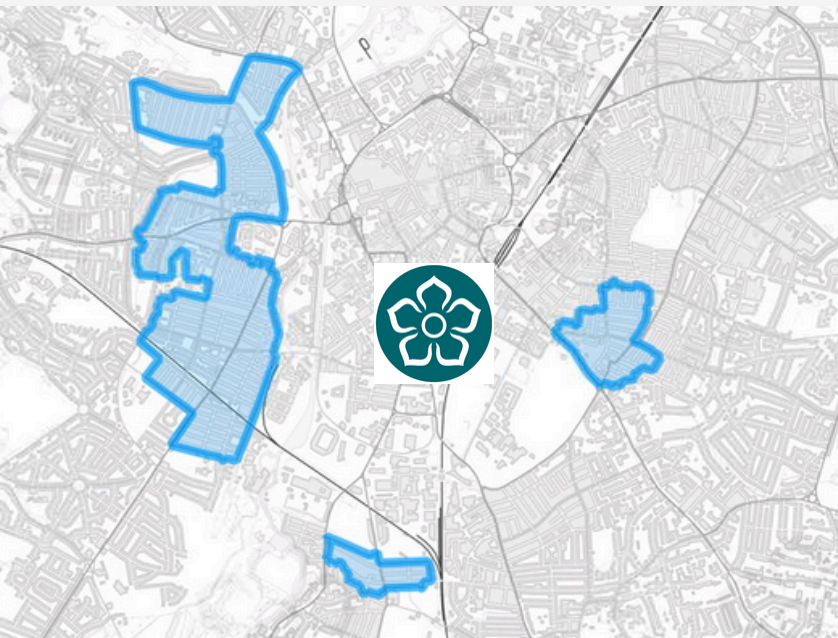


LEICESTER SELECTIVE LICENSING SCHEME

APPLICATION CHECKLIST



UPDATED FOR 2024-25

New details about:

- **RENT REPAYMENT ORDERS**
 - **Leicester City Council updates**
 - **Increased Application Fees applicable**
 - **Where to get help**
-

Background to the Scheme

1. The Leicester Selective Licensing Scheme was introduced in October 2024
2. Initially it applies to limited wards in Leicester: parts of Braunstone Park and Rowley Fields, Fosse, Westcotes, Stoneygate, and Saffron (see below)
3. The Council applied a light-touch approach to securing landlord compliance for 18 months, to April 2024. Fines were not applied and discounts were available
4. This has now ceased: door-knocking is taking place to identify owners of rented properties, and the Council is actively pursuing Rent Repayment Orders

LEICESTER SELECTIVE LICENSING SCHEME

GET STARTED

☐ **Start by visiting the website**

The application can only be made online (you need to be registered with MyAccount to start the process). You can register with the MyAccount website prior to making an application

☐ Register with My Account to start the process

☐ Read about LCC's Rent Repayment Orders policy

☐ Also refer to LCC's partner: Justice For Tenants

YOU WILL NEED THE FOLLOWING

☐ Complete a Fit and Proper Person Declaration (you will need to obtain a reference number)

☐ **Determine eligibility:**

☐ Check if your property is located within the designated selective licensing area in Leicester. You can use the Council's online mapping system or contact Leicester City Council for clarification

LEICESTER SELECTIVE LICENSING SCHEME

GATHER DOCUMENTS

Documents you require will include:

- ☐ Proof of ownership or management of the property (e.g., title deeds, lease agreements)
 - ☐ Gas Safety Certificates if applicable
 - ☐ Electrical Installation Condition Report (EICR)
 - ☐ Energy Performance Certificate (EPC)
 - ☐ Tenancy agreements and details of current tenants
 - ☐ Valid landlord insurance details
-

YOU WILL ALSO NEED TO

- ☐ Create a set of floor plans and property layout, including room dimensions
 - ☐ **Let relevant parties know about your application**
 - the freeholder and any head lessors who are known to you, if applicable (i.e. if a leasehold flat)
 - the proposed managing agent (if any) - if it is not you
 - the proposed licence holder (if that is not you)
-

LEICESTER SELECTIVE LICENSING SCHEME

INSERT YOUR DETAILS

Details of the property to be licensed

- ☐ Address and postcode
 - ☐ Identify yourself as the Proposed License Holder or Agent
 - ☐ Add any additional contacts
 - ☐ Claim any discount - (Earlybird discount now ceased)
 - ☐ Discounts apply to applications for multiple properties
 - ☐ State if the Proposed Licence Holder also the Property Manager
 - ☐ Claim a discount if a member of a recognised Landlord Association (we recommend NRLA = discount available)
-

PROVIDE EVIDENCE OF

- ☐ If there is a mortgage on the property to be licenced you will need to upload evidence that this is a buy to let mortgage
-

LEICESTER SELECTIVE LICENSING SCHEME

PROPERTY DESCRIPTION

- ☐ Description of property (type, e.g. first floor flat, bungalow)
 - ☐ Property construction date
 - ☐ No. of storeys, no. of habitable rooms, bathrooms, kitchens, etc
 - ☐ No. of households, no. of occupants (to identify HMO's)
 - ☐ No. of letting units
 - ☐ Drop files in for EPC, Floor Plan
 - ☐ Add written tenancy agreement, assuming you have this
-

FIRE SAFETY RISK ASSESSMENT

- ☐ You will be expected to provide a written Fire Safety Risk Assessment
 - ☐ We recommend joining NRLA, whose four page Fire Safety document is available as a download. This requires self completion
 - ☐ Complete all questions relating to fire safety on the application site
-

LEICESTER SELECTIVE LICENSING SCHEME

COMPLETE AND PAY FOR APPLICATION

- ☐ Sign into payment portal
- ☐ Cost per license £1290 (from 2024)
- ☐ Term: five years
- ☐ Complete a declaration that application has been served to property occupants (tenants)

POST-APPLICATION PROCEDURE

- ☐ Await confirmation and follow-up: After submitting your application, Leicester City Council may require additional information. Stay responsive to any communication from the Council and promptly provide any requested documents or details.
- ☐ LCC inspector will contact you for property visit. This takes two to four weeks at present (NB follow-up inspections x 2)
- ☐ Ideally, attend inspection visit: this gives you the opportunity to ensure tenants are in line with your own communications. An agent can attend in your stead.
- ☐ Maintain compliance, if your application is approved. Fulfil any conditions or obligations outlined by the council, e.g. addressing maintenance issues, or attending mandatory training sessions.

Note: until the license is issued, you are technically in breach of the obligation to have had this in place since October 10 2022. Leicester City Council are focused on levying penalties from 2024

ACTION PLAN

The Selective Licensing regime has teeth. Don't delay in getting ahead of it NOW

The Council's stated policy towards landlords who have not yet secured a Selective License is clear:

"Leicester City Council is working with Justice for Tenants and will be sending out letters to all unlicensed properties within the Selective Licensing areas.

The letter will provide information to tenants about how to claim a Rent Repayment Order. Justice for Tenants will support tenants to make an application.

Tenants may be able to apply to the First-tier property Tribunal for up to 12 months to be repaid."



This unilateral action is ON TOP OF the warnings that not having a license is a criminal breach, and subject to potentially unlimited fines. The alternative civil penalties are up to £30,000 fines.

Northwood can help take away the pain



We hope that the Checklist has given you everything you need to make your own application for your Selective License.

However, many landlords approach us because their core compliance - their documents, certificates and records - are deficient in some way.

We know the pitfalls, and can work with you to secure your license - we even manage discounts in eligible cases.

Visit our [Help With Your Application Page](#)

And contact us for a copy of our FREE 60 Must-Do Steps to total compliance, the professional way



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