

Introduction

On 17th January 2025, an external audit was carried out on the properties and neighbourhood in Zone 4 of the Selective Licencing area of Leyland Road and a follow up external audit of identified issues was carried out in March 2025.

Prior to the external checks a desk top audit was completed, checking the status of all licenced properties in the area and their compliance with all their licence conditions. Reminder e-mails were sent to all landlords where they had not submitted current and valid gas safety certificates (GSC's), electrical installation condition reports (EICR's) or expired energy performance certificates (EPC's).

All the other properties in area were checked against council tax and land registry records to verify ownership and occupancy.

Purpose of the Audit

- To check and validate the status of compliance with licence conditions with current and valid GSC's, EICR's & EPC's.
- To check the physical state of the back streets for the likes of environmental crime, fly tipping etc.
- To check the condition of the back yards to rented properties for the likes of waste disposal/ bin issues, cleanliness, and security (state of back gates/walls etc).
- To identify visible defects to the external condition to rented properties.
- To carry out internal inspections where there were concerns about disrepairs, tenant dissatisfaction or a check on compliance with smoke alarm/carbon monoxide regulations.
- Occupancy checks of vacant or non-licenced properties identified via council tax records and to either update our records or to pursue applications for properties that are rented without a valid licence.

Target Area

Zone 4 area includes the following streets:

134-154 Belvedere Road

1-15 Felix Street

141-185 Leyland Road

99-123 Ormerod Road

191 Straight Mile Court

Map of Zone 4



Property Summary for Zone 4

The summary table on Page 7 shows that there is a total of 121 properties in this zone – 55 of which are privately rented properties and are classified as Part 3 properties for licencing purposes. This represents 45% of the properties in this area.

At the end of the audit in March 2025:

- 54 (98%) of the licensable properties are licensed.
- 1 (2%) of the Part 3 let properties have applied and this is being processed.
- 2 (2%) of all properties have formally approved relative exemptions.
- 19 (16%) of all properties are owned by Registered Social Landlords who are exempt from Selective Licensing.
- 3 (2%) of all properties are vacant.
- 42 (35%) are Owner Occupied properties.
- There are no known Houses in Multiple Occupation (HMO's) in the defined area.

Certifications

The Selective Licencing conditions state that a Licence Holder must produce to the authority a valid Gas Safety Certificate (GSC) every 12 months and an Electrical Condition Inspection Report (EICR) every 5 years. In addition, they also need to

ensure that there is a current Energy Performance Report (EPC) in date and with an Energy Efficiency rating of an E or above.

Whilst all the required certificates were valid when licences were granted, the audit found that were a number of certificates that had either not been provided by landlords/ managing agents or new certificates had not been commissioned without the intervention of the Selective Licencing Team requesting updated copies

GSR's

At the time of the audit, 16 (30%) of the GSCs had expired and new, in date certificates had not been provided as required under the licencing conditions. After contacting each landlord only one valid GSC is still outstanding, and this is in the process of being supplied by the landlord.

EICRs

At the time of the audit only 3 (2%) of the EICR's had not been provided or had expired. In March 2025 all EICR's were submitted and valid.

EPC's

Most of the EPCs were at a rating of E and above therefore meeting the current energy performance requirement in order to rent out any property. The majority of EPCs on Straight Mile Court have rating of C.

Summary

Certification Type	Position – January 2025	Position – March 2025	Outstanding
Valid GSR's	38 (70%)	54 (98%)	1 (2%)
Valid EICR's	51 (94%)	55 (100%)	0 (0%)
Valid EPC's	54 (100%)	55 (100%)	0 (0%)

Neighbourhoods

On the date of the audit on 17th January 2025 there was evidence of several incidents of fly tipping mainly on the back streets, especially the back street between Leyland Road and Belvedere Road. 4 issues of abandoned bagged and unbagged rubbish & DIY materials were reported to Streetscene and these have either now been cleared or investigated.

There remains a specific problem on the back street of Leyland Road with the accumulation of items of rubbish blown from Belvedere Road and piling up on the back street. The presence of litter in this area attracts fly tipping in the area and presents badly on the area especially when viewed from the periphery road Belvedere Road. Unfortunately, the grassed area is privately owned but we arranged for a clear up of the area via the Community Payback team via Streetscene and this had a significant impact (see photographs on Page 5).

This issue warrants regular monitoring by the Landlord Licencing Officer and Streetscene Officers and if there is any proof of fly tipping for prosecution action to be taken against offenders.

Back Yards

There were 3 properties identified with dirty/untidy back yards in the audit area. These issues were raised with the landlords/owners and the two rented properties have been cleared but there remains one owner occupied property which has a significant amount of building waste in the back yard. This property is in the process of a private sale.

Disrepairs

The number of properties with external repairs in the audit area was very low. Out of the 121 properties 59 are either properties owned and managed by Calico or are new build properties on Straight Mile Court.

In total there were 4 properties with 9 external disrepairs identified at the outset of the audit. None of the identified repairs were considered serious and the type of repairs needed were mainly aesthetical.

All these items were photographed and e-mailed to the landlords to action and report back when the works had been completed.

Follow up inspections of all reported items of disrepair were completed in March 2025 and only 2 minor items of disrepair were still outstanding.

Examples of the types of identified repairs/site issues:

January 2025

**Large conifer in front yard
obstructing light**



March 2025

Tree removed from yard



Fly Tipping on Leyland Road



**Rubbish/Litter – Rear
Leyland Road**

Same area in the process of being Cleared



**Area in the process of being
cut back and cleared**



Non licenced Properties

There are no properties in this area that remain unlicensed without applications submitted. There is one property that has applied but has not provided the required documentations as ownership is complicated and this property is currently being vacated.

Vacant properties

There were 5 vacant properties on the date of the audit which represents 4% of the properties in the area. None of these properties are long term empty properties and the majority are being actively marketed for sale and 2 of these are now occupied.

Follow Up Action

The list of properties that are licenced but with outstanding certificates will be monitored until 100% compliance is met, or Civil Penalties and revocation of the licences actioned.

The properties with outstanding repairs will be checked and pursued again for completion. There were no external repairs identified that warranted escalation to the Housing Standards Team.

The status of all the vacant properties will continue to be monitored.

Paul Spencer

Landlord Licencing Officer

11th April 2025

	Belvedere Road	Felix Street	Leyland Road	Ormerod Street	Straight Mile Court	Total January 2025	Total March 2025
Total Properties	10	7	28	11	65	121	121
Part 3	0	4	17	2	31	54	55
Licenced	0	4	17	2	31	53	54
Applied Not yet Licenced	0	0	1	0	0	1	1
Exempt RSL	10	0	0	0	9	19	19
Exempt Selective Licence	0	0	0	0	2	2	2
Owner Occupied/Businesses	0	3	8	9	20	41	42
Vacant	0	0	2	0	3	5	3
Licenced HMO	0	0	0	0	0	0	0
Not Applied	0	0	0	0	0	0	0
Gas Expired	0	0	0	1	0	16	1
EICR Outstanding	0	0	0	0	0	3	0
EPC Rating below E	0	0	0	0	0	0	0
DBY on Audit Day	0	0	3	0	0	3	2
Missing bin	0	0	1	0	2	3	0
Disrepairs January 2025	0	1	6	2	0	9	
Disrepairs March 2025	0	0	2	0			2