

OADBY & WIGSTON SELECTIVE LICENSING SCHEME

APPLICATION CHECKLIST



2025 - 2030



O&W SELECTIVE LICENSING SCHEME

APPLICATION CHECKLIST

GET STARTED

- ☐ **Start by visiting the website to Apply for a Selective Licence**

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

- ☐ See all the FEES and how to raise a query with O&WBC

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 Wigston. this file includes a list of all affected streets and a (rather basic) map



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GATHER DOCUMENTS

Documents you require will include:

- ☐ Proof of ownership or management of the property (e.g., title deeds, lease agreements)
 - ☐ Current Gas Safety Certificate - if applicable
 - ☐ Electrical Installation Condition Report (EICR)
 - ☐ Energy Performance Certificate (EPC)
 - ☐ Tenancy agreements and details of current tenants
 - ☐ Valid landlord insurance details
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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)
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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, e.g. co-owners
 - ☐ Claim any discount - Earlybird discount up to 10/11/2025
 - ☐ 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 (i.e. NRLA, EMPO, DASH)
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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
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PROPERTY DESCRIPTION

- ☐ Description of property (type, e.g. first floor flat, bungalow)

 - ☐ Property construction date

 - ☐ No. of storeys, no. of habitable rooms, bathrooms, kitchens

 - ☐ No. of households, no. of occupants (to identify HMO's)

 - ☐ No. of letting units

 - ☐ Drop files in for EPC, Floor Plan

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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

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COMPLETE AND PAY FOR APPLICATION

- ☐ Sign into payment portal

- ☐ Cost per license £850 (until 10/11/2025 - thereafter late payment fee applies - £1150)

- ☐ 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 application,
- ☐ O&W Council may seek additional information. Stay responsive to any communication & promptly provide any requested documents

 - ☐ Inspector may 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.

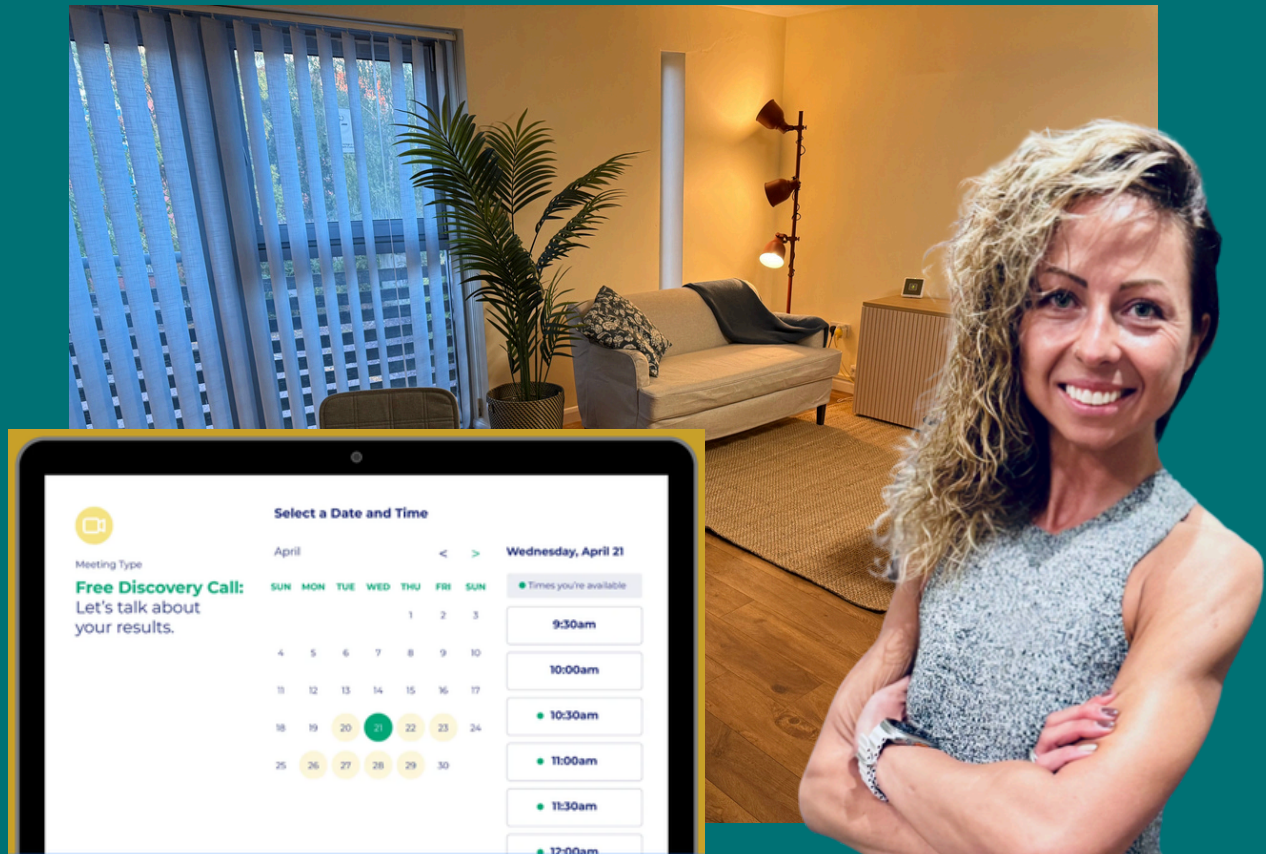
- Maintain compliance, if your application is approved. Fulfil any
- ☐ conditions or obligations outlined by the council, e.g. addressing maintenance issues, or attending mandatory training sessions.

Note: once you have applied your license is deemed underway - you won't be pursued for absence of a license - unless declined

Make an appointment in our Rental Clinic



The perfect antidote if you find you need help applying for the Selective License. A calm and welcoming space for advice.
Use our APPLICATION SERVICE for real peace of mind.



What other Selective Licensing landlords have said about us:



Harry S, Leicester

I needed help and support applying for my selective license for 2 rental properties. From Day 1, Gosia was on it ...I now have peace of mind and I don't worry about getting stung with a huge fine!



Paul P, Leicester

I don't like Selective Licensing. But it's mandatory and I knew I need experts to get them sorted for me, so I used Northwood. They handle all the workload – a real load off my mind



Bhavna A, Leicester

I found Gosia from Northwood, and I can honestly say she has been a game-changer. She immediately understood the issues and laid out a clear, step-by-step plan to compliance.

 **WhatsApp 07594 476403**