
Gannow Zone One Audit Report

AUGUST – OCTOBER 2025

Selective Licensing

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Introduction

On 27 January 2025, the Council formally designated the Trinity, Daneshouse, Gannow, Queensgate, and Padiham areas. These designations came into effect on 27 April 2025 and will remain in place until 26 April 2030.

On 10 September 2025, my colleagues and I conducted the first audit for the Gannow area within the 2025-2030 designation period. Before each audit, we complete a desktop review to ensure that properties are correctly licensed and that all required documentation such as Gas Safety Certificates and Electrical Installation Condition Reports is in place, demonstrating compliance with licence conditions.

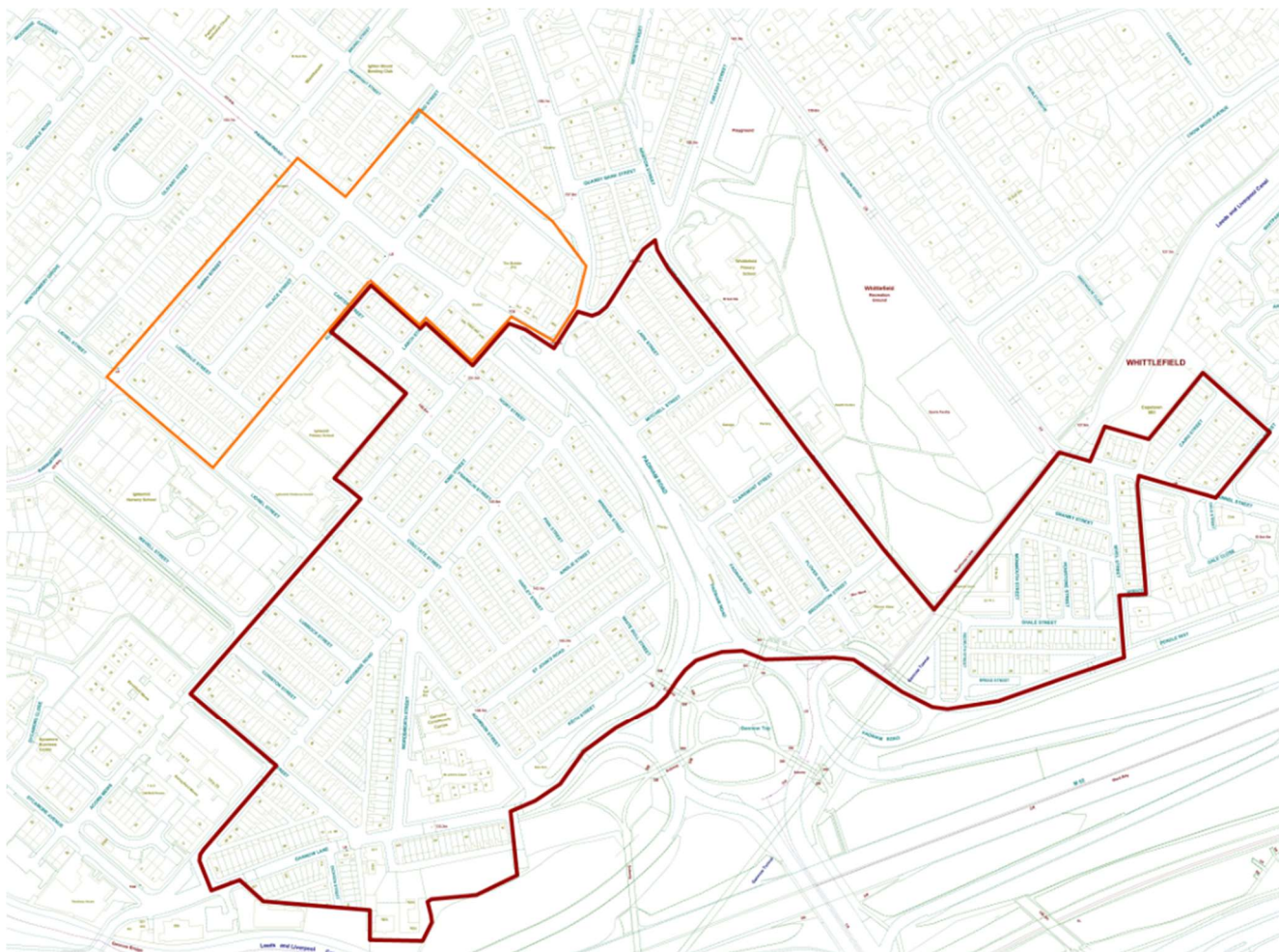
This audit, however, was slightly different, as the new designation had only recently commenced in April and our team was still processing a large number of licence applications. As a result, the focus of this audit was primarily on identifying which landlords had submitted licence applications and verifying whether the accompanying certificates were valid and up to date. This explains why, in the benchmark table at the end of this report, only five properties were shown as licensed at the start of the audit.

Purpose of the Audit

The purpose of the audits was to collect visual data including:

- State of the back streets (fly tipping etc)
- State of back yards of rented properties (correct waste disposal bins, cleanliness and secure gates/walls)
- Visible defects /external house defects on rented properties • Internal inspection where there was evidence of disrepair, dissatisfaction or a check of smoke/carbon monoxide alarms was evident.
- Occupancy checks on vacant or non-licenced rented properties were identified from council tax records.
- Desktop checks were also made of Gas Safety Records, Electrical Installation Condition Reports and Energy Performance Ratings.
- Confirm landlords' compliance with licence conditions through random internal inspections and reference checks.

Target Area



Within this audit, we were targeting zone 1 of Gannow. Zone 1 is the orange area seen on the map above and the red area is the rest of the designation. Zone 1 includes:

- Alder Street (1-27)
- Barry Street (2-28)
- Carter Street
- Ivory Street
- Kime Street
- Lionel Street (55-85)
- Lonsdale Street
- Oak Street (1-31) (2-44)
- Padiham Road (294-340)
- Woodbine Road (1-35)

The streets surround Gannow Community Centre and benefit from convenient access to Burnley town centre and the M65 motorway. This locality has become an increasingly desirable area for rental and House of Multiple Occupation (HMO) properties.

Within Zone 1, there are a total of 259 residential properties. Of these, 156 are privately rented and therefore fall under Part 3 of the Housing Act 2004, requiring a selective licence.

At the time of the audit, the 2025-2030 Selective Licensing designation had been in effect for approximately six months. Our team was and still are actively processing applications to meet the year one target of licensing 50% of eligible properties within the first year.

Current status:

- 5 properties are fully licensed.
- 98 landlords have submitted selective licence applications, which are currently being processed.
- 3 properties have been granted a permanent exemption and are not subject to Part 3 licensing requirements.
- 4 properties hold an approved temporary exemption from Selective Licensing, each valid for a three month period.
- 3 properties are owned by registered social landlords and are therefore exempt from licensing regulations.
- 14 properties are currently vacant.
- 93 properties within Zone 1 are owner occupied.

Back Streets

Overall, the back streets were observed to be clean and generally free from litter and waste. However, the back street to the rear of 74–108 Gannow Lane was found to be significantly overgrown with weeds and grass. Residents reported difficulties in moving their bins and indicated that waste collection crews were unable to access the area on collection days. In response, I liaised with the Streetscene Team, who are currently addressing an ongoing dog fouling issue in the same location. Following this,

arrangements are being made for the Community Payback team to attend the site to cut back the overgrown vegetation and restore full access for residents and waste collection services.

Although 74–108 Gannow Lane does not fall within Zone 1 of Gannow, I identified this issue during my audit and wanted to address it, as it still impacts the overall improvement of the Gannow area.



Back Yards

On the Gannow audit day, we found 4 dirty back yards. 2 on Kime Street, 1 on Ivory Street and 1 on Oak Street. I contacted the landlords and made them aware that the condition of the backyard had been reported to our Streetscene team due to an accumulation of rubbish and whilst they will address the immediate issue, I asked them

to speak with their tenants to ensure the backyard is maintained in a clean and tidy condition moving forward.

During the post inspection audit, it was observed that the backyard of the property on Ivory Street had been cleared, as well as one of the properties on Kime Street. The landlords of the remaining two properties with uncleared backyards will be contacted again, and both our team and the Streetscene team will continue to monitor these properties to ensure the necessary improvements are made.

Disrepairs

As the selective licensing designation is still in its early stages, a number of landlords have yet to submit their licence applications. Until a landlord has applied for and obtained a selective licence, the Council's authority to request or enforce remedial works on their property remains limited.

During the audit, all instances of property disrepair within the area were recorded however, only landlords who had submitted a licence application were contacted. Properties without current applications will continue to be monitored, and once an application has been received, appropriate action will be taken to ensure that any necessary works are completed.

For landlords who fail to apply for a licence, enforcement action will be considered in line with the Council's procedures.

Of the 98 properties for which licence applications had been received, 49 cases of disrepair were identified during the initial audit. Most of these involved minor issues such as rotting guttering, flaking paintwork, and deteriorating gates. However, a small number of more serious concerns were also noted, including unstable rear boundary walls and broken windows.

All landlords with identified disrepair were contacted by email on 17 September 2025 and advised of the required works. They were requested to complete these works prior to the scheduled post-inspection at the end of October.

Following the post-inspection, 21 instances of disrepair had been resolved, representing a 57% improvement, with 28 cases remaining outstanding. The landlords responsible for the remaining issues have been recontacted, and these properties have been added to the post-audit monitoring checklist for ongoing follow-up until full compliance is achieved.

Before and after photographs are provided below for reference.



Before



After

This property previously appeared worn and neglected due to the poor condition of the window jambs, which detracted from the overall appearance of the area. The recent repainting of the window jambs has significantly improved the property's appearance, giving it a much fresher look and setting a positive example for other landlords in the area.



Before



After

The property had a rotting, broken gutter, flaking paint and needed a new rear gate. As you can see, the after picture looks much more refreshed and maintained.



Before



After

The paint on the property's rear wall appeared worn and in need of refreshment. The landlord went the extra mile by re-rendering the rear wall externally, as well as the walls within the yard.

Referencing

As part of the audit process, we conduct an exercise in which landlords and managing agents are requested to provide evidence that their current tenants have been appropriately referenced, in line with the licensing conditions related to tenant referencing. This may include documents such as referencing reports, previous landlord references, or other relevant supporting documentation.

For this audit, I requested referencing evidence from five licence holders. All five provided the required documentation, demonstrating full compliance with the referencing requirements outlined in their licence conditions. This is a positive outcome and reflects a strong level of adherence among landlords to their licensing obligations.

Inspections

To verify that landlords are complying with licence conditions relating to property standards, a minimum of eight properties per zone are randomly selected for internal inspection.

For this audit, 11 properties were chosen to allow for potential access issues. Of these 11, 7 inspections were successfully completed.

Findings showed that four properties had disrepair, including Category One hazards, which have been referred to the Housing Standards Team for action. The remaining properties were in excellent condition, reflecting positively on both landlords and tenants.

These results highlight the importance of random internal inspections. While external appearances may suggest compliance, internal checks provide a clearer picture and

reinforce the need for landlords to ensure their properties consistently meet licensing requirements.

Gas Safety Certificates

When the audit commenced in August 2025, a total of 84 landlords had submitted applications for their selective licences. Of these, 23 were found to have expired gas safety certificates. This may have occurred because the certificates originally submitted with the applications had expired during the time taken to process them.

Task reminders and follow-up emails were issued to landlords requesting updated gas safety certificates. In most cases, landlords had already obtained valid certificates but had not yet provided the updated copies.

As of 27 October 2025, when the audit was nearing completion, a further review confirmed that 9 up to date gas safety certificates had been submitted, leaving 14 still outstanding. These remaining cases have been followed up again, and they will be included in the post-audit monitoring checklist to ensure continued follow up until full compliance is achieved.

Electrical Installation Condition Reports

At the commencement of the audit in August, 15 properties were identified as having outstanding Electrical Installation Condition Reports (EICRs). This may have been due to the certificates originally submitted with the applications expiring during the processing period. All affected landlords were contacted and informed of the issue.

As of 27 October 2025, only two properties remain without a valid EICR. Task reminders and follow up emails have been issued to the respective landlords, and both properties have been added to the post-audit monitoring checklist to ensure ongoing follow up until full compliance is achieved.

Energy Performance Certificates

There are two properties, both located on Carter Street, with expired Energy Performance Certificates (EPCs). As the EPCs expired after the current tenants moved in, and no new tenancies have commenced since, the landlords are not currently required to obtain updated EPCs. Both landlords have been contacted, informed of the situation, and advised that new EPCs must be obtained prior to the commencement of any future tenancies.

Follow up

The area will continue to be monitored by both Housing and Streetscene officers. Although we will be moving on to auditing the other zones within the designation, the whole area remains a priority and will be consistently checked and patrolled to ensure standards are met.

Summary Table of Data

	Carter St	Ivory Street	Lionel Street	Oak Street	Padiham Rd	Alder Street	Kime Street	Woodbine Rd	Barry Street	Lonsdale Street	Palace Street	Aug-25	Oct-25
Total Properties	56	15	15	38	24	14	19	18	14	16	30	259	259
Part 3	34	11	3	30	11	5	16	12	4	10	8	144	156
Licenced	0	0	0	1	0	1	0	1	0	1	1	5	5
Applied Not yet Licenced	24	8	3	15	3	2	9	9	2	4	5	84	98
Exempt RSL	0	0	0	0	1	0	1	1	0	0	0	3	3
Exempt Selective Licence	2	0	0	1	3	0	0	0	0	0	1	7	8
Owner Occupied	20	4	13	4	6	8	1	4	9	5	18	92	93
Vacant	1	1	0	2	3	1	1	0	1	1	2	13	14
Licenced HMO	0	0	0	0	0	0	0	0	0	0	0	0	0
Not Applied	11	3	0	15	8	2	7	3	2	5	3	59	52
Gas Expired	6	3	1	6		0	0	4	0	2	1	23	14
EICR Not submitted	5	2	1	3	1	1	1	0	0	1	0	15	2
EPC Rating below E	2	0	0	0	0	0	0	0	0	0	0	2	2
DBY on Audit Day	0	1	0	1	0	0	2	0	0	0	0	4	2
Smoke Breach found throughout Audit Day	0	1	0	0	0	0	0	0	0	0	1	2	0
No Wheelie Bin	0	0	0	0	0	0	0	0	0	0	0	0	0
Disrepairs	11	1	3	10	0	1	13	6	0	1	3	49	21