



**pace**  
property professionals

# A Guide to Selective Licensing for Landlords

**Information for Landlords letting  
property within a local authority  
Selective Licensing zone**

01702 445600 | [pace-properties.com](https://www.pace-properties.com)

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# Introduction

Becoming a landlord and letting your property obviously comes with specific responsibilities and legal requirements. There are rules around gas, fire and electrical safety as well as helping to maintain acceptable standards of living for tenants. In England, every local authority also has the power to introduce its own 'selective licensing' schemes which can apply to any rented property.

Southend Borough Council requires each property, in designated areas, to be licensed under its Selective Licensing scheme. The aim of this booklet is to give you a better understanding of what selective licensing is and what it means for landlords. We hope this information will be useful and answers any questions you may have but do feel free to contact us if you require further clarification about any licensing matters.



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# What is Selective Licensing?

Selective licensing is a local authority scheme that requires all private landlords operating within a designated zone to license any privately rented property within that area. Selective licensing was introduced within the Housing Act 2004 under Part 3, Section 80 and has been adopted by Southend Borough Council in certain postcode areas.

A licence is granted for 5 years and includes statutory and general conditions aimed at ensuring licensed properties are safe, meet basic standards and are managed in a satisfactory way.

## Who requires a licence?

- Selective licensing applies to all privately rented residential properties occupied by one or two individuals, or one family household located in selected areas
- Landlords must apply for a licence for each property they rent out in these wards. This includes multiple rented flats in the same block or building. Each separate flat in a building will need its own individual licence.
- There are some exemptions and full details can be found on the government website <https://www.legislation.gov.uk/ukxi/2006/370/made>
- Addresses in the blue zone will need a licence. **Click here to zoom in to the map.**



## What must I do as a landlord?

In a selective licensing area, all private landlords must obtain a licence; the local authority can take enforcement action if you fail to do so or do not achieve acceptable management standards.

### You will need the following information to complete your application:

- room sizes in square metres
- details about the property structure, and location of smoke and carbon monoxide detectors
- name and addresses of all people and organisations with an interest in the property (such as freeholders, leaseholders, managing agents and mortgage provider)
- certification documents (gas safety certificate, electrical, EPC and floorplan with measurements)

## How much does a licence cost?

The current cost is £808 for one 5-year licence. The fee for a licence is set by Southend Council and is liable to change. Please check the latest pricing information on the **Council's website** to ensure you have the most up to date information:



## How to apply for a licence

Applications for licences can be made online by completing the correct form on the Southend Borough Council property website. First, you will need to register for an account and have access to the specific details listed above to complete the application.

**<https://propertylicensing.southend.gov.uk/>**

For a landlord, letting or managing agent to be given a private rented property licence, they will also need to prove they are a fit and proper person. This will include a declaration about any criminal offences. This will be found in the online application. Failure to meet the fit and proper person test may result in an application for a licence being refused.

Once your completed form is submitted, you will receive a reference number for your application. You will then be able to log in and monitor how your application is progressing.

If your property is already licensed as a House in Multiple Occupation (HMO) under Southend's mandatory HMO licensing scheme, you will not need to apply for a selective licence. Each property is only subject to one type of residential licensing scheme.

## Applying on your behalf

If you would prefer Pace to apply for a licence(s) on your behalf, we do offer an application service for landlords which is charged at a fixed fee of £299. Please complete the form below and send with your proof of identity and proof of address to our main office. A list of accepted documentation is listed below. We are happy to receive copies of these via email. We will then submit the application. Please be aware the Council will also contact you directly, to confirm they can talk to us.

### **Pace Property Lettings & Management Ltd**

#### **Licence Applications**

#### **Meridian Point**

**461 – 463 Southchurch Road**

**Southend-on-Sea SS1 2PH**

### **Accepted documents for proof of identity.**

#### **Please supply one of the following:**

Current signed passport, original birth certificate, current UK or EEA photocard driving licence, EEA member state identity card, firearms or shotgun certificate, residence permit issued by the Home Office to EEA nationals on sight of own country passport or national identity card bearing photograph of the applicant.

### **Accepted documents for proof of address.**

#### **Please supply one of the following:**

Utility bill (gas, electric, satellite television, landline phone bill) issued within the last three months, local authority council tax bill for the current council tax year, current UK driving licence (but only if not used for the name evidence), bank, building society or credit union statement or passbook dated within the last three months, original mortgage statement from a recognised lender issued for the last full year, HMRC self-assessment letters or tax demand dated within the current financial year, electoral register entry or NHS medical card or letter of confirmation from GP's practice of registration with the surgery.

### **Documents we will not accept:**

Credit card bill, mobile phone bill or provisional driving licence.

If you have any questions about selective licensing, please call us on **01702 445600** and we will be happy to discuss your concerns. Alternatively, send an email to **info@pace-properties.com** and we will get back to you.

# Licence application form.

Please answer the following questions and complete any blank fields with all of the requested information.

**Name(s) of the person(s) who is the proposed licence holder:** .....

.....

**Address of Property to be licensed:** .....

.....

**Have you, or anyone associated to you, or mentioned on this form, have unspent convictions relating to any of the following?** Yes  No

- Fraud
- Dishonesty
- Violence
- Drugs
- Sexual Offences Act 2003 (Schedule 2)

**Have you, or anyone associated to you, or mentioned on this form, been found by a court or tribunal to have been involved with any unlawful discrimination on grounds of Sex; Colour; Race; Disability; Ethnic or National Origins?** Yes  No

**Have you, or anyone associated to you, or mentioned on this form, had a judgement made against you or them by a court or tribunal relating to Housing, Public Health, Environmental Health or Landlord and Tenant Law?** Yes  No

**Does the proposed licence holder or manager have experience of managing rented property?** Yes  No

**Is the proposed licence holder an accredited landlord?**  
(If you require Pace to be licence holder skip to question 6)

● **What is the name of the association or regulated body?**

● **What is the accreditation certificate number?**

**Is the property visited to check its condition and for any antisocial activities of the tenants?** Yes  No

**Are there funds to deal with uninsured damage/insurance and maintenance to the property?** Yes  No

**Have you or anyone associated with you within the last 5 years, been in control of a property that was subject to a Management Order?** Yes  No

**Have you or anyone associated with you within the last 5 years, been in control of a property that has been refused a licence or breached conditions of a licence?**

Yes  No

**Do you have a mortgage on the property?** Yes  No

If so, we will need the mortgage provider's full details, company name, contact number and email address.

**Mortgage Provider:** .....

**Address:** .....

**Contact telephone number:** .....

**Email address:** .....

As part of the selective licensing application, you must notify your mortgage company that you have applied for a licence. Your mortgage company will not accept the information from us as we are not listed on your account. The Council will be contacting mortgage companies to check you permission to sublet, if you do not, you will not be granted a licence.

**Please send a copy of your notification to the mortgage company to us, for our records.**

If you do not have a current permission to sublet, please speak to the mortgage company as soon as possible to see what can be done and let us know the outcome. If you need help, please contact us immediately.

**Please tick to confirm:**

- I have notified my mortgage provider that I have applied for a licence
- I have enclosed copies of ground rent and service charge information
- I have supplied a copy of the property's floorplan with exact measurements
- I have supplied proof of identity with my licence application form
- I have supplied proof of address with my licence application form

If you do not have room size information, we can arrange for measurements to be taken. The cost for this service is £99 inc. vat. If we do not currently manage your property, please supply us with the tenant's contact details and let them know we will be in touch. Please tick if you would like Pace to organise for your property to be measured.

**pace**  
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**CANVEY ISLAND:  
01268 646 257**

**BASILDON:  
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