

Introduction

In June 2025, an external audit was carried out on the properties and neighbourhood in Zone 4 of the Selective Licencing area of Burnley Wood and a follow up external audit of identified issues was carried out in July 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), electrical installation condition reports (EICR) 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 external defects 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.

Target Area

Zone 4 area includes the following streets:

Berry Street

David Street

Evans Street

Healey Wood Road

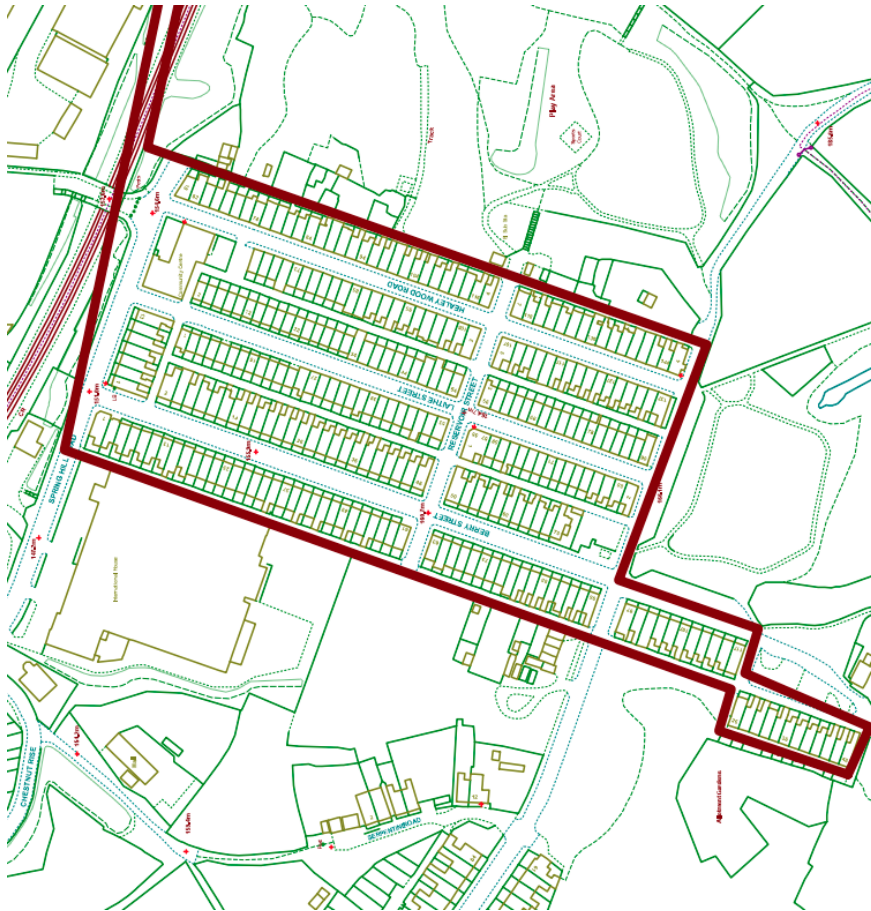
Hull Street

Laithe Street

Reservoir Street

1-15 Springhill Road

Map of Zone 4



Property Summary for Zone 4

There is a total of 268 properties in this zone –123 of which are privately rented properties and are classified as Part 3 properties for licencing purposes. This represents 47% of the properties in this area.

As of September 2025:

- 86% of the licensable properties are licensed. 5% of the Part 3 let properties with no applications have since applied and these are being processed.
- 3% of all properties have relative exemptions formally approved.
- 4.5% of all properties are owned by Registered Social Landlords who are exempt from Selective Licensing.
- 2.2% of all properties are vacant.
- 7.3% of the Part 3 properties still appear to be tenanted or occupied by family members) but no applications for licences or relative exemptions have yet been submitted.
- 41% are Owner Occupied properties.

Certifications

The Selective Licencing conditions state that a Licence Holder must produce to the authority a valid GSC every 12 months and an EICR every 5 years. In addition, they also need to ensure that there is a current EPC in date and with an Energy Efficiency rating of an E or above.

Whilst all the required certificates were valid when licences are granted, the audit found that was a high level of non-compliance with landlords not automatically providing new certificates to the Selective Licencing Team when the old ones expired without being prompted.

GSCs

At the time of the audit 43% of the GSCs had expired and new, in date certificates had not been provided as required under the licencing conditions. After contacting each landlord, 83% GSCs have been supplied and there are 17% still outstanding. Of the GSC's submitted the vast majority were dated after the date of request indicating that the management of arranging an annual inspection is not robust and these landlords only arranged for the required tests when prompted by the local authority.

EICRs

At the time of the audit 92% of the EICR's had not been provided or had expired. After contacting each landlord, 94% EICR's have been provided with 6% outstanding. Again, it is suggested that it was only due to the proactive action during the audit that ensured the required certification was completed and verified.

Certification Type	Position – June 2025	Position – September 2025	Outstanding
Valid Gas Safety Record	57 %	83 %	17 %
Valid Electrical Installation Condition report	92%	94 %	6%

EPC's

All the EPCs were at a rating of E and above.

All the remaining compliance certificates will continue to be requested until either 100% compliance is achieved, or non-complaint landlords will be prioritised for the service of Civil Penalties and the revocation of their licences.

Neighbourhoods

Generally, the back streets in this audit area were in a satisfactory condition but there was some evidence of minor fly tipping on the date on the audit. 4 issues of abandoned bagged rubbish, building materials or items of furniture left on the backstreets were reported direct to Street Scene, and these were cleared by the following week.

There are a number of small public spaces in this neighbourhood. These are mainly grassed with small amount of vegetation.

Anti Social Behaviour

On the day of the audit, the team were notified by a number of residents concerned about ASB from one rented property.

Investigations showed that the managing agent had not referenced the tenant. As a result extra conditions have been added to the licence ensuring that all prospective tenants are referenced. The tenant surrendered the tenancy and there has been no further reports of ASB.

Back Yards

There was 1 property identified with a dirty back yard in the audit area.

After contacting the landlord/tenant the back yard was cleared and remain clear at the time of the audit.

Disrepairs

On an audit, the team externally inspect properties using the Housing Health and Safety Rating System (HHSRS) which is a tool that the Local Authority uses to identify and protect against potential risks and hazards to health and safety from deficiencies of the property.

The audit identified 47% of the Part 3 properties had some sort of disrepair. These disrepairs ranged from minor repairs, for example slipped roof slates and leaking gutters. We did find properties with more critical disrepairs such as damaged gates and windows and external walls that looked severely damp.

All these items were photographed and e-mailed to the relevant landlords and owners, clearly listing any issues found whilst also advising them of the follow up audit and provided them with a deadline to complete the repairs. Whilst RSLs are outside the remit of Selective Licensing, any RSL properties found with disrepairs were also reported to make them aware of the issues.

The properties with more critical disrepairs were prioritised for a full inspection.

Some landlords did respond advising of the date the work was scheduled to be completed and some stated their property had recently become vacant and they were including repairs as part of the renovations prior to re-letting. These properties will be monitored following the audit to confirm compliance.

Follow up inspections of all reported items of disrepair were completed on 29th July 2025.

Landlords of 40% of the properties with repairs have either already completed the item(s) of reported disrepair(s) or have ordered the required works with contractors.

Examples of the types of identified repairs:

June 2025

Front elevations of a terraced house
in need of repainting



August 2025

Front elevation repainted



Insecure rear timber gate



New rear timber gate fitted



Non licenced Properties

There are still 5% properties in this area that remain unlicensed with no applications submitted. These properties should have either been licensed or application for a family exemption needed to be submitted. these properties will be now prioritised for Civil Penalties or Prosecutions for non-compliance where sufficient evidence is available.

Vacant properties

There were only 13 vacant properties on the date of the audit which is 2% of the properties in the area.

Any long term vacant properties have been referred to the Empty Homes Team who will investigate the reasons for these properties being long term vacant.

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. Any serious outstanding items will be escalated to the Housing Standards Team.

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

The properties with no application will be prioritised for the imposition of Civil Penalties for noncompliance with The Housing Act 2024 Part 3.

Linda Denney

Landlord Licencing Officer

September 2025

Summary Burnley Wood Zone 4 – June – September 2025

	Belgrave Street	Belford Street	Brougham Street	Burleigh Street	Burns Street	Merton Street	Total July 2024	Total August 2024
Total Properties	5	48	100	5	60	25	243	243
Part 3	2	23	35	1	17	7	85	85
Licenced	1	22	28	1	13	6	71	73
Applied Not yet Licenced	1	0	2	0	2	0	5	3
Exempt RSL	0	2	2	0	7	2	13	13
Exempt Selective Licence	0	1	9	0	4	2	16	17
Owner Occupied/Businesses	3	22	58	4	31	15	133	134
Vacant	0	0	3	0	1	0	4	3
Licenced HMO	0	0	0	0	0	0	0	0
Not Applied	0	1	5	0	2	1	9	9
Gas Expired - June 2024	0	18	21	0	12	3	54	8
EICR Outstanding - June 2024	0	12	16	0	9	3	40	7
EPC Rating below E	0	0	0	0	0	0	0	0
DBY on Audit Day	0	0	2	0	1	0	3	0
Streetscene Issues	0	1	1	0	1	1	4	0
Properties with Disrepairs (Items)	0 (0)	6 (10)	3 (4)	0 (0)	6 (7)	0 (0)	16 (23)	6 (12)
Disrepairs Ordered/ Completed	0	4	3	0	4	0	N/A	11
Outstanding Disrepair (Items)	0	6	1	0	3	0	N/A	12