

# Landlord Licensing

## Newsletter

Issue 5 • December 2006

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## Welcome!

To the fifth edition of Salford City Council's Landlord Licensing newsletter. It provides up-to-date information about mandatory and selective licensing, which are being introduced as part of the Housing Act 2004.

## HMO licence applications - have you returned all the required documents?

Have you applied for a HMO licence and been contacted by the Landlord Licensing team over missing documentation. If so we need you to provide these documents as soon as possible so that we can grant your licence.

We will continue to support landlords in completing applications but ultimately it is the landlord's responsibility to submit an application with all the required documents. If you want to check the status of your HMO licence application please see the telephone number below. Submission of these documents is a legal requirement so failure to do so may result in prosecution. Given the number of incomplete applications and officer time used, we are looking to introduce a policy of making additional charges to landlords whom we have to contact on many occasions, in order to obtain documentation.

If you haven't applied for a HMO licence but you think your property may require one, please contact the Landlord Licensing team immediately on 0161 793 3344.



**Mr and Mrs Williams who own a property on Weaste Lane, Salford receive their official HMO landlord licence**

## First Salford landlord to receive HMO licence

The first landlord licence for a House in Multiple Occupation (HMO) has been issued in Salford on 10 August 2006.

Mr and Mrs Williams of Weaste Lane, Salford received their official certificate from Councillor Connor, Lead Member of Housing.

## Our progress so far...

Salford City Council is one of the first local authorities in Greater Manchester to issue a House in Multiple Occupation (HMO) licence. Since its introduction in April 2006, we have issued 11 licences and are currently handling 96 licence applications. We work with landlords throughout the application process, providing help and advice to make the process hassle free. To date, all applicants have been successful.

## Relocation, relocation...

The Landlord Licensing team has moved! The Landlord Licensing team is now located at:

Housing Market Support, 4th floor, Salford City Council, Civic Centre, Chorley Road, Swinton, M27 5BY.

Members of the team are:

**Zoë Whiteside** - principal officer

**Sarah Hughes** - market support officer

**Katy Pemberton** - market support officer

**Gemma Lawrence** - market support officer

You can contact the team on 0161 793 3344



## Breaking news...

### Selective licensing - one step closer!

Salford City Council is committed to introducing selective licensing in certain areas of Salford, with phase one focusing on the Seedley and Langworthy regeneration area. In order to be able to designate a selective licensing area, we must apply to the Secretary of State for approval and this must be done by submittance of a formal report to the Department for Communities and Local Government.

We are intending to submit our report before Christmas and following approval, roll out phase one in February/March 2007. We have completed a very thorough process of consultation with landlords, private tenants and residents around our proposals and if approved, we are likely to be the first authority in the UK to introduce selective licensing.

This document can be provided in large print, audio, electronic or Braille formats. Please contact The Equalities Team at Salford City Council, telephone number 0161 793 3536.

إذا احتجت للمساعدة في فهم هذه النشرة، برجاء الاتصال بفريق المساواة في مجلس سالفورد، هاتف رقم 0161 793 3536

এই পুস্তিকাটি বোকার জন্য যদি আপনার সাহায্যের প্রয়োজন হয় তাহলে সেলফোর্টে কাউন্সিলের ইকুয়ালিটি টিমের সঙ্গে যোগাযোগ করুন টেলিফোন নম্বর 0161 793 3536

如果您有關於本宣傳頁的任何問題，請聯繫 Salford 理事會的 Equalities 團隊，電話號碼為 0161 793 3536

ਜੇ ਆ ਗੀਓਰੇਟ ਸਮਝਣਾ ਮੋਟਾ ਤਮਨੇ ਮਦਦਨੀ ਜ਼ਰੂਰਤ ਡੋਖ, ਕ੍ਰਿਪੋ ਕਰੀ ਓਕਵਾਇਟੀਜ਼ ਟੀਮ ਸਕੌਰਡ ਕਾਉਨਸਿਲ-ਨੋ ਟੈਲਿਫੋਨ ਨੰਬਰ 0161 793 3536 ਪਰ ਸੰਪਰਕ ਕਰੋ.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਲੀਫਲੈਟ ਨੂੰ ਸਮਝਣ ਵਿਚ ਸਹਾਇਤਾ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਲਫੋਰਡ ਕੌਂਸਲ (Salford council) ਵਿਚ ਇਕੁਅਲਿਟੀ ਟੀਮ (Equalities Team) ਨਾਲ ਫੋਨ ਨੰਬਰ 0161 793 3536 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ کو اس لیف لیٹ کے سمجھنے میں مدد کی ضرورت ہو تو براہ کرم اکیوئٹیٹی ٹیم کو کال کریں یا اس لیف لیٹ کے نمبر 0161 793 3536 پر رابطہ قائم کر سکتے ہیں۔

## Services for landlords

**Landlord Licensing advice and support** - we will continue to provide advice and support to landlords around all aspects of licensing, from completing your application form to training on tenancy issues. We hope to provide training sessions for licensed landlords next year and we welcome any suggestions for these session, please contact the Landlord Licensing team on 0161 793 3344.

**Anti-social behaviour (ASB) officer** - we have now recruited a dedicated anti-social behaviour officer to support landlords in meeting their licensing obligations and reduce anti-social behaviour in the private rented sector. This officer will be in post before Christmas 2006. We are also working with the Respect task force to establish links across all housing sectors, as well as the Salford Assisted Families Project in order to provide support for families where there are issues with anti-social behaviour.

To find out more about accessing the services provided by the Landlord Licensing team, please telephone 0161 793 3344 or visit our website at [www.salford.gov.uk/landlordlicensing](http://www.salford.gov.uk/landlordlicensing)

## National Asylum Support Service (NASS)

Do you currently let your property through a managing agent that provides accommodation for asylum seekers through the National Asylum Support Service (NASS)? One important legal issue is who is the most appropriate person to hold the licence, yourself (the landlord of the property), the managing agent or the NASS? As yet it has not been decided. We are currently working with our legal team, the Department for Communities and Local Government, landlords and management companies in order to determine the most appropriate person(s) to hold the licence. We hope to have a final decision shortly and details of this will be included on our website at [www.salford.gov.uk/landlordlicensing](http://www.salford.gov.uk/landlordlicensing) and in the next edition of this newsletter. In the mean time you are not breaking the law and we will continue to offer you advice and support. If you require further information, please contact the Landlord Licensing team on 0161 793 3344.

## Date for your diary

**Festive Landlord Forum**  
**Tuesday 5 December 2006**  
**6.30pm - 9pm at Novotel, Worsley** - come along and meet the Landlord Licensing team. This is an opportunity to put your questions directly to us whilst enjoying a complementary drink and buffet.

We look forward to seeing you there!

