

The Nottingham Selective Licensing Scheme

Monitoring Services – 2.4% (inc. VAT) of rent received, per month

Our Monitoring Services are provided to our Landlord Clients for their protection against fines of £30,000 which can be enforced by the Nottingham City Council. The Services intend to keep you and your property compliant with the Licence conditions and requirements.

Where Walton & Allen steps in as the Licence Holder (rather than you), then the responsibilities below, in general, move away from you.

The Council has employed 74 personnel to process licence applications and to police compliance by Landlords over the 5 year period. The Council has access to all public records which allows them to compare information about you, your property and your tenants. There is no hiding place for non-compliant Landlords.

Our Monitoring Fee, of an additional 2.4% (inc. VAT), is available to our Landlord clients where we are acting as the Licence Holder under Full Management terms. This service is not available to Landlords on Let Only and Rent Collection Only services as we are not permitted to be the Licence Holder. This is because we are not in 'control' of the property management. This also applies where we are acting for Landlords to submit the Licence Application only.

The Monitoring Service includes the following;

Licensing Coordinator

It has been necessary for us to create a new full time position over the coming 5 years of the licensing scheme. Our Licensing Coordinator is available to give you advice during this period. Most importantly this person will be updating the Council over this time with various information to ensure that you and your property remains compliant.

It is important that we avoid giving the Council any reason to inspect your property or your tenant(s) reporting issues e.g. mould in bathrooms to them. An inspection by the Council is likely to lead to additional issues being identified and a notice served to make repairs, leading to unnecessary further costs.

It is our aim to keep you and your property off the Councils 'radar' so that they concentrate on other non-compliant agents, Landlords and properties. The Council intend to inspect 50% of all properties of non-accredited Landlords and so we don't want your property to be within that batch.

Property Inspections

The Licence Holder must inspect the property at least every 6 months. We already carry out regular general inspections as part of our normal management service. However, the inspections required,

as part of the Licensing scheme, are to be in line with the requirements of the Housing Health and Safety Rating System (HHSRS) - Part 1 of the Housing Act 2004.

HHSRS requires that, during property inspections, the person assesses the potential of 29 hazards in the property.

- Damp & mould
- Excess Cold
- Asbestos
- Biocides
- Electrical Hazards
- Excess heat
- Fire
- Un-combusted fuel gas
- Personal hygiene, Sanitation & Drainage
- Lighting
- Noise
- VOC
- Explosions
- Water supply
- Food Safety
- Entry by intruders
- Crowding & space
- Domestic hygiene, Pests & Refuse
- Falls associated with baths
- Falls on the level
- Falling on the stairs
- Falling between levels
- Carbon Monoxide
- Lead
- Flames, hot surfaces
- Collision & entrapment
- Structural collapse & falling elements
- Position & operability of amenities

The purpose of the HHSRS requirements are to ensure the health, safety and welfare of the occupants is improved.

We are in the process of having our lettings staff trained to be able to carry out these inspections to produce acceptable risk assessment reports for ours and the Councils records. There are qualified HHSRS assessors in the market place but their fees would be payable by you, if utilised.

Licence Holder Training

The Licence Holder must attend a one-day training course or online equivalent arranged by the Council, DASH, UNIPOL or other Council recognised trade body. The subject of the training will relate to the law and legal requirements of managing privately rented housing and should be carried out within the first 12 months of the licence date.

Walton and Allen, as Licence Holder, will attend the training courses on your behalf.

Anti-Social Behaviour (ASB)

Under the licence conditions the Licence Holder is required to prevent the chances of ASB occurring with your tenant(s) and their visitors. If ASB does occur then the Licence Holder is required to intervene, under the terms of our Anti-Social Behaviour Policy, and liaise/meet with the relevant authorities such as the Council and Police.

We must now issue our Anti-Social Behaviour Policy to all new tenant(s), under the conditions of the Licensing scheme.

Waste Management

Under the licence conditions the Licence Holder is required to prevent domestic waste and bulky items being an issue in the local environment.

We must now issue our Bin Collection tables to all new tenants informing them of the collection day, deadline times of the day to put bins out and bring them back in, which bins to use for household/recycling waste and how to deal with bulky waste.

Days, times and procedures vary from property to property throughout the city.

The Licence Holder must ensure that these arrangements are adhered to when the property is unoccupied.

Information Pack

The Licence Holder must provide each new tenant(s) with an information pack to contain;

- A copy of the Licence
- Details of the Licence Holder, its daytime and emergency contact numbers
- Waste Management requirements
- Complaints procedure
- Details as to how to deal with emergencies and repairs

Testing of Appliances

The Licence Holder is required to ensure that a record of visual inspections and tests of appliances is maintained.

Change of Details or Circumstances

Under the licence conditions the Licence Holder is required to inform the Council with 21 days of any material change of circumstances such as change of ownership e.g. change from joint ownership to sole ownership.

Accreditation Status

Ensure that any accredited Landlord maintains accreditation status over the 5 year period.

Variation of Licence

Should any 'relevant person' change within the 5 year period e.g. mortgage provider changes at point of a re-mortgage, then the licence will need to be varied. Walton & Allen include this within the monitoring service, except any Council fees, if applicable.

Relationship with Nottingham City Council

We have been working closely with the Licensing Team at the Council and believe that we have a good relationship with them. The Council have said that they wish to work with us in a constructive and positive manner and this is currently the case. We intend to maintain this relationship throughout the 5 year period.

Non-Compliance of Licence Conditions

If you do not comply you run the risk of prosecution and a possible unlimited fine. The Council can now issue financial penalties of up to £30,000 for certain offences under the Housing Act 2004. This

would be instead of prosecution. It may also affect your 'fit and proper' status and the Licences will most likely be revoked. We hope to mitigate this through our Monitoring Service.

Our Monitoring Service fee covers all of the above which is outside of our normal management agreement terms. The above requirements have all been brought about by the Nottingham City Councils Selective Licensing Scheme.

As Licence Holders, on your behalf, we hope to be taking as much responsibility away from you, removing this particular headache.

In Conclusion

As you will see, the requirements of the Council's Licencing scheme involve a considerable amount of resources, time and expenditure.

Our Monitoring Services are available to you, should you wish to utilise them at the specified fee of 2.4% (inc VAT) per month, of the rent received.

If you decide to 'row your own boat' and carry out these requirements yourself, we would be happy to give you a little guidance along the way, from time to time.

Walton & Allen
1st August 2018