



## Please Contact Us

If you require further information or wish to be added to our mailing list, simply contact us at [landlord.licensing@salford.gov.uk](mailto:landlord.licensing@salford.gov.uk) or call us on 0161 793 3344. You can also write to us at:

**Landlord Licensing Team,**  
Market Support Team,  
Salford City Council,  
4th Floor, Salford Civic Centre,  
Chorley Road, Swinton,  
Salford M27 5BY

Other useful sources of information include websites for the Office of the Deputy Prime Minister: [www.odpm.gov.uk](http://www.odpm.gov.uk) and the council's website: [www.salford.gov.uk/landlordlicensing](http://www.salford.gov.uk/landlordlicensing)

# Salford City Council

This leaflet can be provided in large print, audio, electronic and braille formats.

If you need help in understanding this leaflet, please contact The Equalities Team at Salford City Council, ☎ 0161 793 3536.

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

এই পুস্তিকাটি বোঝার 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

જો આ લીફલેટ સમજવા મોટ તમને મદદની જરૂરત હોય, કૃપો કરી ઇકવાલિટીજ ટીમ સહોર્ડ કાઉન્સિલનો ટેલિફોન નંબર 0161 793 3536 પર સંપર્ક કરો.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਲੀਫਲੈਟ ਨੂੰ ਸਮਝਣ ਵਿਚ ਸਹਾਇਤਾ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਵਿਰਧਾ 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 سالفورد کونسل سے اس ٹیلی فون نمبر 0161 793 3536 پر رابطہ قائم کر سکتے ہیں۔

# A guide to Selective Landlord Licensing



**Working with landlords**

**IN Salford**

## What is Selective Landlord Licensing?

The Housing Act 2004 has given councils the power to introduce the licensing of privately rented properties to improve conditions for tenants and the local community. This will include larger type Houses in Multiple Occupation (commonly known as HMOs) and other properties in areas chosen by the local authority.

Salford City Council can introduce licensing to all private rented property in selected areas, where there is evidence of low demand and/or persistent anti social behaviour. This is known as Selective Landlord Licensing. The council cannot introduce selective licensing without approval from the government and there are requirements, which must be met, in order to be able to introduce licensing.

Salford City Council intends to use selective licensing in some areas of the city that suffer from anti social behaviour and where tenancy management needs to be improved. The council has worked closely with various teams and agencies to identify the areas that will benefit from licensing.

Under Phase 1 of the scheme, the proposed areas to be covered are:

- Langworthy and Seedley; renewal area (to begin 25 May 2007)
- Broughton; (expected to begin 2007/08)
- Kersal/Charlestown; (expected 2008/09).

Under Phase 2 of the scheme, the proposed areas to be covered are:

- Pendleton;
- Seedley and Weaste;
- Claremont; and
- Ordsall.

In some areas, only certain streets will be affected by the licensing. To find out if your property is to be included, please contact Salford City Council's Landlord Licensing Team.

Salford City Council does not intend to roll out licensing across all private rented properties in the city. The government has indicated that selective licensing must only be used in priority areas and Salford City Council fully supports this approach.

## What will I need to do to get a licence?

You will need to complete an application form and meet certain criteria in order to obtain your licence. The criteria includes:

- applicants (licence holder) must be a fit and proper person. This will involve applicants obtaining a Criminal Records Bureau disclosure;
- applicants must demonstrate satisfactory procedures for dealing with anti social behaviour;
- properties must be suitable for the number of occupants; and

- the applicant must have satisfactory management standards in place.

To apply for a licence you will need to contact the Landlord Licensing Team for an application pack (see contact details overleaf).

The team will be working hard to support landlords throughout the application process and to assist you in meeting the criteria in order to qualify for a licence. This may involve applicants participating in a training course.



### **How long do licences last?**

A licence will normally last for five years but in certain circumstances can be granted for a shorter period.

### **What will happen if I fail to apply for a licence?**

If you fail to apply for a licence, there is a range of sanctions that could be applied to you, some of which are listed below.

- It is a criminal offence to operate in a selective area without applying for a licence. On conviction, you could be punished with a fine of up to £20,000.
- It is a criminal offence to breach your licensing conditions. On conviction, you could face a fine of up to £5,000.
- If Salford City Council cannot grant you a licence or your licence is revoked, an Interim Management Order (IMO) must be made. This will transfer the management of the property to the Salford City Council.
- If you operate a licensable dwelling without a licence, you cannot use the section 21 notice in order to seek possession of your property.

- You may have to pay back rent, which you have received for up to 12 months whilst the property was unlicensed.

### **How much will a licence cost?**

Fee levels will be published shortly and are available from the Landlord Licensing Team.

### **What if the council makes a decision that I feel is unfair?**

We would ask that you contact us initially so that we can explain the reasons for our decision and hopefully resolve the problem. If, however, you feel that the council has acted unfairly by failing to grant, by revoking or by imposing certain sanctions on your licence, you can appeal to the Residential Property Tribunal (RPT).

The RPT is an expert independent tribunal that will act instead of the County Court to either overturn or confirm the council's decision. The RPT cannot award costs unless it is found that one party acted unreasonably.