What is Selective Licensing?
Part 3 of the Housing Act 2004 allows a Council to designate an area for Selective Licensing, subject to the approval of a business case based on criteria specified by the Government.

This link takes you to the Government website containing the relevant legislation.

In a designated Selective Licensing area, all private sector landlords with properties in that area need to have a licence to operate their business. The licence contains a series of conditions that set out the standards a landlord is expected to achieve in relation to the management, use or occupation of their properties. This helps ensure that homes are of an acceptable standard.

This link takes you to the Government website containing the relevant legislation.

A Selective Licensing scheme can last up to a maximum of 5 years. Depending on the circumstances, Councils can look at extending any designation for a further period however this would be subject to another business case being made based on the Government’s criteria for any such scheme.

When is Selective Licensing starting in Leeds?
At the Council’s Executive Board meeting in June 2019, two business cases for the introduction of Selective Licensing in parts of Beeston and Harehills were considered. General approval was given to designate the areas with effect from 6 January 2020.

The areas were formally designated on 18 July 2019. A copy of each Designation and any information relating to it, including a map of each designated area, is available for inspection free of charge during normal working hours (8:30 to 16:00) at Knowsthorpe Gate, Leeds LS9 0NP. Alternatively they can be inspected at The Compton Centre, 322 Harehills Lane, Leeds LS9 7BG and at Dewsbury Road Once Stop Centre, 190 Dewsbury Road, Leeds LS11 6PF, or by clicking on the links below:

BEESTON DESIGNATION
HAREHILLS DESIGNATION

From 6 January 2020, landlords will be required to have applied for a Selective Licence for each of their properties in the designated areas. An application will only be considered to have been duly made if the first part of the licence fee (see ‘How do I pay the licence fee?’ below) has been paid and the payment has cleared.

Details of how to apply for a Selective Licence can be found online or by telephoning the Selective Licensing team on (0113) 535 1369.

Why Beeston and Harehills?
Leeds has a strong, diverse and growing economy, and is increasingly the main driver of economic growth for the city-region. The city has key strengths in financial and business services, manufacturing, and health, creative and digital industries. During the recession Leeds fared better than many of its neighbours, with workplace-based employment in the city now estimated to have recovered to pre-recession levels.
However not everyone is benefitting from this economic success. Poverty and deprivation remain significant challenges.

Pursuing inclusive growth and reducing health inequalities are central to the City’s ambition. Beeston and Harehills are key in realising that ambition and have been identified as Priority Areas for the Council and partners.

The Index of Multiple Deprivation (IMD) is widely accepted as a primary indicator of relative inequality. The IMD provides analysis to local geographic units: Lower Super Output Areas or LSOAs. Leeds is made up of 482 LSOAs, of which 16 are ranked in the most deprived 1% in the country. Parts of the areas within Beeston and Harehills designated for Selective Licensing fall within the most deprived 1% in the country with the majority of the rest in the worst 10% in the country.

**What is the aim of Selective Licensing in Beeston and Harehills?**
The main aim of each scheme is, together with other measures as part of a wider strategy, to improve the housing conditions in the private rented sector in order to contribute to a reduction of issues relating to the level of deprivation in the areas.

To achieve the aim, we intend to -

- improve the management of the private rented sector properties in the areas in partnership with the sector or by using the powers available under the scheme as appropriate by visiting every licensed property during the life time of each scheme;
- improve the quality of private rented sector properties to ensure the safety of occupiers in the areas by supporting the schemes with resources to address substandard accommodation where they fail to meet the minimum legal standards;
- work in partnership with the sector and other agencies and to support licence holders to address issues relating to the environment, crime and ASB, and
- work in partnership with the sector, agencies and residents to address their needs in relation to household income, employment, health and access to services.

**Is Selective Licensing just another way for the Council to make money to cover what it should be doing anyway?**
The Housing Act 2004 allows Councils to charge a licence fee to cover the cost of Selective Licensing. It does not however allow them to make a financial gain or “profit” from the licence fee.

When Selective Licensing is introduced in Leeds, the licence fee will only cover the costs associated with the administration of the schemes over the 5 year term. All other work associated with the enforcement of standards in the sector, including within the Selective Licensing areas of Beeston and Harehills, will be paid for from the Council’s own existing budget and not the licence fee.

**Were there alternative proposals the Council could have considered instead of Selective Licensing?**
Yes, for a number of years the Council has operated an accreditation scheme for landlords in Leeds. Unfortunately, whilst very successful in some markets (namely the student market) it has not been successful across the city. Very few landlords outside the student market joined.

As part of the close working with the private rented sector, the Council has supported the Leeds Rental Standard (LRS) in the city. This is a self-regulation scheme run by the sector, for the sector as a means to recognise good landlords in the market.

LRS is run by the National Landlords Association, the Residential Landlords Association and Unipol and it allows landlords to self-regulate their business. Should any issues arise, they are dealt with by the scheme itself and only if this does not work does the Council become involved.

Updated November 2019
LRS was launched as an alternative to accreditation in 2017. Like accreditation however it has not been taken up by many landlords in Beeston and Harehills.

Where can I find more information on Selective Licensing?
The links below take you to the Government’s website and the Council’s website where further information on Selective Licensing can be found.

GOVERNMENT WEBSITE
LEEDS CITY COUNCIL WEBSITE

If you wish to speak to someone about Selective Licensing, you can telephone us on (0113) 5351369. Alternatively you can email us at selective.licensing@leeds.gov.uk We aim to respond to enquiries within 5 working days.

How do I find out if I need a licence?
The links below take you to the maps and street lists of the areas in Beeston and Harehills that have been designated for Selective Licensing.

BEESTON MAP & STREET LIST
HAREHILLS MAP & STREET LIST

If you rent out a property in these areas and it is not on the list of exempted properties (please see ‘Are any rented properties exempt from Selective Licensing?’ below), you must have applied for a licence for each of the properties you rent out by the implementation date, ie. 6 January 2020. An application will only be considered to have been duly made if the first part of the licence fee (see ‘How do I pay the licence fee?’ below) has been paid and the payment has cleared.

How do I apply for a Selective Licence?
Applications can be made and paid for online via the Council’s website Guidance for completing the online form is available. Alternatively applications can be made on a paper application form which can be downloaded from our website.

When deciding whether to grant a licence or not, the Council must look at three aspects of the management of the property and if these are satisfactory then it must grant a licence. The Council considers:

i. the proposed Licence Holder;
ii. the proposed Property Manager (if a different person from the Licence Holder), and
iii. the proposed management arrangements.

Are any rented properties exempt from Selective Licensing?
Some properties are exempt by law and do not need a Selective Licence. These are:

- holiday lets;
- business premises;
- socially let properties ie. properties managed or controlled by a local housing/police/fire and rescue authority or a health service body;
- student premises where the university is the landlord;
- premises where the tenant is a family member;
- any property where the landlord already holds an HMO licence. The following link takes you to the council’s website containing further information on houses in multiple occupation LINK
- if you live in your own home and rent rooms to up to 2 lodgers.

Updated November 2019
The exemptions are detailed in The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006.

**Are there any temporary exemptions from Selective Licensing?**
Owners can apply for a Temporary Exemption Notice (TEN) if their property is to be occupied or used in a manner that would no longer fall within the definition of a licensable house. A TEN can be granted at the discretion of the Council and usually lasts for up to 3 months.

To grant a TEN, the Council would require evidence, such as a statutory declaration; a copy of a planning decision, or contract of sale, as to the proposed use of the house. Anyone breaching a TEN and letting their property could be subject to legal action without further warning.

This link takes you to the government website containing the relevant legislation.

If you have any questions about exemptions please call the Selective Licensing team on (0113) 535 1369 or email us at selective.licensing@leeds.gov.uk

**How much does a licence cost?**
The fee for a Selective Licence is £825 per property or unit of accommodation.

There is no reduction for landlords with a large number of properties/units of accommodation as the fee covers the cost of the administration of each scheme over the 5 year term. As such the fee remains the same per property. Similarly the fee remains the same regardless of the size of a property.

**Are there any discounts on the licence fee?**
A discount of £150 per licence is available to Applicants who –

i. own the property to be licensed and

ii. who are proposing to be the Licence Holder and

iii. who, at the time of making their application are confirmed members of the Leeds Rental Standard (LRS).

The discount will not be applied if an application for membership of LRS is pending or where it appears that a timely application has not been made to the Council for a Selective Licence. The discount requires membership of LRS throughout the duration of the licence.

**IMPORTANT:**
If during the term of a Selective Licence –

i. the Licence Holder fails to maintain their membership of LRS, the Council will investigate and take appropriate recovery action. This may result in the demand for full repayment of the discounts granted in relation to a licensed portfolio.

ii. we become aware of any information that is found to be incorrect or misleading with regards to discount eligibility, we will seek to recover the value of the discount claimed. In such cases, the Applicant will be given the opportunity to provide evidence to the contrary. Please be aware that this may affect the validity of a Selective Licence.

**How do I pay the licence fee?**
The licence fee will be charged in two parts. One part, £425 on making the application and one part, £400 or £250 for members of the Leeds Rental Standard meeting the above criteria, which will be payable only if an application is successful.

For applications made online, you will automatically be transferred to our payment portal where you will have to pay £425 before your application can be submitted. We accept Visa, MasterCard, Maestro and Visa Electron cards.
In the case of paper applications, please do not send any money with your application. We will invoice you for the first part (£425) of the licence fee. Failure to pay the invoice within 21 days of its date of issue will render your application invalid and you will have to make a new licence application.

If your application is successful, we will invoice you for the second part of the licence fee. We will not issue a final licence until the second payment has been made and it has cleared.

IMPORTANT:

i. In order to comply with the law, you must have made a full application and paid the first part of the licence fee by 6 January 2020.

ii. The first part of the licence fee is non-refundable. In the event that the Council refuses to grant a licence or cancels an application, or where you choose to withdraw an application, we will retain the £425 paid. Only in exceptional circumstances, ie. where an application has been submitted in error for a property that was not required to be licensed, will the Council refund the first part of the licence fee.

Do I need to do anything before I apply for a licence?

The law requires you to let certain persons know in writing that you intend to make an application for a Selective Licence. The persons that need to know are –

- any mortgagee of the property to be licensed;
- any owner of the property if that is not you, ie. the freeholder and any head lessors who are known to you;
- any tenants or long leaseholders of the property or any part of it (including any flat) who is known to you other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy);
- the proposed Licence Holder and Property Manager (if any) if that is not you;
- any person who has agreed to be bound by any conditions in a licence if granted.

There is a template at the end of the paper application form that can be used to tell each of these persons. Persons applying for a licence online can download a form from the Council’s website.

Do I need a licence for each property I own?

Yes. The legislation relates to the licensing of properties not individuals. We have to consider the individual circumstances of each property; undertake checks and serve separate notices relevant to that property and issue a licence for each address.

What if my property is split into flats?

Self-contained flats need to have their own licence. You must therefore submit a licence application for each flat. If there are any shared amenities, such as a toilet; washing facilities; a kitchen or a living room you will need one licence for the property. This could be a Selective Licence or a HMO licence depending on the number of occupiers in the property.

If you are unsure which licence you need, more information is available in the Application Guidance Notes on the Council’s website.

Do I need a licence if my property is empty?

If a property is empty then it is not privately let and therefore you do not need a licence. If you plan to rent out your property, an application is required as soon as it is occupied. We would encourage you to apply for a licence prior to your new tenants moving in.

Property Owners should be aware that the Council is targeting empty homes in the city to bring them back into use. Owners are advised therefore to consider the loss of rental income; property
deterioration and increased Council Tax payments for empty properties against the cost of a Selective Licence for properties that are let and generating an income.

**What information do I need to apply for a licence?**

You will need to have the following information before you start to make an application:

- the names; dates of birth and contact details (address; email address and telephone number) of the Applicant; Property Manager; proposed Licence Holder; Property Owner and the Person Having Control of the property that is the subject of the application.

Where the Applicant; Property Manager; proposed Licence Holder; Property Owner and the Person Having Control is a limited company -

i. the limited company’s name, registered office address and contact details shall be provided, and

ii. where the application form requires a date of birth, the date 25/12/1920 shall be used.

- proof of identification for the Applicant; proposed Licence Holder and Property Manager, comprising a minimum of one document from column 1 and one document from column 2 in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Column 1 Accepted forms of identification for proof of name</th>
<th>Column 2 Accepted forms of identification for proof of address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual</td>
<td>• Current signed passport • UK or EEA photo card driving licence • UK firearms or shotgun certificate • National identity card</td>
<td>• Utility bill (gas, electric, landline phone bill, water) for home address issued within the last three months • Council tax bill for home address for the current council tax year • Current UK driving licence (only if not used for column 1)</td>
</tr>
<tr>
<td>Limited Company</td>
<td>• Certificate of incorporation • ‘Overview’ for the company from Companies House</td>
<td>• Utility bill for the company issued within the last three months • Business rates bill for the company for the current financial year • Company letterhead</td>
</tr>
<tr>
<td>Partnership</td>
<td>For each partner – • Current signed passport • UK or EEA photo card driving licence • UK firearms or shotgun certificate • National identity card</td>
<td>• Utility bill issued within the last three months for the business premises used by the partnership • Business rates bill for the business premises used by the partnership for the current financial year. • Business letterhead</td>
</tr>
<tr>
<td>Registered Charity</td>
<td>• ‘Overview’ of the charity from the Charity Commission service</td>
<td>• Utility bill for the charity issued within the last three months • Business rates bill for the charity for the current financial year • Charity letterhead</td>
</tr>
<tr>
<td>Trading as</td>
<td>• See Individual or Partnership requirements</td>
<td>• See Individual or Partnership requirements</td>
</tr>
<tr>
<td>Trust</td>
<td>• Trust document</td>
<td>• List of trustees and their addresses • List of beneficiaries and their addresses</td>
</tr>
</tbody>
</table>

- the National Insurance (NI) number of the Licence Holder. It would be helpful if you also had the NI numbers for the Applicant; Property Manager, Property Owner and the Person Having Control.

- details of HMO’s or properties that are licensed (or due to be licensed) under Part 2 or 3 of the Housing Act 2004 in respect of which the proposed Licence Holder is the Licence Holder, whether in the area of Leeds City Council or any other Local Housing Authority;

- the Property Owner’s membership number (if any) of the Leeds Rental Standard;

- mortgage details (name of provider and the mortgage company’s address), if any;

Updated November 2019
• property details including the number of toilets, washbasins and sinks; the type and location of all smoke and heat detectors and details of the fire escape route at the property;
• if applying for a licence online, a means of paying the licence fee. Visa, Mastercard, Maestro and Visa Electron cards are accepted. If you are submitting a paper application form, we will invoice you for the licence fee.

IMPORTANT:

i. You are required to submit TWO forms of ID for each of the persons listed (ie. the Applicant; proposed Licence Holder and Property Manager) with your completed application form. You cannot use one form of identification for both name and address, for example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a recent utility bill.

ii. For people who do not have a passport or driving licence or any other form of photographic ID, a recent photograph of themselves (that has been taken within the last 3 months) should be submitted along with verification that the photograph is of them together with two forms of ID from the list above to prove their address. To verify a photograph, the person in the photograph should sign and date the back of the photograph and they should print their name in CAPITAL LETTERS.

iii. If applying for a licence online, you will be required to upload scanned copies of the documents. Please make sure they are in one of the following formats - pdf, jpg, png – and that they are clear and legible. If you do not have a way of uploading something online you can access the public libraries and One Stop Centres within Leeds where the staff will be able to assist you in scanning documents.

iv. If completing a paper application form, please provide clear and legible photocopies of the proof of identity documents. Please do not send in originals as we cannot ensure their safe return.

v. You cannot use one form of identification for both name and address, for example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a recent utility bill.

The Council have produced guidance notes to assist you in completing an application, they can be viewed on the Selective Licensing webpage.

Can someone apply for a licence on my behalf?
Anyone can apply for a Selective Licence. The Applicant may be the Property Owner; the proposed Licence Holder; the Property Manager, the Person Having Control of the property or somebody acting on their behalf who has completed the application for whatever reason.

Who should the Licence Holder be?
The proposed Licence Holder should be the most appropriate person to be the Licence Holder out of all the people who are available and must be a Fit and Proper Person. A person who also has control of the property and takes responsibility for it is assumed to be a more appropriate person to be the Licence Holder than a person who does not have control of it, unless the contrary is shown.

People who are the subject of a current Banning Order served under section 16 of the Housing and Planning Act 2016 will not be considered a Fit and Proper Person to be the Licence Holder. Applications that identify a banned person for the role of Licence Holder will be refused by the Council.

The Licence Holder should have adequate financial means to manage the property and undertake their responsibilities as a Licence Holder.

The Licence Holder must live in the UK.

In some instances, it may be appropriate for a limited company to be named as the Licence Holder. If this is the case, the Applicant should provide as part of their application the full company details. Further information is contained within the Application Guidance Notes on the Council’s website.
What happens after I have made an application?
If you submit your application online, you will receive three emails from us confirming your submission and also acknowledging receipt of your payment. You should make a note of the enquiry reference number (starting with W) contained in the automated emails from NoReply@leeds.gov.uk; you will need this should you need to contact us. Your emails are proof that you have made an application for a Selective Licence.

In the case of application forms submitted on paper, we aim to acknowledge receipt of your application within 10 working days. If you have not heard from us after this time, please contact us on tel. 0113 535 1369 or by email at selective.licensing@leeds.gov.uk. It is your responsibility to ensure that your application reaches us. We will invoice you for the first part (£425) of the licence fee. The invoice must be paid within 21 days of its date of issue. We will not process your licence application until the fee has been paid and the payment has cleared.

Once the payment of the first part of the licence fee has cleared, we will start to process your application. Firstly we will check that you have completed the application form in full and have supplied all of the required supporting documentation. If information is missing at this time (or if there are any queries) we will contact you and will tell you what you need to do in order that your application can be progressed. It is important that you provide any missing information within the timescale given; failure to do so could result in us cancelling your application. We will then carry out a number of checks including for example:

- that no Banning Orders are in force against the proposed Licence Holder, Property Manager and any person who owns an interest in the property to be licensed;
- Fit and Proper persons checks, and
- that the proposed management arrangements for the property are satisfactory.

Once we have all the necessary information and have considered it, we will either grant or refuse a licence in accordance with the requirements of the Housing Act 2004.

As stated above in ‘How do I pay the licence fee?’, in the event that the Council refuses to grant a licence the first part of the licence fee (£425) will not be refunded.

Based on our experience of mandatory HMO licensing, we anticipate the average time to complete the process to be a minimum of 10 weeks from the date we receive your application. Customers may experience longer processing times where queries exist over applications or where an Applicant delays payment of any part of the licence fee.

What happens if I don’t apply for a licence for my properties?
Subject to specified exemptions (which are detailed in ‘Are any rented properties exempt from Selective Licensing?’ above), it is a legal requirement for landlords to apply for a licence for each of their rented properties in an area designated for Selective Licensing.

If a landlord does not make an appropriate application by the time of the designation, ie. 6 January 2020 (or within a reasonable time if they subsequently purchase a property in a designated area) they would be guilty of an offence and would be considered for enforcement action. Each case would be judged on its merit at that time but a landlord could be liable for prosecution, with an unlimited fine, or a civil penalty of up to £30,000 per offence.

If a landlord persisted in not applying for a Selective Licence and they commit two such Banning Order offences, they could be banned from operating their business for a period of at least 12 months.

In addition to the above, you should be aware that;

Updated November 2019
• a Residential Property Tribunal could order you to repay up to 12 month’s rent to the tenants or the Council in cases where tenants are in receipt of housing benefit, and
• Section 21 possession proceedings cannot be taken whilst a property that is required to be licensed is not licensed.

This [link](#) takes you to the Government website containing the relevant legislation.

**I am a good landlord. Will Selective Licensing affect me?**

The Council acknowledges that there are a number of landlords who offer good quality accommodation and manage their properties well. Unfortunately, when an area is designated for Selective Licensing those landlords still require a licence to operate their business. Good landlords cannot be exempted from any scheme but the Council will recognise those who demonstrate their commitment to being a good landlord by being members of the Leeds Rental Standard (LRS). Therefore, as detailed above in ‘Are there any discounts on the licence fee?’, a discount of £150 per licence is available to Applicants who own the property to be licensed; who are proposing to be the Licence Holder and who, at the time of making their application are confirmed members of the LRS and remain members through the duration of the licence.

This [link](#) takes you to the website containing more information about the Leeds Rental Standard.

**What licence conditions will I need to comply with?**

The conditions relate to the management of a property in terms of its safety and its letting, together with the day to day management of the property. Licence conditions also relate to tenant behaviour.

This [link](#) takes you to the Council’s webpage where you can view the licence conditions.

**How do I make sure I comply with the conditions of a Selective Licence?**

It is the responsibility of the Licence Holder or (if appropriate) a person on whom restrictions or obligations under a licence are imposed, to ensure they comply with the licence.

The Council will produce guidance notes to assist you in complying with the conditions detailed on the licence.

**What happens if I don’t comply with the licence conditions?**

It is a legal requirement for Licence Holders and any Property Manager named on the licence to comply with the conditions attached to a Selective Licence. Failure to comply with the conditions is an offence and would be considered for enforcement action. Each case would be judged on its merit at that time but a Licence Holder and any Property Manager could be liable for prosecution, with an unlimited fine, or a civil penalty of up to £30,000 per offence.

If either party persisted in not complying with licence conditions, and they commit two banning order offences, they could be banned from operating their business for a period of at least 12 months. The Council could also revoke the licence and unless a suitable alternative Licence Holder could be found, the Council may take over the management of the property. In addition, a Residential Property Tribunal may order the repayment of up to 12 month’s rent to the tenants or the local authority in cases where housing benefit was being paid.

This [link](#) takes you to the Government website containing the relevant legislation.

**Will licensed properties be inspected?**

Yes, the Council aims to inspect all licensed properties within each designated area. During an inspection, officers will check that licence conditions are being complied with and will offer appropriate support to landlords and tenants to ensure they are helped and supported with any issues they’re facing. These may include unemployment; anti-social behaviour; lack of independent living skills;
tenancy management; health issues; lack of parenting skills or substance misuse. Officers will make referrals to relevant agencies and will follow up any actions to ensure as much support as possible is given to the tenant and landlord.

**How long will it be before my property is inspected?**
Inspections will be arranged in terms of priority, for example where landlords have a history of non-compliance or we are aware that there are vulnerable tenants in a property. It is anticipated it will take the length of the scheme to inspect all the properties in the designated areas.

**I am buying or selling a house in one of the Selective Licensing areas. Will a licence be transferrable as part of the sale?**
No, licences are not transferable. The seller would cease to be the Licence Holder at the point of sale and the new landlord will need to apply for a licence. The seller will need to inform the Council that they have sold the house and are no longer the responsible person.

In these circumstances there would be no refund of any licence fee paid nor a reduction in the cost of a new licence (other than the discount offered to members of the Leeds Rental Standard).

**What happens if a Licence Holder dies?**
Following the death of a Licence Holder, the Council would grant a 3 month temporary exemption and would accept an application for a Temporary Exemption Notice (TEN) for a further 3 months to allow time for a new Licence Holder to be identified and a new licence application submitted.

In these circumstances there would be no refund of any licence fee paid nor a reduction in the cost of a new licence (other than the discount offered to members of the Leeds Rental Standard).

**What happens if a person named on a Selective Licence changes their address?**
You must notify us if you wish to make any changes to your licence. You will be required to complete a variation request form. For further information please contact the Selective Licensing team on (0113) 5351369 or at selective.licensing@leeds.gov.uk

**What happens if there is a change of Property Manager?**
You must notify us if you wish to make any changes to your licence. You will be required to complete a variation request form. For further information please contact the Selective Licensing team on (0113) 5351369 or at selective.licensing@leeds.gov.uk

**Can a licence application be refused?**
Yes, an application for a Selective Licence can be refused for a number of reasons.

When deciding whether to grant a licence or not the Council must look at three aspects of the management of the property and if these are satisfactory then it must grant a licence. The Council considers:

i. The proposed Licence Holder, whether they are a fit and proper person, have no Banning Order against them and are the most appropriate person to be the Licence Holder. In general, the Person Having Control of the Property is the most appropriate person to be the Licence Holder unless the contrary is shown, and

ii. The proposed Manager (if a different person from the licence holder), and

iii. The proposed management arrangements.

The proposed Manager of the Property can be either the Person Having Control of the Property (or an employee or agent of the Person Having Control) and is required to be a fit and proper person to be the manager.

Updated November 2019
The decision whether the proposed management arrangements are satisfactory will take into account the level of competence and the fit and proper person character of anyone proposed to be involved in the management of the house and the suitability of the proposed management structure and funding arrangements.

When a licence is refused, Applicants are provided with details as to why their application has been refused and they are advised as to any actions they may need to take. The Applicant has a right of appeal and details of how to appeal would be provided at that time.

In the event that the Council refuses to grant a licence, the first part of the licence fee (£425) will not be refunded.

**How would I know if a property in Beeston or Harehills has been licensed?**
The Council is required by law to establish and maintain a register of all Selective Licences granted. As such the name and address of the Licence Holder and any Property Manager as it appears on the licence) will appear on this register and will be made available for inspection by members of the public at all reasonable times.

Find out how we look after personal data here - [https://www.leeds.gov.uk/privacy-statement/privacy-notice](https://www.leeds.gov.uk/privacy-statement/privacy-notice)

**I’m a tenant of a privately rented property in one of the areas designated for Selective Licensing. How will it affect me?**
Selective Licensing will provide a greater degree of safety and reassurance for tenants as it requires a landlord to provide items such as a gas safety certificate, safe electrical appliances and furniture and to make sure there is working fire detection at the property. Tenants will have the reassurance that the Council has carried out checks to make sure the property and any shared facilities are suitable for the number of persons living there.

**I’m not a tenant but I live in the area, how will Selective Licensing affect me?**
Selective Licensing will help ensure that privately rented properties in the areas are being managed effectively, in terms of both the property itself and the behaviour of any tenants. Where problems are found to exist, it enables the Council to consider taking enforcement action against the Licence Holder.

One of the aims of Selective Licensing is to improve neighbourhoods in terms of anti-social behaviour and environmental problems. This not only benefits all residents but also local businesses, organisations and visitors to the area.

**What happens to the money/ fines paid for non-compliance?**
Where the Council prosecutes through the Courts, any fine levied will be paid back to the Courts. The Council can apply to the Courts for their costs incurred, such as the investigation time spent by officers, but we do not necessarily receive these costs. Where civil (financial) penalties are issued by the Council, these monies, once we receive them, must be re-invested into private sector housing work.

*It should be noted that this document does not constitute legal advice. Should you require legal or technical advice in respect of Selective Licensing, you are recommended to consult with a solicitor or other suitability qualified person.*