

Your contact for this matter is:

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11th July 2016

Dear Property Owner,

Ref: Selective Licensing in Gainsborough South West Ward

I am writing to inform you that on the 18th July 2016 the Council will be implementing a Selective Licensing scheme in the South West Ward of Gainsborough for all private landlords. This scheme is being introduced in order to reduce the levels of anti-social behaviour being experienced in the area. The scheme is also aimed at improving the standards of housing and reducing levels of deprivation. The scheme was approved by the Council's Prosperous Communities Committee on the 22nd March 2016.

If you own a property in this area that is tenanted you will need to apply for a licence and will need to ensure that the property is compliant with conditions that have been stipulated by the Council. A licence is required for each property that you own. **You are required to apply for a licence immediately. Failure to do so will be a criminal offence and will result in prosecution with fines of up to £20,000.**

If a landlord is licensed or is in the final stages of licensing prior to the 31st of October 2016, they will receive initial training on property inspection and self-regulation free of charge.

If you are a tenant or an owner occupier you do not need to apply for a licence but you may wish to make yourselves aware of the conditions that we are introducing.

The Council have chosen to implement a scheme that is co-regulated and will be working with the Home Safe Scheme in order to deliver this. The Home Safe Scheme provide additional benefits such as advice and training and can also provide access to landlord specific services at discounted rates.

You can apply for a licence by visiting www.thehomesafescheme.org.uk or find further information about the scheme here www.west-lindsey.gov.uk/selectivelicensing
An information sheet is also enclosed.

In order to process your application you will need to have in place and provide a copy of the following for each property:

- Current Gas Safety Certification
- Energy Performance Certificate
- A valid Electrical Installation Certificate (no more than 5 years old and completed by a suitably qualified electrical contractor)

To provide landlords with more information in regards to the scheme the Council will be holding information sessions at the Guildhall, Marshalls Yard, Gainsborough, DN21 2NA on the following dates:

- Tuesday 26th July 2016, 10 – 11.30am
- Monday 1st August 2016, 6 – 7.30pm
- Thursday 25th August 2016, 1.30 – 3pm

You are required to apply for a licence immediately. Licenses may take several weeks to process so please apply as soon as possible to ensure you have one in time for the deadline of Monday 31st October 2016. Failure to do so will be a criminal offence and will result in prosecution with fines of up to £20,000. Once issued, failure to comply with the conditions of the license can also lead to a fine of up to £5,000.

Yours sincerely

Andy Gray

Housing and Communities Team Manager

Table 1. List of streets included within the selective licensing designation

Ashcroft Road	King Street	Strafford Street
Bacon Street	King Street East	Thorndike Mews
Bridge Street (East side only)	Lea Road to 80/171	Thornton Street
Britannia Terrace	Lewis Street	Tooley Street
Burton Street	Linden Terrace	Trent Street
Cleveland Street	Marlborough Street	Trinity Court
Clinton Terrace	Pillard House Lane	Trinity Street
Colville Terrace	Portland Terrace	Wall Street
Cromwell Terrace	Primrose Street	Washington Street
Darwin Street	Prospect Terrace	Waterworks Street
Dickenson Terrace	Queen Street	Wellington Street
Drake Street	Ruskin Street	Wheeldon Street
Florence Terrace	Sandsfield Lane to 155/180	Willoughby Street
Frampton Terrace	Shakespeare Street	Wintern Court
Gordon Street	St Johns Terrace	
High Street	Stanley Street	

*Please note, any property that falls within the shaded area on the map in the official designation will be included within the selective licensing scheme. This list of streets is not exhaustive. This designation can be found at www.west-lindsey.gov.uk/selectivelicensing