

Guidance for landlords:

On the erection of residential letting boards in Inner North West Leeds

City Development
December 2009



Leeds
CITY COUNCIL

Why is there a Code?

Leeds City Council has produced this document to help landlords/agents of residential properties comply with the special restrictions in place in part of inner north west Leeds.

The Area of Special Control has been designated following approval by Communities and Local Government (CLG). There are a significant number of privately rented properties in the Headingley and Hyde Park areas. Whilst there has been a proliferation of 'To let' boards in the past, a successful Code has been in place since 2006 which has improved the visual appearance of streets in the area.

In order to continue exercising the powers granted by CLG, the City Council has revised the previous Code in consultation with key stakeholders. The Code aims to control the visual impact of 'To Let' boards, whilst allowing landlords to legitimately advertise their properties. Please note that point 5 has changed significantly from the previous code.

What is the Code?

The code states:

1. Only one board per building will be permitted.
2. Each board will conform to the following layout: 34cm x 48cm or 48cm x 34cm.
3. The board shall be mounted flush to the wall above/around the front door, or if that is not possible, it shall be mounted flush to the wall on the street frontage elevation. In either instance, no part of the board shall be higher than first-floor window sill level.
4. The board shall have a white background with black text. Up to 20% of the board may be occupied by a logo (which may be in colour).
5. One board shall be permitted per landlord/agent per street. However, if a landlord/agent specifies on the board, the number of bedrooms in the advertised property, one board shall be permitted per type of property, up to a maximum of three per street.

For properties on Headingley Lane, Cardigan Road, Kirkstall Lane, Burley Road, Kirkstall Road and Otley Road one board shall be permitted per landlord/agent, per property, per block, but with no more than 6 boards over the whole length of the road at any one time. Please see the attached maps for further details in terms of designated blocks, and where the roads fall in relation to the direction area and the voluntary area.

6. There shall be no 'Let By' signs.
7. 'To Let' boards shall be removed not later than 14 days after the granting of a tenancy for the room, house or flat in question.
8. All 'To Let' boards shall be removed by 1st November each year with no new boards being erected until 1st December.

(for further information see guidance notes)

Correct use of the code: Guidance notes



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- 5 One board shall be permitted per landlord/agent per street. **However**, if a landlord/agent specifies on the board, the number of bedrooms in the advertised property, one board shall be permitted per type of property, up to a maximum of three per street.

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- 7 'To Let' boards shall be removed not later than 14 days after the granting of a tenancy for the room, house or flat in question.
- 8 All 'To Let' boards shall be removed by 1st November each year with no new boards being erected until 1st December.

What does this mean?

'To Let' boards usually benefit from deemed consent i.e. they do not require permission. Within the Area of Special Control, 'To Let' boards will be subject to control by the City Council. Only those boards which are in accordance with the code are likely to be considered acceptable.

Do I need to apply?

Strictly speaking, you do need to apply for consent in order to display a 'To Let' board. However, given the size of the area and in the interests of speed, the Council will not request applications for those boards which comply with the code. Therefore, boards erected without consent will not be subject to enforcement, but only where they accord with the code. However, where applications are submitted, these will be dealt with swiftly.

What if I don't apply?

Provided that the 'To Let' board erected complies with the code, no further action will be taken. However, landlords who erect boards which do not comply with the code will be subject to enforcement action.

What enforcement action can be taken?

The Council's Compliance Team are carrying out regular surveys of the Area of Special Control and pursuing prosecutions where appropriate. The Council can immediately bring a prosecution in the Magistrates Court. The maximum fine on conviction of an offence is presently £2,500, with an additional daily fine of one-tenth of the maximum penalty on conviction of a continuing offence.

Outside of the Area of Special Control, the Code is also operating within the 'Area of Housing Mix' (AoHM) as designated in Policy H15 of the Leeds Unitary Development Plan Review. Maps of both the Area of Special Control and AoHM are attached to this document.

Although the City Council do not have the power to enforce the Code outside of the Area of Special Control, enforcement is being carried out by Spencer Properties office for the area covered by the AoHM. The aim is to secure visual improvement across the wider area, whilst ensuring fairness between landlords/agents. Breaches of the Code may be reported to Adele Lakin – alakin@nicgroup.co.uk or tel: 0113 231 0210. Breaches of the code may result in action being taken privately by private rented sector organisations.

Guidance Notes...

Only one board per building or block will be permitted. A 'traditional' style house converted into flats will still only be able to have one board at any one time. The same applies to blocks of flats.

The board shall be mounted flush with the wall above/around the front door of the property. If that is not possible, if the door is to the side for example, a board shall be permitted on the street-frontage elevation of the property. No part of any boards will be permitted above

first-floor window sill level. No boards will be permitted on gable ends. Boards will not be permitted on front boundary walls or other similar features.

On most streets, only one board is permitted per landlord/agent, per street. However, if the board specifies the numbers of bedrooms in the property advertised, one board shall be permitted per type of property up to a maximum of three (e.g. you could have boards advertising a three bed, four bed and five bed property). The number of bedrooms must be stated on the actual board itself.

Only on the specified longer roads, a landlord/agent will be permitted to have one board in each designated block, up to a maximum of six along the entire road. Blocks are defined as a frontage between side streets and are illustrated on the attached plan.

Within the Conservation Area and on Listed Buildings, care should be taken to avoid damaging brickwork/ stonework and/or mortar. Many historic buildings in the area are built using soft stone, which is easily eroded and damaged. Care should also be taken to avoid damaging any decorative features.

The boards shall be removed not later than 14 days of the granting of a tenancy for the room, house or flat in question, as required by the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.

The Code is designed to inform landlords/agents about what type of boards are likely to be acceptable. However, applications may be submitted where a board would not strictly accord with the code, perhaps in instances of exceptional special circumstance.

Gazetteer of Streets within the Direction Area...

The lists of streets below are those which are within the Direction Area, where compliance with the code is compulsory. The lists of streets is correct at the time of printing, but if in doubt, please use in conjunction with the Direction Area 2009 map or seek further advice from the contacts below.

Gazetteer of Streets in Direction Area

Alma Cottages

Alexandra Road (N^o 28 – 58)

Ash Avenue

Ash Crescent

Ash Gardens

Ash Grove

Ash Road

Ash Terrace

Ash View

Ashville Avenue

Ashville Grove

Ashville Road

Ashville Terrace

Ashville View (N^o 2 – 24)

Back Ash Grove

Back Ash View

Back Ashville Avenue

Back Ashville Grove

Back Ashville Road

Back Ashville Terrace

Back Beamsley Grove

Back Beamsley Mount

Back Beamsley Terrace

Back Broomfield Crescent

Back Broomfield Place

Back Broomfield Road

Back Brudenell Grove

Back Brudenell Mount

Back Brudenell Road

Back Chapel Lane

Back Chestnut Avenue

Back Estcourt Avenue

Back Estcourt Terrace

Back Granby Grove
Back Grimthorpe Street
Back Headingley Avenue
Back Headingley Mount
Back Hessle Avenue
Back Hessle Mount
Back Hessle Terrace
Back Hessle View
Back Kensington Terrace
Back Langdale Gardens
Back Langdale Terrace
Back Manor Drive
Back Manor Terrace
Back Mayville Avenue
Back Mayville Place
Back Mayville Street
Back Mayville Terrace
Back Meadow View
Back Midland Road
Back Newport Gardens
Back Newport Mount
Back Newport Place
Back Norwood Grove
Back Norwood Place
Back Norwood Road
Back Norwood Terrace
Back Pearson Terrace
Back Richmond Mount
Back Rochester Terrace
Back Rokeby Gardens
Back School View
Back Spring Grove Walk
Back Thornville Row
Back Walmsley Road
Back Welton Avenue
Back Welton Grove
Back Welton Mount
Back Welton Place
Back Winston Gardens
Bainsbrigge Road
Beamsley Grove
Beamsley Mount
Beamsley Place
Beamsley Terrace
Bennett Road
Branksome Place
Branksome Street
Branksome Terrace
Broomfield Crescent
Broomfield Place

Broomfield Road
Broomfield Street
Broomfield Terrace
Broomfield View
Brudenell Avenue
Brudenell Grove
Brudenell Mount
Brudenell Road
Brudenell Street
Brudenell View
Buckingham Avenue
Buckingham Drive
Buckingham Grove
Buckingham Mount
Buckingham Road
Canterbury Drive
Canterbury Road
Cardigan Court
Cardigan Lane
Cardigan Road (N^o 131 – 165)
Chapel Fold
Chapel Lane
Chapel Place
Chapel Square
Chapel Street
Chapel Terrace
Chestnut Avenue
Chestnut Grove
Chestnut Place
Chestnut Road
Chestnut Street
Cross Chapel Street
Cross Chestnut Grove
Cross Granby Terrace
Cross St Michaels Lane
Cumberland Road
Dennistead Crescent
Derwentwater Grove
Derwentwater Terrace
Ebberston Grove
Ebberston Place
Ebberston Terrace
Elizabeth Street
Estcourt Avenue
Estcourt Terrace
Granby Avenue
Granby Close
Granby Grove
Granby Mount
Granby Place

Granby Road
Granby Street
Granby Terrace
Granby View
Grimthorpe Avenue
Grimthorpe Place
Grimthorpe Street
Grimthorpe Terrace
Grunberg Grove
Grunberg Place
Grunberg Road
Grunberg Street
Harold Avenue
Harold Grove
Harold Mount
Harold Place
Harold Road
Harold Square
Harold Street
Harold Terrace
Harold View
Harold Walk
Headingley Avenue
Headingley Crescent
Headingley Lane (N^o 11 – 65)
Headingley Mount
Headingley Rise
Headingley View
Hessle Avenue
Hessle Mount
Hessle Place
Hessle Road
Hessle Street
Hessle Terrace
Hessle View
Hessle Walk
Hopewell Place
Hyde Park Place
Hyde Park Road
Hyde Park Terrace
John Street
Kensington Terrace
Kings Place
Kirkstall Lane (N^o 151 – 203)
Langdale Avenue
Langdale Gardens
Langdale Terrace
Manor Avenue
Manor Drive
Manor Terrace

Manor View
Mayville Avenue
Mayville Place
Mayville Road
Mayville Street
Mayville Terrace
Meadow View
Midland Passage
Midland Road
Newport Crescent
Newport Gardens
Newport Mount
Newport Road
Newport View
North Lane
Norville Terrace
Norwood Grove
Norwood Mount
Norwood Place
Norwood Road
Norwood Terrace
Norwood View
Otley Road (N^o 3 – 93)
Pavilion Mews
Pearson Avenue
Pearson Grove
Pearson Terrace
Queens Road (N^o 9 – 39)
Raven Road
Regency Court
Richmond Avenue
Richmond Mount
Richmond Road
Rochester Terrace
Rokeby Gardens
Royal Park Avenue
Royal Park Grove
Royal Park Mount
Royal Park Road
Royal Park Terrace
Royal Park View
Sagar Place
School View
South Parade
Spring Grove View
Spring Grove Walk
Spring Road
St Michaels Crescent
St Michaels Grove
St Michaels Lane

St Michaels Road
St Michaels Terrace
Stott Road
The Maltings
Thornville Avenue
Thornville Court
Thornville Crescent
Thornville Grove
Thornville Mount
Thornville Place
Thornville Road
Thornville Row
Thornville Street
Thornville Terrace
Thornville View
Trelawn Avenue
Trelawn Crescent
Trelawn Place
Trelawn Street

Trelawn Terrace
Trenic Crescent
Trenic Drive
Victoria Court Mews
Victoria Road
Walmsley Road
Wellfield Place
Welton Grove
Welton Mount
Welton Place
Welton Road
William Street
Winstanley Terrace
Winston Gardens
Winston Mount
Wrangthorn Avenue
Wrangthorn Place
Wrangthorn Terrace

For further advice...

Please call: 0113 222 4409
email: planning@leeds.gov.uk
or write to: City Development,
Leonardo Building
2 Rossington Street
Leeds
LS2 8HD