empty Property %	Turnover rate	Council ASB rate	Fly Tipping rate	Housing Disrepair	House Prices	Crime rate	Police ASB rate
Telford & Wrekin 008C	Wrockwardine Wood & Trench	18.9	2.0	186.0	13.0	15.4	1.6	£109,500	61.7	51.1
Telford & Wrekin 008D	Wrockwardine Wood & Trench	8.2	1.5	150.4	16.4	9.0	3.3	£109,500	98.2	71.2
Telford & Wrekin 008E	Wrockwardine Wood & Trench	14.6	1.6	146.6	4.1	21.4	0.7	£109,500	58.0	18.6
Telford & Wrekin 009A	Hadley & Leegomery	11.8	1.9	185.0	16.3	15.0	0.6	£116,500	81.4	43.8
Telford & Wrekin 009B	Hadley & Leegomery	16.8	1.8	218.7	12.5	30.1	2.9	£116,500	55.7	38.1
Telford & Wrekin 009C	Oakengates & Ketley Bank	22.2	2.4	341.3	9.2	41.8	2.9	£116,500	74.8	36.8
Telford & Wrekin 009D	Hadley & Leegomery	19.3	4.8	303.2	16.7	63.0	5.1	£116,500	118.1	84.1
Telford & Wrekin 009E	Hadley & Leegomery	16.9	0.8	204.4	17.6	19.0	0.0	£116,500	115.1	50.8
Telford & Wrekin 010A	Edgmond & Ercall Magna	13.9	2.6	168.9	3.7	4.9	1.2	£155,000	26.8	12.8
Telford & Wrekin 010B	Ironbridge Gorge	19.0	2.8	196.4	9.8	14.0	2.1	£155,000	69.4	39.3
Telford & Wrekin 010C	Ironbridge Gorge	14.9	2.9	186.8	6.8	20.3	0.0	£155,000	92.1	41.7
Telford & Wrekin 010D	Wrockwardine	13.3	1.6	212.0	8.5	119.7	0.0	£155,000	43.7	21.4
Telford & Wrekin 010E	Admaston & Bratton	9.1	2.1	133.3	3.1	13.7	0.0	£155,000	26.2	8.1
Telford & Wrekin 010F	Admaston & Bratton	14.1	2.3	155.0	5.1	12.3	0.5	£155,000	22.5	12.3
Telford & Wrekin 011A	Arleston	12.0	1.7	168.2	11.2	62.9	1.8	£87,500	149.4	32.9
Telford & Wrekin 011B	Arleston	17.5	4.0	250.8	19.7	41.2	2.3	£87,500	90.2	46.2
Telford & Wrekin 011C	College	22.9	2.3	353.6	15.4	52.3	4.2	£87,500	203.7	118.2
Telford & Wrekin 011D	College	16.5	2.8	211.1	11.2	11.9	0.0	£87,500	50.8	36.9
Telford & Wrekin 012A	Ercall	11.6	2.3	265.5	10.2	15.2	0.0	£115,000	63.8	45.7
Telford & Wrekin 012B	Ercall	6.6	2.3	126.2	3.9	8.6	0.0	£115,000	28.1	10.9
Telford & Wrekin 012C	Haygate	10.2	1.2	205.4	13.2	16.5	3.3	£115,000	76.5	39.6
Telford & Wrekin 012D	Haygate	23.8	3.6	368.1	11.9	40.0	1.6	£115,000	312.3	123.2
Telford & Wrekin 013A	St Georges	13.9	1.9	246.5	11.6	8.5	4.9	£105,000	73.8	54.3
Telford & Wrekin 013B	St Georges	18.0	3.0	233.3	15.5	12.0	4.9	£105,000	45.2	29.7
Telford & Wrekin 013C	St Georges	16.9	1.9	195.9	9.4	12.1	1.3	£105,000	48.6	44.5
Telford & Wrekin 013D	St Georges	15.2	1.4	182.8	5.2	15.0	0.7	£105,000	39.2	11.8
Telford & Wrekin 014A	Oakengates & Ketley Bank	13.6	2.7	196.9	5.6	21.1	0.0	£114,873	57.6	24.2
Telford & Wrekin 014B	Oakengates & Ketley Bank	12.2	2.0	272.0	10.8	28.3	4.0	£114,873	70.0	63.3
Telford & Wrekin 014C	Oakengates & Ketley Bank	7.3	0.8	203.3	7.4	21.5	2.5	£114,873	51.5	41.7
Telford & Wrekin 014D	Oakengates & Ketley Bank	15.9	2.4	253.1	11.5	18.7	3.3	£114,873	133.4	85.6
Telford & Wrekin 014E	Ketley & Overdale	13.5	1.8	213.8	4.4	22.4	0.5	£114,873	54.7	36.1
Telford & Wrekin 014F	Ketley & Overdale	11.4	1.3	196.2	26.2	25.1	2.3	£114,873	84.9	41.6
Telford & Wrekin 015A	Priorslee	13.9	1.4	185.4	4.1	8.6	0.5	£160,000	22.3	8.6
Telford & Wrekin 015B	Priorslee	10.2	1.0	161.6	2.4	10.4	0.8	£160,000	24.7	15.2
Telford & Wrekin 015C	Priorslee	7.6	0.6	121.7	7.6	4.4	0.6	£160,000	35.3	17.7

LSOA name	Ward	Private Rent %	Empty Property %	Turnover rate	Council ASB rate	Fly Tipping rate	Housing Disrepair	House Prices	Crime rate	Police ASB rate
Telford & Wrekin 015D	Priorslee	25.0	1.9	176.8	6.0	19.8	3.0	£160,000	53.5	20.4
Telford & Wrekin 016A	Horsehay & Lightmoor	10.4	1.9	193.1	7.5	31.7	0.8	£149,000	50.2	24.5
Telford & Wrekin 016B	Horsehay & Lightmoor	13.8	2.2	221.6	6.3	18.9	0.4	£149,000	63.4	21.7
Telford & Wrekin 016C	Ketley & Overdale	16.8	2.0	274.6	29.2	23.8	3.3	£149,000	85.8	60.4
Telford & Wrekin 016D	Ketley & Overdale	11.9	0.8	199.6	8.0	28.0	0.0	£149,000	494.0	218.0
Telford & Wrekin 016E	Ketley & Overdale	12.8	1.6	213.4	16.7	30.9	0.6	£149,000	99.1	43.8
Telford & Wrekin 017A	Dawley & Aqueduct	18.5	1.7	359.0	17.4	64.1	6.8	£85,000	140.5	81.5
Telford & Wrekin 017B	Malinslee & Dawley Bank	16.7	1.5	240.6	33.1	116.2	1.4	£85,000	93.9	60.8
Telford & Wrekin 017C	Malinslee & Dawley Bank	8.1	1.6	306.6	10.0	41.8	1.8	£85,000	116.6	86.6
Telford & Wrekin 017D	Malinslee & Dawley Bank	20.0	2.6	271.1	23.9	81.0	4.0	£85,000	214.5	154.7
Telford & Wrekin 017E	Malinslee & Dawley Bank	15.3	1.4	245.1	16.8	46.5	1.9	£85,000	66.6	40.1
Telford & Wrekin 018A	The Nedge	29.3	2.9	432.9	27.3	89.0	3.3	£83,000	65.5	48.0
Telford & Wrekin 018B	The Nedge	22.9	1.0	240.3	23.2	59.2	4.9	£83,000	138.0	71.8
Telford & Wrekin 018C	The Nedge	13.3	0.8	199.7	8.4	41.5	2.4	£83,000	86.1	25.9
Telford & Wrekin 018D	The Nedge	13.1	1.7	219.6	17.4	61.5	3.3	£83,000	71.5	42.1
Telford & Wrekin 018E	The Nedge	9.4	0.7	136.6	4.2	34.3	0.7	£83,000	32.9	16.1
Telford & Wrekin 018F	The Nedge	12.0	0.8	214.6	9.6	46.2	3.2	£83,000	177.9	66.8
Telford & Wrekin 019A	Dawley & Aqueduct	7.5	1.5	154.7	14.7	31.9	0.6	£105,000	48.5	36.8
Telford & Wrekin 019B	Dawley & Aqueduct	7.7	0.8	216.1	12.5	23.2	0.6	£105,000	89.0	44.2
Telford & Wrekin 019C	Dawley & Aqueduct	8.1	0.9	189.1	9.5	8.7	1.5	£105,000	45.1	23.3
Telford & Wrekin 019D	Dawley & Aqueduct	33.7	3.6	423.8	18.7	28.0	4.4	£105,000	75.9	45.4
Telford & Wrekin 019E	Dawley & Aqueduct	13.6	1.4	182.0	7.3	12.5	0.0	£105,000	37.6	24.4
Telford & Wrekin 020A	Brookside	17.2	1.6	193.3	10.4	48.0	3.2	£73,000	55.8	20.1
Telford & Wrekin 020B	Brookside	7.2	1.4	120.7	5.3	30.7	1.8	£73,000	30.7	13.1
Telford & Wrekin 020C	Brookside	29.9	4.2	516.5	33.9	190.0	11.0	£73,000	212.8	135.5
Telford & Wrekin 020D	The Nedge	15.8	0.8	210.0	31.0	77.4	6.5	£73,000	66.8	63.6
Telford & Wrekin 020E	Brookside	31.7	2.3	336.8	32.1	200.5	10.0	£73,000	205.2	115.0
Telford & Wrekin 021A	Woodside	25.2	2.2	278.0	22.0	123.8	5.3	£76,000	177.8	125.2
Telford & Wrekin 021B	Woodside	17.5	1.6	298.6	18.4	82.1	6.7	£76,000	180.9	71.2
Telford & Wrekin 021C	Woodside	27.8	2.1	326.5	16.0	70.4	6.3	£76,000	90.5	47.0
Telford & Wrekin 021D	Woodside	29.6	5.8	416.5	12.9	52.6	6.1	£76,000	98.2	62.5
Telford & Wrekin 021E	Woodside	30.8	4.3	382.8	30.4	100.4	7.8	£76,000	141.6	89.5
Telford & Wrekin 022A	Madeley & Sutton Hill	11.8	2.1	211.2	25.5	14.8	2.5	£105,000	105.3	62.6
Telford & Wrekin 022B	Madeley & Sutton Hill	11.6	1.1	158.6	3.9	11.8	0.0	£105,000	59.8	26.8
Telford & Wrekin 022C	Ironbridge Gorge	10.4	0.5	95.0	7.9	32.5	0.0	£105,000	57.0	38.6

LSOA name	Ward	Private Rent %	Empty Property %	Turnover rate	Council ASB rate	Fly Tipping rate	Housing Disrepair	House Prices	Crime rate	Police ASB rate
Telford & Wrekin 022D	Madeley & Sutton Hill	16.3	5.4	270.9	25.2	41.9	5.2	£105,000	245.2	144.5
Telford & Wrekin 023A	Madeley & Sutton Hill	22.6	1.8	282.6	18.0	106.8	9.4	£65,000	179.7	107.5
Telford & Wrekin 023B	Madeley & Sutton Hill	16.2	2.6	262.9	14.2	51.9	2.9	£65,000	167.5	80.8
Telford & Wrekin 023C	Madeley & Sutton Hill	8.7	0.4	98.4	2.6	51.1	2.6	£65,000	69.8	24.7
Telford & Wrekin 023D	Madeley & Sutton Hill	32.2	3.5	391.1	26.7	118.1	18.6	£65,000	192.6	89.8

Table 13: All LSOA indicator values

Annex B: Residential streets included in the proposed selective licensing zones.

The following residential streets are included either wholly or partially within the proposed selective licensing zones

Zone 1: Hadley & Leegomery

- Crescent Road
- Hall Gardens
- Haybridge Avenue
- Haybridge Road
- Halldene
- Hurleybrook Way

Zone 2: Hollinswood & Malinslee

- Alma Avenue
- Coachwell Close
- Daddlebrook
- Dale Acre Way
- Dalelands
- Dalford Court
- Dallamoor
- Danesford
- Deepdale
- Deercote
- Delbury Court
- Dinchope Drive
- Dinthill
- Doddington
- Downemead
- Downton Court
- Duffryn
- Dunsheath
- Dunstone
- Farm Lodge Grove
- Prince Charles Crescent
- Prince Edward Crescent
- Queen Elizabeth Way
- St Leonards Place

Zone 3: Brookside, Madeley & Sutton Hill

- Admaston Close
- Beaconsfield
- Bembridge
- Bishopdale
- Blakemore
- Brackenfield
- Brereton
- Bridgwood
- Brindleyford
- Brockton close
- Broseley Close
- Burford
- Burnside
- Burtondale
- Chillcott Gardens
- Coalport Close
- Cottage Close
- Cuckoo Oak green
- Farm Close
- Harley Close
- Hilda Hooke Close
- Hills Lane Drive
- Jackfield Close
- Kemberton Close
- Kemberton Drive
- Levins Court
- Little Dawley Close
- Madebrook Close
- Maythorne Close
- Meadow Close
- Mount Pleasant Road
- Mounts Close
- Norton Close
- Pool Side
- Poplar Close
- Queen Street
- Queens Court
- Ryton Close
- Sandcroft
- Scott Close
- Selbourne
- Selkirk Drive
- Shakespeare Way
- Shawfield Close
- Singleton
- Smallwood
- Solway Drive
- Southfield
- Southgate
- Spring Meadow
- Springhill Close
- Springhill Crescent
- Stanwyck
- Stebbings
- Stonedale
- Summerhill
- Sunnymead
- Tweedale Drive
- Worfield Close

Zone 4: Woodside

- Armstrong Close
- Arthur Way
- Brick Kiln Bank
- Briery Bank
- Broad Meadow Lane
- Drummond Close
- Fair View Court
- Gooch Close
- Hollybush Road
- Long Lane Drive
- Lord Murray Drive
- Midland Court
- Minton Close
- Newcomen Way
- Orient Court
- Park Lane
- Robins Drive
- Stanier Drive
- The Crofts
- The Keep
- The Saplings
- Trevithick Close
- Walney court
- Waltondale
- Wantage
- Warrensway
- Waverley
- Wayside
- Wealdstone
- Wellsfield
- Wenlock Court
- Wensley Green
- Westbourne
- Weybridge
- Wigmores
- Wildwood
- Willowfield
- Wilmere Court
- Wilton Court
- Withybrook
- Woodcroft
- Woodrows
- Woverley Court
- Wyvern

Section 2: Proposals for a selective licensing scheme

Proposals for a selective licensing scheme

Once determined each designated selective licensing zone would require that all privately rented properties (subject to statutory exemptions)⁷ be licensed for up to five years.

Each licence holder will receive a standard set of conditions. These conditions will be monitored through the administration of the scheme. A set of proposed licence conditions are included in **Appendix 1** for consideration and for use in Public consultation.

The Council is very much committed to ensuring that the introduction of selective licensing delivers meaningful improvements to the designated areas. Along with other interventions the aim of the licensing would be to raise standards within the private rented sector with a view to improving the overall social and economic conditions in the area to create a strong, healthy and vibrant neighbourhood. In order to achieve this, a number of area objectives have been identified

- To reduce the turnover of occupants to create stable communities.
- To reduce the number of empty properties and the length of time they remain unoccupied
- To reduce levels of anti-social behaviour.
- To reduce the amount of environmental crime
- To improve the physical conditions of the housing stock to ensure that they are free from category 1 hazards as defined in the Housing Act 2004 so as to protect the health, safety and welfare of the occupants.
- To improve the management of properties in the area.
- To increase the number of landlords who are fit and proper and manage their properties well.
- To increase the number of tenants who manage their tenancy well.
- To support the private rented sector in its provision of well-managed properties and tenancies and assist those seeking to live and currently living in private rented accommodation. Landlords and agents will be more accountable for property management.
- Clear explicit standards for landlords, agents and tenants in a properly regulated sector.
- Landlords and agents operating in the area are fit and proper and have the ability to manage property
- Landlords and agents will benefit from a properly regulated sector, good public image and confidence in housing management.
- Bad landlords and agents will be forced to improve or will be forced out of the area.
- The provision of a framework for support, education and guidance services for landlords and tenants.
- Landlords and agents will be more accountable for the tenants who reside in their property.
- Landlords and agents will become more visible.
- Tenants will become more aware of their responsibilities for maintaining their tenancy
- Tenants will become more aware that they must act in a responsible manner and not be associated with anti-social behaviour.
- Tenants will be made aware that failure to conform to standards will lead to eviction.
- Tenants are reference checked prior to occupation of property in the area.
- A positive impact on tenants' behaviour, following an awareness of the difficulty in acquiring further accommodation coupled with improved standards of accommodation.
- Tenants will benefit from a guarantee of safe, healthy and well managed housing.
- Exclusion of a licensee where there is evidence of harassment and illegal eviction.
- The profile and public image of the area and the sector is raised encouraging tenants into the market and reputable investment.

The selective licensing scheme is consistent with the Council's Strategic Housing Market Assessment (2016) which recognised that local authorities have an important role in ensuring that the privately rented sector meets requirements of the housing market.

⁷ The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006

The messages about the privately rented sector identified in the Strategic Housing Marketing Assessment (2016) , stakeholders identified the following:

- ✓ The private rented sector has a role to play in the housing market to meet a growing need;
- ✓ The growing need to have stronger private sector regulation to police unscrupulous landlords and to promote good and effective management of this sector;
- ✓ The need for effective regulatory regimes to ensure adequate stock maintenance, fair rental levels and effective management of landlords. This is particularly important in relation to HMOs; and
- ✓ The condition of the housing stock available needs to be addressed.

Similarly selective licensing supports a key priority within the **Community Safety Partnership Plan: 2017-18**: which is ” **risk and vulnerability linked to high areas of deprivation / demand / private let housing.**”

The proposed selective licensing scheme is consistent with the delivery of these goals and priorities.

It is anticipated that the introduction of selective licensing is likely in the short term to increase the level of housing related enforcement. This is based on evidence from other council’s that have adopted a selective licensing scheme. Enforcement may be needed where landlords either fail to licence their properties or fail to comply with licence conditions. It is anticipated that there may be increased enforcement activity around anti-social behaviour and environmental crime.

Partnership working across all council teams and partner organisations is key to the success of the scheme. A key element in ensuring the success of the scheme is the oversight from Senior Management and in particular the Assistant Director for Community and Neighbourhood Services. Additional oversight and governance of the scheme will occur through the Community Safety Partnership and the Cabinet Member leading on enforcement.

Other Actions to improve the private rented sector

As part of the process of deciding whether or not Selective Licensing should be introduced there is a need to assess whether there are alternative approaches that may achieve the same objectives.

Over the past few years the Council has introduced a range of different initiatives across the borough and within the designated zones. Whilst these initiatives have all had some impact it is recognised that on their own they have been insufficient to bring the lasting improvements needed.

Interventions have included:

The introduction of Target Intervention Areas

Our Pride in your community initiative to tackle environmental crime and amenity issues

Major regeneration programmes within Woodside and Brookside

Community engagement through Street Champions and the development of local voluntary groups such as BIG in Brookside

Mandatory licensing scheme for larger HMO’s

The introduction of our local landlord accreditation scheme

Alternatives to the introduction of a selective licensing scheme

Use of Article 4 planning Powers

Planning legislation has a role to play in HMOs. The Town and Country Planning (Use Classes Order) England (April 2016) sets out different classes of development and allows some classes of use to change between each other without the need for planning permission, i.e. they are “permitted development”, whereas other changes are not permitted and always require planning permission.

Non-residential buildings always need planning permission to change to any residential use, whether it's to a single dwelling or any kind of HMO. An existing dwellinghouse (Use Class C3) will need planning permission to change to a large HMO for more than 6 people (*sui generis*). But an existing residential property (use class C3) does not always need planning permission to change to a small HMO (Use Class C4) as the change is deemed “permitted development”. If this is the case the Council has no involvement in the process - unless it makes an Article 4 Direction.

An Article 4 Direction can be formally set up under the Town and Country Planning (General permitted Development) Order 1995 under articles 5(13) and 4(1) to withdraw these ‘permitted development’ rights so that planning permission is needed to change between a dwelling (Class C3) and a small HMO (Class C4).

It is important to note that an Article 4 Direction does not prevent change to a small HMO, but ensures a planning application is submitted hence allowing the Council to appropriately consider the application through the planning process.

An Article 4 Direction could be used to prevent the change from Class C3 (dwellinghouse) to C4 (small HMOs). However, the difference between these uses is slim when one compares who can occupy a dwelling house under Class C3. A group of six unrelated people (such as students or young professionals) could live together as single household sharing facilities such as a bathroom and kitchen. Under Class C4 a group of six unrelated individuals (such as students or young professionals) could live together sharing facilities such as a bathroom and kitchen. The main difference would be in how they live together i.e. they may each have a separate lease with the landlord and each pay their own bills. Both groups of people could be antisocial or have lots of cars. But from the outside of the property, there is no material difference, and one would not necessarily know the use. And on appeal some Inspectors have found that even if there is a change of use, it's not “material”.

The setting up of a an Article 4 Direction needs careful consideration as it takes time (it can take over a year to bring into effect after the Council has agreed to set one up) and has cost implications (either for extensive public consultation or possible payable compensation for loss of permitted development rights to property owners). It can only be set up where there are exceptional circumstances and where evidence suggests that allowing permitted development and changes between the particular uses would cause significant harm to local amenity or the proper planning of an area. An Article 4 Direction can be applied borough-wide or to a specific geographical area.

Planning officers consider that setting up an Article 4 Direction would not necessarily address the type of issues that the Council seeks to tackle with the Selective Licensing mechanism, and would not necessarily bring any significant additional benefits however there are differing views held within the Council and this requires further consideration.

Using existing powers under Housing Act 2004

As an alternative to licensing for ensuring minimum standards are met by landlord for the safety of properties, it would be possible for additional and targeted Housing health and safety rating system inspections to take place. However, without the requirement to register there is no way of knowing where privately rented properties exist. Licensing would ensure that the rented property in these areas is identified, subject to regulation and initial licensing inspections and tenants are more aware of their rights and what they should expect from landlords.

Extension to Mandatory Licensing of HMO's

The DCLG in October 2016 sent out consultation papers on the extension of the existing mandatory licensing of larger HMO's to all HMO's that have 5 or more people from more than 2 families. This is expected to become legislation in 2017. Any premise that is covered by an existing licence will not be subject to selective licensing. It is felt that even with the proposed definition change to legislation with regard to HMO's in the designated area there will be properties that are not covered. The problems that have been identified are a private rented sector problem and not just a HMO problem.

Interventions that will run concurrent with the Selective Licensing Scheme

Integrated Community Management Model

The Anti-Social Behaviour, Crime and Policing Act 2014 was introduced in March 2014 and introduces powers to tackle Anti-Social Behaviour (ASB) and offers a more focussed multi agency approach in putting the victims first and the impact ASB has on victims, families and communities. The council is working in partnership with the Police and Town/Parish councils and have created a multi functional team drawn from different agencies who work together to tackle issues of crime, disorder and quality of life issues within our towns and communities. Through the use of this Integrated Community Management model (ICM), combined objectives and common values are drawn together to share information and intelligence that will be tasked and resolved at a Town/Parish level, putting this process at the heart of the community.

The ICM team will also act as a multi agency access point enabling members of the community and partner agencies to report community and crime issues to the Town/Parish offices as a single point contact.

There are 4 key actions identified within this model:

- Establish collaborations, partnerships and Jointly agreed enforcement powers
- Signpost access to community resources
- Strengthen communities
- Promote volunteering and peer roles

The impact of poor quality and badly managed accommodation is very negative to the local neighbourhood. Problems such as anti-social behaviour, high rates of crime and low demand can blight the area and lead to low property values and lack of investment in the area. Poor housing conditions and excessively cold and damp properties have significant health impacts on these occupiers, in addition to the physical safety risks to tenants of poorly maintained properties.

To effectively tackle the problems associated with low housing demand it is necessary to ensure that all stakeholders take their share of responsibility in the areas in which they live, work and invest.

Historically, intervention with problem tenants and properties has been focussed on criminal enforcement methods, which tackle the individual problem at the time, rather than the wider community as a whole. Tackling anti-social behaviour is a priority for Telford & Wrekin and the Community Safety Partnership.

By ensuring landlords have an investment in their communities, as well as the properties they own will influence the ability to reduce ASB incidents. In a similar way, reactive housing enforcement to complaints about poor housing standards and landlord/tenant relationships can only have a limited and short term impact in areas with entrenched problems.

The ICM model will provide a coordinated approach to tackle ASB; it is an effective model that has demonstrated the importance of engaging with communities is an effective way to reduce anti-social behaviour and the perception of anti-social behaviour in the longer term. Evidence highlights the importance of having a clear referral criteria and process in place, with multi-agency support and operational capacity to respond within agreed timescales. We see Selective Licensing as one of the key tools to tackle the problems of poor quality and poorly managed accommodation in the private rented sector and also address anti-social behaviour in a neighbourhood. Ultimately it will also be important in helping to uplift and regenerate these areas and de-risk current and future investment in the residential, commercial and leisure sectors in the locality.

Landlord Accreditation

The current landlord accreditation scheme managed by the council was launched in July 2014 following from the closure of Choose Your Home (the choice based lettings scheme run by the Wrekin Housing Trust) and was part of a strategy to improve standards in the private rented sector. Landlords who become accredited benefited from training on legislation, free tenancy advice, refuse collection passes, leads of tenants requiring properties and was able to promote to prospective tenants that they were accredited.

The current landlord accreditation scheme is at a cost of £50 for landlords and £100 for letting agents on an annual charge. This was never intended to cover the cost of the service and fees were set to encourage landlords and letting agents to become accredited as this is a voluntary scheme as no compulsory scheme is in place. Landlords and Letting agents sign up and agree to adhere to the code of conduct set out in the accreditation which says they will ensure their properties are up to Housing Health and Safety Rating System (HHSRS standard). Those landlords who have vacancies and wish to advertise their properties on the Telford HomeFinder website can do so and many of these properties house clients that are either homeless or facing homelessness.

Through consultation with our accredited landlords and the experience of working closer with landlords and letting agents over the last two years we are proposing several changes to the landlord accreditation scheme. Landlords and letting agents want different things from the landlord accreditation, depending on their circumstances and we have changed our offer to provide different packages to allow landlords to sign up to the most relevant scheme for them (**see Appendix 2**). Those who are within our selective licensing zones will be given a discount on the cost of joining the landlord accreditation scheme,

Empty homes grant

The launch of the empty properties programme in July 2013 provides a pro-active approach to tackling empty properties. Through the identification of empty properties through council tax records and resident and service area notifications, the empty property officer contacts the owners of long term empty properties (those over 6 months empty) and those that are about to become a long term empty property to identify the reasons why they are empty, what they propose to do with the property, explain the issues around having an empty property and offer a package of support which includes:

- Identifying repairs needed to bring the property back into use
- Engaging with estate agents to identify sale prices
- Working with accredited landlords if the owner wishes a quick sale
- Providing them with a service through Telford HomeFinder if they wish to rent the property.
- A loan of up to £20,000 to bring the property back into a habitable condition for sale or rent

If the owner of the property does not engage and there are clear issues that warrant enforcement action then this would be carried out. Where the property involved has a charge lodged against the property and the owner is not working towards a solution to bring the property back into use we would look at proceeding towards an enforced sale.

Section 3: Delivery and Administration of Selective Licensing

Delivery and Administration

The introduction of selective licensing in the four zones detailed in this business case will bring approximately 2,000 privately rented properties into the selective licensing framework over a five year period. It is proposed that the licensing resources should be located within the Public Protection Service area. This service area already has expertise on the administration of licences and of monitoring housing standards and dealing with public nuisances, accumulations and waste issues.

The proposed scheme will operate on the basis of a landlord submitting an application to Telford and Wrekin Council. An application will only be processed if it contains all the necessary information and documentation.

The applicant will be required to provide a basic disclosure certificate from Disclosure Scotland. The disclosure should be no more than three months old at the time of application.

https://www.disclosurescotland.co.uk/disclosureOnline/BDO_Instr.htm. This is to determine that the applicant is a fit and proper person to hold a licence.

In line with our digital strategy it is desirable that all applications are completed on line through our new 'My Telford citizens portal'. This will allow for automated processing which in turn reduces the processing time for applications. This will enable the staffing costs for administering the scheme to also be kept to a minimum. Those wishing to apply using a paper application form will be allowed to do so however they is an additional charge of £100 on top of the licensing fee. Assistance to use our on line services can be provided through our 4 main libraries, Southwater, Madeley, Newport and Wellington along with free access to computers.

On application the properties will receive a compliance visit. Assuming the conditions have been met the licence will be issued. Further compliance visits will be made during the five year period. It is anticipated that a small percentage of properties will require an enhanced number of visits. This has been accounted for within the proposed fee. This is in line with the decision of the First Tier Tribunal Property Chamber (Residential Chamber) decision in case Crompton v Oxford City 2013

In some cases appropriate enforcement action may be needed, where landlords either fail to licence their properties or fail to comply with licence conditions. In addition it is anticipated that other wider issues regarding poor housing, anti social behaviour and fly-tipping are likely to be brought to the attention of Telford & Wrekin Council as an outcome of the new licensing scheme. The cost of this enforcement is not contained within the proposed licence fee.

Prior to the start of the scheme webpages and information packs will be developed by the selective licensing team to help landlords ensure that they fully understand the new licence conditions before they apply

Resources Required to operate the scheme

The Council will need to charge a fee to cover the costs of running the scheme. The administration, compliance monitoring and support for the scheme will be financed solely through the Licence fees received.

The proposed staffing levels are as follows:

Job Title	Role
Selective Licensing Programme Lead	Manage and oversee the administration and management of the scheme. Responsible for the operational duties of the Selective licensing EHO's.
Selective Licensing EHO's x2	Housing technical specialists to undertake compliance visits to ensure that properties meet the licence conditions, to be able to advise and support landlords to achieve compliance, or if necessary ensure that the appropriate enforcement action is taken.

Support Officer	Administration of the licence applications , processing of payments, support for landlord events
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Proposed Fees

	Fee	Comments
Selective Licensing Fee	£610	See details in Appendix 3
Late Application	£ 860	Any landlord who is found to be renting a property without having made a valid application three months after the start date of the scheme.
Paper Application Form	Additional £100	To process a paper application rather than an application submitted on line
Part 1 Housing Act 2004	Up to a max of £350 per notice (hourly rate) Under review	Not all costs can be recovered from the licence fee. Under Part 1 of the Housing Act 2004 the Council can charge for the relevant costs linked to enforcement works
Application to vary a licence	No Fee	Includes application to change the manager, address, number of occupants

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 costs for landlords, whilst also seeking to ensure the scheme is successful, properly funded and appropriately resourced. The fee has been calculated using a bespoke spreadsheet (Appendix 3) This spreadsheet calculates the following elements as suggested by the LGA in their November 2015 publication 'Open for Business: Local Government Association Guidance on locally set fees' and is based on the number of licensable houses. They include the following:

- **Administration** – the actual costs of producing the licence; staff costs, photocopying, paper, postage
- **Initial Visits** – time spent inspecting the premises including travel to and from
- **Additional Monitoring inspection visits** – as above an additional visit during the course of the five year licence.
- **On costs** – e.g. accommodation, heating, lighting, supplies and services, IT services and equipment, Finance and Legal Support and training
- **Management cost** – where appropriate to the administration of the licence

The income from the licence fee will not be received uniformly over the five year period as it will be paid when the licence is applied for. As the fee covers a five year period the income will be accounted for across those five years within the Council's accounts i.e. it will be spread across the five years to which it relates. This will mean that sufficient income will fall in each year to cover the staffing costs incurred for selective licensing in that year. A budget for selective licensing will be created for both income and expenditure to ensure the staffing costs are covered.

There will be a late application fee of £860. This fee will be applied to landlords who were landlords of properties within the four zones at the start of the selective licensing scheme but nevertheless have failed to submit an application within the 3 month application deadline.. The increased fee reflects the additional work that the Council would have to undertake to ensure a licence application is made

Landlords will be given the option of spreading the £610 fee over the five year period. In calculating an annual fee there will be an additional administration fee to cover increased invoicing and collection costs of £30 and it is recommended that interest is charged to the annual fee at the current PWLB loan rate of 1.75%. This would result in an annual charge of £130 per property for each year of the five year period.

Appendices

Appendix 1 Proposed Licence Conditions for all Licensed Premises

Mandatory Conditions Schedule 4 of the Housing Act 2004

Mandatory Conditions as per Schedule 4 of the Housing Act 2004

1. If gas is supplied to the premises, the licence holder, and / or their nominated representative, must produce to Telford and Wrekin Council annually for their inspection a gas safety certificate obtained in respect of the premises which is dated within the last 12 months;
2. The licence holder, and / or their nominated representative, must keep electrical appliances and furniture made available by them in the house in a safe condition; as a minimum, a visual check of the appliances must be routinely undertaken and upon each change in any tenancy. Written records of such checks must be maintained.
3. The licence holder, and / or their nominated representative, must supply to the authority, on demand, with a declaration as to the safety of such appliances and furniture referred to in Condition 2.

Advisory Note

A Portable Appliance Test (PAT) can be utilised to comply with this requirement or alternatively, the licence holder / manager must keep their own written records of checks with action taken.

4. The licence holder, and / or their nominated representative, must ensure that the property is fitted with an operable fire detection system which conforms to the current British Standard and must include as a minimum at least one smoke alarm on each storey of the premises on which there is a room used wholly or partly as living accommodation.

Advisory Note

The standards outlined in the Landlords guidance document titled "housing fire safety standards" will apply to all properties licensed by Telford and Wrekin Council, based on the property size, type and nature of occupancy" (to be made available on website)

5. The licence holder must keep all smoke and heat detectors referred to in Condition 4 in proper working order;
6. The licence holder must supply the Authority, on demand, with a declaration as to the condition and positioning of the smoke and heat detectors detailed in Condition 4.
7. The licence holder must ensure that a carbon monoxide (CO) alarm, which conforms to the relevant British Standard, is installed in any room in the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance;
8. The licence holder must keep any such alarm referred to in Condition 7 in proper working order; and
9. The licence holder must supply the Authority, on demand, with a declaration as to the condition and position of any such alarm referred to in Condition 7.
10. The licence holder must obtain references from persons who wish to occupy the property prior to granting a tenancy as to previous tenancy conduct and behaviour. You will not be permitted to charge the proposed tenant for reference requests and you will not be permitted to charge any third parties who contact you for references for a property which is located in the selective licensing area. References and pre-let checks must also be available upon request by the Local Authority

Additional Conditions

General

11. The licence holder, and / or their nominated representative, must notify all existing tenants and the local Authority immediately, in writing, regarding any change of their contact details which includes telephone contact number(s), correspondence address and email address which have been previously supplied with the Licence Application.
12. The licence holder, and / or their nominated representative, must be permanent UK residents.
13. The licence holder, and / or their nominated representative, are required to have in place suitable emergency and other management arrangements in the event of their temporary / short term absence. The new name and contact details of the temporary emergency contact must be supplied to the Local Authority in writing for their verification prior to the absence of the licence holder and manager. Once confirmed as acceptable by Public Protection, the temporary contact details must be provided in writing to all existing tenants together with details of the duration of the temporary cover. In the case of a House in Multiple Occupation, the temporary contact details must also be clearly displayed in a communal areas. The temporary management cover must comply with all fit and proper person requirements as stated in the Licence Conditions and S.66 and S.89 of the Housing Act 2004.
14. The licence holder, and / or their nominated representative, must allow the Council to undertake compliance checks of the property. Council Officers will give the licence holder, and / or their nominated representative, a minimum of 24 hours notice of these checks and produce valid authorisation at the time of visit. These compliance inspections are non-negotiable.
15. Authorised Council Officers may inspect the property without giving 24 hours notice where there is a justified reason for doing so, such as potential breaches of licence conditions, in emergency situations, where the licence holder and / or manager cannot be contacted or where the property is subject to enforcement action under Housing Act 2004.
16. The licence holder, and / or their nominated representative, must ensure that all tenants have the right to reside in the UK and undertake all necessary "Right to Rent" checks in accordance with National Guidance and the Immigration Act 2014.

Provision of Information

17. A copy of the licence, including the conditions must be provided to each tenant at the start of their tenancy. In the case of a House in Multiple Occupation (HMO) a copy of the licence and conditions must also be clearly displayed in a communal area.
18. The manager of the property must provide their name, address and contact details to each tenant at the start of their tenancy. In the case of a House in Multiple Occupation (HMO) these details must also be displayed in the communal area.
19. The licence holder, and / or their nominated representative, must supply to the occupiers of the premises a written statement of the terms on which they occupy it. This must include the following minimum details:-
 - a. The landlord, complete with a postal contact address for service & contact telephone number
 - b. The amount of rent payable and frequency of payment
 - c. Method in which rent is payable
 - d. Breakdown of utilities or other charges included / excluded in the rent
 - e. Responsibility for the payment of Council Tax
 - f. Responsibility for the payment of utilities and arranging the provision of such
 - g. Explanation of the repairing responsibilities between the landlord and the tenant together with a reporting mechanism in which the tenant can report defects / problems

- h. Details of any deposit paid and information relating to the scheme under which this has been protected which must be one of the following: - Deposit Protection Service; MyDeposits or Tenancy Deposit Scheme. The prescribed information must be provided to the tenant within 30 days of payment of the deposit. Where the deposit is initially paid in cash, the tenant must be given a receipt in the interim period until the deposit is protected which states the amount paid and details of the person who received the deposit payment from them.
 - i. In the case of a House in Multiple Occupation, details of the room(s) which the tenant has exclusive occupancy of; which must correspond to the property plan attached to this licence
20. Each tenant must be provided with a copy of the “How to Rent Guide” and associated documentation referred to therein which is applicable to each specific rental agreement. Evidence must be supplied to the Local Authority on demand to confirm that the “How to Rent Guide” has been provided to each tenant at the start of their tenancy.
21. Unless a tenant pays rent via direct debit or similar bank transfer, the tenant must be supplied with a receipt upon payment of rent which details the amount paid, the date of payment and the recipient of the payment, whether this is the manager, licence holder or agent for other relevant party. The receipt must be provided at the time the payment is made.

Anti-social behaviour

22. The licence holder and or their representative must take reasonable and practicable steps to prevent or reduce anti-social behaviour and prevent the use of the premises for illegal purposes by any persons occupying or visiting the premises. The following steps must be implemented as a minimum control measure in this regard:-
- a. Provide a written action plan to Telford and Wrekin Council outlining the procedures for dealing with anti-social behaviour at the time of the application. This must be reviewed annually and submitted to the Council upon request.
 - b. Co-operate with Telford and Wrekin Council, West Mercia Police and other agencies and organisations in resolving complaints of anti-social behaviour and / or illegal activity. The licence holder, and / or their nominated representative, will be required to undertake an investigation of any complaints regarding their tenants and any problems occurring within the curtilage or within close proximity to the curtilage of the licensed property. Written records of these investigations must be undertaken and provided to Telford and Wrekin Council upon request.
 - c. In the case of a House in Multiple Occupation (HMO) the licence holder, and / or their nominated representative, must undertake checks of the communal areas, communal rooms and external areas within the boundary of the property, at least weekly, to ensure that the property is in a decent state of repair and that the occupiers are not in breach of tenancy terms and conditions. Written records must be maintained of these checks with details of any action taken recorded and remedial works completed satisfactorily.
 - d. Ensure that each tenant is made aware that they are responsible for their own behaviour, their children’s behaviour and the behaviour of their visitors. Tenants must be made aware that if they, other occupiers, or their visitors:-
 - i. Cause nuisance or annoyance to neighbours; or
 - ii. Use abusive or threatening language or behaviour to neighbours; or
 - iii. Fail to store or dispose of refuse properly; or
 - iv. Cause damage to fixtures, fittings, fire prevention or alarm equipment or installations, or
 - v. Cause damage to the fabric of the premises; or
 - vi. Fail to give access to the landlord or his agent for the purpose of maintaining communal areas or, upon reasonable notice, to inspect or undertake works within their accommodation,

they will be liable to enforcement action which may include possession proceedings either under the terms of the tenancy, pursuant to s.21 of the Housing Act 1988 or pursuant to Grounds 13 or 14 of Schedule 2 to the Housing Act 1988.

- e. Upon request from the Local Authority, the licence holder, and / or their nominated representative, must provide, in writing, a list of the current occupiers of the property. In the case of a House in Multiple Occupation (HMO) this will also include details of the room which they occupy.
- f. If a Licence holder, and / or their nominated representative, receives a reference request for a current or former tenant for the purposes of an application to rent a property from another landlord he must respond to the request in writing within a reasonable period and either i) decline the request for a reference ; or ii) when giving a reference state whether or not he is aware of any allegations of anti-social behaviour made against the tenant and if such allegations have been made give details of the same including details of whether (to his knowledge) the allegations have been admitted or have been found proven in any court or tribunal.

Property Condition and Management

23. In the case of a House in Multiple Occupation the licence holder, and / or their nominated representative, must ensure that the number of bathrooms and the provision of food preparation, storage and cooking areas are sufficient for the number of tenants

Advisory Note

The standard that will apply to this condition is the Telford and Wrekin Local Amenity Standards for Houses in Multiple Occupation (to be put on website)

24. The licence holder, and / or their nominated representative, must ensure that if accommodation is provided on a furnished basis all items are in a sound condition and in the case of electrical equipment instruction on use or the user manual is provided to tenants at the start of their tenancy or when a new piece of equipment is provided.
25. The Licence holder, and / or their nominated representative, must provide an Electrical Installation Condition Report (EICR) detailing the condition of the fixed electrical installation at the house, at no more than 5 year intervals or more frequently where damage or substantial alterations of the system has taken place. The EICR must be undertaken by a person competent to complete such works and undertaken to the current British Standard.
26. The licence holder, and / or their nominated representative, must provide annual certification for the testing, inspection and maintenance of fire precaution equipment including smoke & heat alarms, emergency lighting installation and sprinkler system undertaken by a person competent to complete such works in accordance with the relevant British Standards.
27. In the case of a House in Multiple Occupation the licence holder, and / or their nominated representative, must undertake manual checks and testing of the fire detection system and precaution equipment at the premises on a weekly basis, which includes the fire alarm system, emergency lighting and condition of the emergency escape route. All routine checks must be recorded in writing with any remedial action implemented immediately to resolve the disrepair as soon as possible. These records must be kept for a minimum of two years and made available to officers from the Local Authority upon request.
28. In the case of a House in Multiple Occupation the licence holder, and / or their nominated representative, must ensure the means of escape / protected route is kept clear of obstructions and all fire doors are kept in good working order.
29. In the case a House in Multiple Occupation the licence holder, and / or their nominated representative, must not permit smoking to take place in the communal and circulation areas of the premises by any person.

30. In the case of a House in Multiple Occupation, this licence has been granted based on the property layout and use of rooms as detailed on the plan attached to the licence. The layout, structure, provision of amenities, use and size of rooms must not be altered without prior consultation and written approval of the Local Authority. Room numbers / letters for identification purposes as contained on the floor plan must also remain in place for the duration of the licence period.
31. The Licence Holder, and / or their nominated representative, must ensure that rooms other than bedrooms are not used for sleeping purposes. The Licence Holder, and /or their nominated representative, must not allow the property to become overcrowded.
32. In the case of a House in Multiple Occupation, the maximum permitted occupancy of each bedroom has been stipulated on the licence which must be complied with at all times. Where a room is deemed suitable for 2 people, this is based upon the room being occupied by a co-habiting couple only.
33. In the case of a House in Multiple Occupation the licence holder, and / or their nominated representative, must make suitable arrangements for the cleaning of all common parts, communal areas and shared facilities on a regular basis. This must be organised, managed and paid for by the licence holder, and / or their nominated representative.
34. Prior to re-letting individual bedrooms / bedsits / the whole property, the licence holder, and / or their nominated representative must make suitable arrangements for a deep clean to be undertaken to the room / bedsit / whole property and ensure that all facilities and furniture are in clean, working order. This must be organised, managed and paid for by the licence holder, and / or their nominated representative.
35. Where previous tenants have not surrendered keys, the licence holder, and / or their nominated representative, will arrange for a lock change to be undertaken prior to new tenants moving in, ensuring that all current tenants are provided with a new key for all affected locks. The lock change must include the communal entrance doors as well as individual bedroom doors in the case of a House in Multiple Occupation.
36. The licence holder, and / or their nominated representative, must notify the Local Authority in writing of any fires or incidents at the property which involve the Police or Fire and Rescue within 24 hours of the incident occurring, or the next working day, i.e. Monday morning if the event occurred on a Friday / Saturday / Sunday.
37. The licence holder, and / or their nominated representative, must ensure that a Legionella Risk Assessment is undertaken for the premises and reviewed annually. A copy of the risk assessment must be provided to the Local Authority upon demand.

Advisory Note

Guidance can be found on the HSE website

38. The Licence holder, and / or their nominated representative, must ensure that appropriate instruction and / or training is given to each tenant at the beginning of their occupancy, regarding all fire precautions and equipment provided in the dwelling. This must include, but not limited to, understanding the alarm systems, the importance of the fire doors, and protecting the escape route, keeping the escape route free of obstructions and the use of fire fighting equipment. A written record must be kept of such training including the date of training, contents of training and whom training was given to.

Property Structure and Services

39. In the case of a House in Multiple Occupation, the operation of the emergency lighting, automatic fire detection system and any other communal facility, communal appliance & communal lighting must be

powered from the landlords supply of electricity which is not permitted to be on a pre-payment top up meter.

40. If gas and electricity are supplied through pre-payment meters, tokens / cards / top-up must be readily available at all times from a local source, at the price set by the utility provider.
41. In the case of a house in multiple occupation, the licence holder, and / or their nominated representative, must ensure that there is a fire blanket which conforms to the current British Standard located in all rooms where there are cooking appliances. The fire blanket must be fixed to the wall at an exit door away from the cooking facility at approximately 1.5m high.
42. The provision of whole house space heating in the property shall be capable of achieving a constant temperature of at least 18°C when the external temperature is -1°C. Electric convector heaters will not be acceptable as the main form of whole house heating system in any circumstances.
43. All radiators part of any central heating system must be fitted with thermostatic radiator valves.
44. In the case of a House in Multiple Occupation hot water must be available upon demand in sufficient volume for the number of occupiers and potential users, for bathing, domestic purposes and personal hygiene use.
45. There must be enough electric sockets for the number of portable appliances likely to be used within the property, in order to minimise the use of multi-socket adapters. This must be no fewer than 2 double gang electric sockets in all bedrooms and no fewer than 4 double gang electric sockets in the communal kitchen which are in addition to the following household appliances which must have their own dedicated electric socket:- washing machine, dish washer, microwave(s), tumble drier, fridge(s), freezer(s). All sockets must be appropriately sited to ensure ease of use.
46. Ground floor bedrooms must be fitted with an openable window which provides adequate and suitable ventilation in accordance with current Building Regulations. It is not permitted for ground floor bedrooms to only be equipped with a door as the sole means of natural ventilation.
47. All ground floor, basement windows, low level windows & readily accessible roof lights must have suitable windows locks and are fully secured to prevent access from the outside. Keys for all windows must be available to tenants to permit intended use.
48. Where a ground floor bedroom is located off a high risk room, such as a kitchen, lounge, dining room or other communal room which is not directly accessible to the communal escape route, the room must be fitted with an escape window or a door to allow access direct to the outside. There must be a clear and unobstructed escape route from the external area to a point of safety away from the property.
49. A Carbon Monoxide alarm which conforms to the relevant British Standards must be fitted in accordance with manufacturer's instructions where there are gas / oil appliances in the property.
50. All properties must have an Energy Performance Certificate (EPC) which is dated within the last 10 years. The Energy Efficiency of the property must be Grade D rated or above. Where the EPC falls below this energy efficiency rating, then works must be completed to bring the property up to at least Grade D and a new EPC provided. The timescale for completion of such works will be determined on a case by case basis by the Local Authority and stipulated as a condition under "specific conditions".
51. The exterior of the property must be maintained in reasonable decorative condition and state of repair.

Waste / Refuse, Fly-Tipping and Pests

52. Suitable and adequate provision must be made for the storage and collection of refuse and waste generated from the property. Only designated receptacles for waste and recycling which are provided by the approved waste carrier can be used. Where waste levels indicate that the existing provision of

receptacles is inadequate for the current number of occupiers at the property, the licence holder, and / or their representative, must obtain additional waste receptacles at their own expense and ensure that collections of the waste are undertaken from the property.

53. In the case of a House in Multiple Occupation, the licence holder, and / or their nominated representative, must ensure that the waste receptacles are ready for collection at the stated time and place and brought back into the refuse storage area following collection.
54. At the beginning of each new tenancy the licence holder will inform tenants in writing of proper refuse management. This must include information covering the usual days of refuse and recycling collection, contact details for refuse / bulky item collections undertaken by Telford and Wrekin Council or other waste collection services. The licence holder must retain a copy of the information provided to each tenant, signed by the tenant acknowledging receipt and produce this upon request to Telford and Wrekin Council.

Advisory Note

Full details of the waste collection services provided by Telford and Wrekin can be found online via www.telford.gov.uk

55. All tenants, must be able to access, at all times, all external areas of the property including the front and rear garden, yard areas, external refuse storage areas and any other area within the curtilage of the property boundary. There must be ground floor access to all aforementioned areas from the inside of the property. In the case of a house in multiple occupation it will not be permitted for such access to be granted through a room occupied exclusively by another tenant. It will not be permitted for tenants to go outside the property and through a side gate back into an area within the property curtilage.
56. Where waste items are removed from the property, other than through kerb side collections by the local Waste Authority, the licence holder, and / or their nominated representative, must ensure that the waste is disposed of in accordance with current legal requirements.
57. The licence holder, and / or their nominated representative, is responsible for ensuring that the property including all gardens, yards, external areas including storage areas are kept clean, free from accumulations of waste, rubbish & fly-tipping and pest infestations. The licence holder, and / or their nominated representative, must arrange, undertake and pay for any clearance, treatment, baiting or other necessary works to comply with this.

Fit and Proper Person Criteria

58. The licence holder and / or their representative must inform the Authority immediately if at any time during the licence period any fit and proper person criteria, as detailed as appropriate in S.66 and S.89 of the Housing Act 2004, apply to any relevant person associated with the licensed property, including the manager, licence holder and owner. This includes, but is not limited to:-
- a. Details of any unspent convictions not previously disclosed to the Local Authority that may be relevant to the Licence Holder and / or the property manager and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003;
 - b. Details of any finding by a court or tribunal against the Licence Holder and /or the manager that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business;
 - c. Details of any contravention on the part of the Licence Holder or manager 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 or finding being made against him/her;

- d. Information about any property the Licence Holder or manager owns or manages or has owned or managed for which a 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 or manager 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. Successful claims against the licence holder, and / or their nominated representative, for default of tenancy deposits.

Special conditions

Conditions considered relevant to the specific premises to which this licence applies:-

59. E.g. specific time limits to comply with works

60. E.g. additional facilities required to comply with an increase in occupiers

Appendix 2 Landlord accreditation Scheme

Revised Landlord Accreditation Scheme

Landlord free membership

- Listed as an accredited landlord on the Telford HomeFinder Website (opportunity to opt out if desired).
- Use of Telford HomeFinder, which is Telford & Wrekin Council's property portal (additional costs apply).
- When using Telford HomeFinder, void properties inspected and advisory list of repairs given to landlord.
- Sign up to a code of conduct.

Landlord paid membership - £100

- Includes all benefits of free membership.
 - Discount to all-inclusive tenant find service via Telford HomeFinder to £250 + VAT.
 - Discounted management fees for landlords with multiple properties.
 - Quarterly newsletter with articles relevant to changes that affect landlords and their tenants.
 - Regular training evenings or networking meetings (sessions would typically be 2 hours).
 - Void properties inspected by Telford HomeFinder to ensure they meet HHSRS standard, feedback given to landlord to ensure the standard is met if these are being let on Telford Home Finder.
 - For tenancies that are arranged by Telford HomeFinder any Housing Benefit payments will be made directly to the landlord where possible.
 - Access arranged to the Housing Benefit portal.
 - Listed as a member of the landlord accreditation scheme on the Telford HomeFinder Website.
 - Provide information/forms available, for example, form 6a when a section 21 is required.
 - 3 passes enabling you to use a commercial vehicle at the recycling center each year.
 - Offer an unbranded tenancy agreement on request.
 - Information sent to members regarding local forums and conferences.
 - Reminder to landlords that membership is tax deductible.
 - Identify a basic welcome pack that landlords can use to provide to tenants.
 - All landlords signed up to a code of conduct.
 - One free gas safety certificate*
 - Free smoke alarms per year*
 - Access to free Telford & Wrekin Council property maintenance on one property to carry out: up to £300 work of property maintenance service work to install additional security measures or safety precautions or works that are not to meet the HHSRS requirements but would improve the safety or security of the building for the tenants. The works will be linked to measure that will help with reducing anti-social behaviour or raising standards of security in the private rented sector*
- *These benefits are available on a first come, first served basis subject to budget (£45k funding available)

Agent membership higher tier - £350

- Advertise property with Telford HomeFinder at no extra cost.
- Access to Telford HomeFinder's large tenant base of working and housing benefit tenants.
- Houses inspected in line with HHSRS standard prior to tenant moving in with feedback.
- Quarterly newsletter.
- Tenant Relations Officer advice.
- Help with deposits for tenants that qualify.
- Housing benefit safeguarded where applicable.
- Agent's logo on Telford HomeFinder Website and can put accreditation logo on their own Website.
- 3 x free gas safety certificates.
- Free Smoke alarms (to the first 10 letting agents).
- Answers on housing benefit queries without the long wait.
- Information on any legislative changes.
- Information on tenants.
- All agents signed up to a code of conduct.

Agent membership lower tier - £120

- Advertise property with Telford HomeFinder at no extra cost.
- Access to Telford HomeFinder's large tenant base of working and housing benefit tenants.
- Houses inspected in line with HHSRS standard prior to tenant moving in with feedback.
- Quarterly newsletter.
- Tenant Relations Officer advice.
- Help with deposits for tenants that qualify.
- All agents signed up to a code of conduct

Appendix 3 Fee Calculation and Benchmarking

Fee Calculation

Officer	Task	Time in Minutes
Support/ CRM	Create electronic file record for HMO Licence. Answer email and telephone queries about scheme. Help advise landlords on administrative process.	40
Environmental Health Officer	Initial enquiry, correspondence & general communication	30
	Receipt of Licence application, validation checks of certificates	120
	Fit and proper person checks	120
	Preparation for licence application site visit	30
	SITE VISIT and inspection	60
	Travel Time	30
	Post visit works feedback to applicant	45
	Issue draft licence & Sch5(1)notice of intention to issue licence to all relevant parties(mins)	60
	Consider any representations made on draft licence or the intention to refuse to issue a licence	30
	Issue final licence and Sch5(7) notice of decision to issue licence to all relevant parties (mins)	60
	Periodic inspection of property during lifetime of licence	60
	Travel time for periodic inspection	30
	To be considered as an average "potential" across the whole of the licensing process and for potential cost to be appropriately averaged and added onto each licence	
EHO	General & unforeseen correspondence & enquiries during lifetime of the licence under Part 2 and Chapter 1 Part 4 Housing Act 2004, such as variation / revocation, compliance advice. 5 hour per licence on average	320
	Potential to deal with any appeals made for the granting / refusing to grant licence or specific conditions	180
Support	Create electronic uniform service request to record revocation / variation event	10
PPM	Potential to deal with any appeals made for the granting / refusing to grant licence or specific conditions	60

Selective Licensing Fees

	Hours	Hourly Rate	Total
EHO	11.52	£50.41	£567.11
Support	0.67	£30.36	£20.24
Base Cost			£582.29
Potential Additional Cost Allocated on a 5% probability			
EHO	0.42	£50.41	£21.00
Support	0.01	£30.36	£0.25
Manager	0.05	£60.39	£3.02
			£24.28
Total Fee			£611.63

Proposed Fee = £610 .00

Benchmarking

Local Authority	Selective Licence Fee	Other Fees/Charges
Rotherham	£605	N/A
Peterborough	£605- single let £750 HMO	£900 if landlord fails to licence three months from start of scheme
Wirral	£695	N/A
Newham	£500	N/A
Blackpool	£670	+£180 incomplete application
Blackburn	£750	-£150 early application +£150 late application
Liverpool	£400	+£50 fit and proper person
Burnley	£750	-£100 early Application -£20 Application done online
Bristol	£470(if apply for licence) £770 (if found to be unlicensed after start of scheme)	-£100 for compliant landlords *
Oldham	£490	N/A
Hastings	£460	£330
Salford	Variation in fee dependent on area £625/£575	N/A
Croydon	£750	N/A
Doncaster	£500	N/A
Wolverhampton	£525	N/A
Newcastle-upon –Tyne	£550	N/A
Newcastle –under Lyme	£540	N/A
Scarborough	£750	N/A
Nottingham	£600 (proposed still out for consultation)	+£100 for paper application +£50 for missed inspection +£150 if second inspection needed +£150 finders fee