

PADIHAM ZONE 1 AUDIT AUGUST - NOVEMBER 2025

Introduction

A selective licence designation for Padiham came into force on 27th April 2025. This designation was a new designated area for Padiham alongside six other previously designated areas in Burnley. At the time of this first audit for Padiham the scheme was very much in its infancy, so the number of fully licenced properties was very limited. As a result, this audit primarily concentrated on the overall appearance of the area and to inspect the rented properties for both external items of disrepair and to establish ownership and the occupation status of identified rented properties.

On 8th August 2025, an external audit of the properties and neighbourhood in Zone 1 of the Padiham designation took place. In advance of the external checks a desk top audit was completed which involved checking the status of all properties in the area and for any licenced properties their compliance with all their licence conditions.

Purpose of the Audit

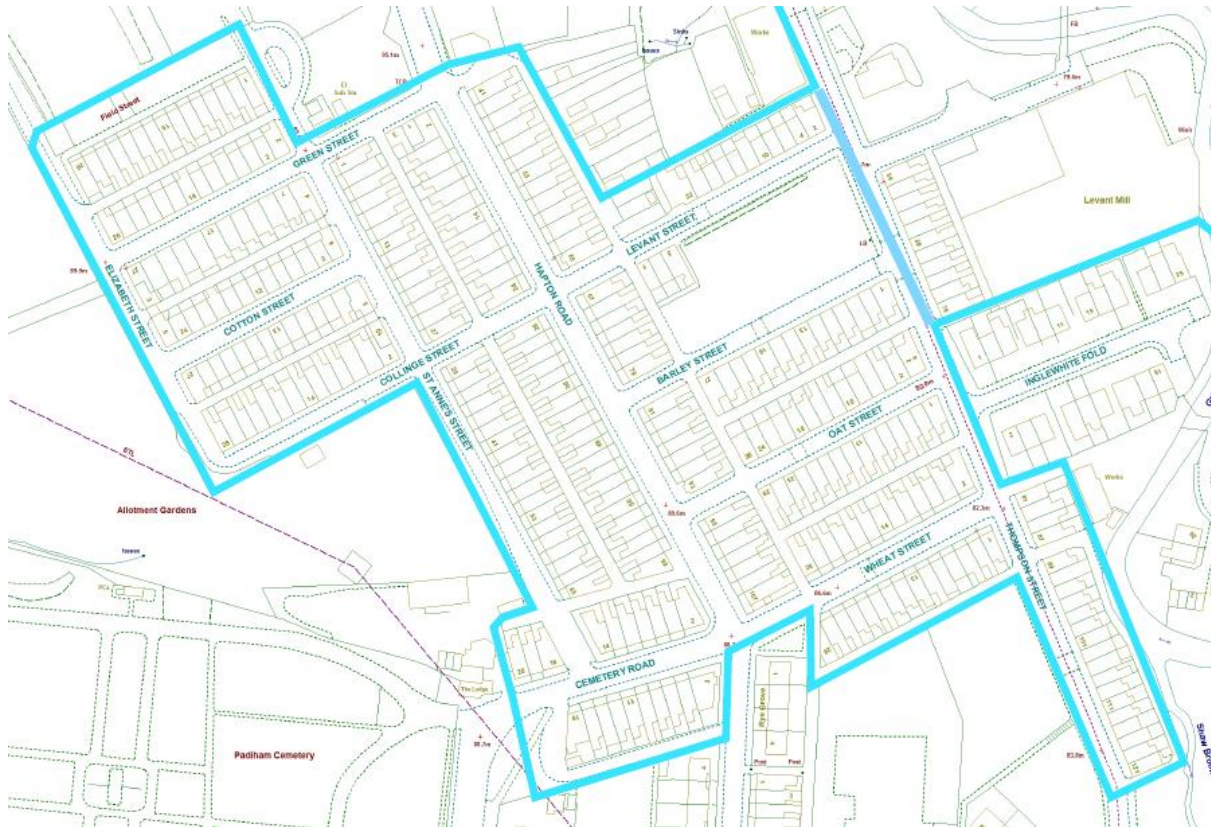
- To check and validate the status of compliance with licence conditions with current and valid Gas Safety Certificates (GSC's), Electrical Inspection and Condition Reports (EICR's) & Energy Performance Certificates (EPC's).
- To check the physical state of the back streets and surrounding areas for 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.
- Sample internal inspections to check that the properties were being effectively managed.
- Sample tenant referencing checks to check that landlords are obtaining references prior to renting out their properties.

Target Area

Zone 1 area includes the following streets:

Barley Street	Hapton Road
Cemetery Road	Levant Street
Collinge Street	Oat Street
Cotton Street	St. Annes Street
Elizabeth Street	Thompson Street
Field Street	Wheat Street
Green Street	

Map of Zone 1



At the end of November 2025:

- 138 (43%) of the properties in the area were Part 3 rented properties
- Only 4 (3%) of the licensable properties were licensed.
- 71 (51%) of the Part 3 let properties requiring a licence have applied and these are being processed.
- 3 (1%) of all properties have relative exemptions formally approved.
- 4 (1%) properties are owned by Registered Social Landlords (RSL's) who are exempt from Selective Licensing.
- 9 (3%) properties are vacant.
- 172 (53%) 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.

As this audit was completed within the first 6 months of the new designation for Padiham all the applications received had either valid GSC's, EICR's & EPC's or the applications had been returned to the applicant(s) to provide the necessary valid certifications before the application is processed further.

Future audits will check for 100% compliance with the requirements for landlords to have valid and up to date certifications for their properties.

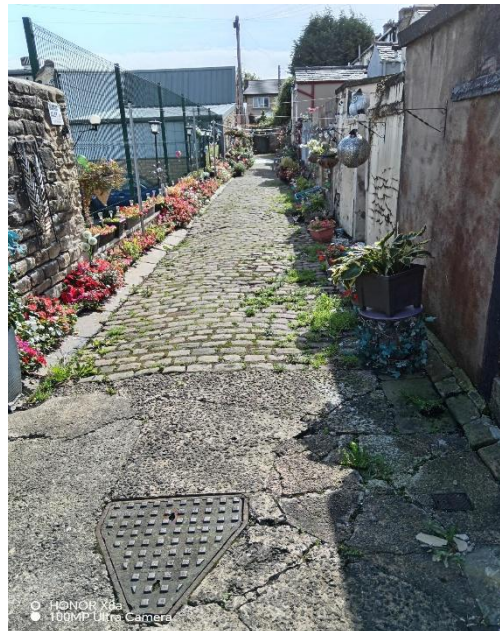
Neighbourhoods

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. Three issues of abandoned bagged rubbish or items of furniture left on the backstreets were reported direct to Streetscene, and these were cleared within two weeks.

The main area of concern in this Audit area was the back access to Nos 83 to 123 Thompson Street which had discarded building waste, waste bins containing the wrong materials and the area was overgrown where it backs onto Green Brook.

Compared to the rear area to the next terraced block - 59 to 77 Thompson Street (see comparison photos below) this area needs some attention. The Landlord Licensing Officer will work with Officers from Streetscene to look to improve this area through a combination of advice/education, enforcement and possibly a one-off clearance on the common land.

Backstreet to 83-87 Thompson Street Backstreet to 59-77 Thompson Street



There were four properties identified with dirty/untidy back yards in the audit area.

Three of these have now been fully cleared after contact with the landlords. The other remaining property still has an untidy back yard, but the occupant suffers from a mental illness, and the landlord has been advised to provide some support and guidance about keeping the yard in a tidy condition and he is attempting to educate the tenant.

Disrepairs

In total there were 16 properties with a total of 22 external disrepairs identified at the outset of the audit. These disrepairs ranged from serious disrepair issues such as loose/rotten fascia boards to gutters blocked with debris.

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

Landlords of 11 of the properties with repairs have completed the identified repairs but there are still 5 properties with 9 outstanding repairs most of which are considered minor issues. Follow up visits have taken place throughout September to November 2025 to check for compliance but there remains several repairs that still need actioning by either referring to Housing Standards Team or requiring an internal inspection alongside the landlord and/or managing agent.

One property has been referred to Housing Standards to complete a full HHSRS inspection.

One of these properties has had two inspections and whilst most of the work internally has been completed there are still issues externally with fascia boards/guttering that need actioning.

Internal Inspections

The audit also included a sample internal inspection of 8 properties where applications had been submitted.

Threse internal inspections identified the following issues:

- Two of these properties did not have smoke/carbon monoxide alarms correctly fitted. Both were rectified within 24 hours after reporting to the managing agents.
- Two properties had issues with minor damp/ rot to skirting boards – both have been resolved.
- Two properties had insufficient electric sockets in the bedrooms – both have now had new sockets fitted.
- One property had several issues including rotten fascia boards/poor guttering, mould growth, and a dirty back yard. Some work has now been completed to this property, but a further post inspection is planned to check that all the necessary work has been completed or is planned.

Rotten Fascia and guttering



New fascia and guttering installed



- One property had a dilapidated and dangerous canopy over the rear door – this has now been removed.

Before



After



- One property did not have an escape window to the first floor. Such a window type is required as the internal stairs led directly into the kitchen area without a door separating the areas. The landlord has now fitted a new escape window.

New escape window fitted



Tenant Referencing

A sample of seven new applications from landlords was checked to find evidence that landlords/managing agents were carrying out tenant referencing checks prior to offering tenancies to new tenants.

Whilst it was evident that landlords were carrying out credit type checks some were not seeking references from current or previous landlords (where relevant). The licence conditions for selective licencing require landlords to obtain tenant references

from previous landlords so this requirement needs further promoting to landlords/managing agents.

Non licenced Properties

There are still 64 (46%) properties in this area that remain unlicensed & with no applications submitted. Further investigations as to why applications have yet to be submitted are ongoing and a concerted drive to ensure all identified properties are licenced will continue throughout 2026.

Vacant properties

There were nine vacant properties on the date of the audit which is 2.7% of the properties in the area. None of the empty properties were long term empty properties.

There was evidence that several of the vacant properties are in the process of some form of refurbishment, but they are not occupied yet.

The status of all the vacant properties will continue to be monitored and if they are rented out after refurbishment then the landlords will be required to apply for a licence.

Follow Up Action

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.

A follow up plan detailing all properties still to be licenced and outstanding items of disrepair/property concerns will be prepared and monitored until full compliance is achieved, or other relevant action is taken.

Status update – January 2026

Since compiling the report in November 2025, the number of applications and licences has changed as follows:

- 30 Licences have now been issued
- 54 Applications have been received and are being processed
- 54 Part 3 rented homes have still not submitted applications

Paul Spencer

Landlord Licencing Officer - Padiham

16th January 2026

	Barley Street	Cemetery Road	Collinge Street	Cotton Street	Elizabeth Street	Field Street	Green Street	Hapton Road	Levant Street	Oat Street	St Annes Street	Thompson Street	Wheat Street	Total August 2025	Total November 2025
Total Properties	14	21	13	25	2	15	24	68	14	28	39	33	28	324	324
Part 3	5	5	5	13	0	3	15	21	8	19	13	19	12	140	138
Licenced	0	1	0	2	0	0	0	0	0	0	1	0	0	0	4
Applied Not yet Licenced	5	0	3	8	0	0	11	14	3	9	6	7	5	74	71
Not Applied	0	5	3	3	0	3	4	8	3	9	7	12	7	65	64
Exempt RSL	0	0	1	1	0	0	0	1	0	0	1	0	0	4	4
Exempt Selective Licence	0	0	0	0	0	1	0	0	2	0	0	0	0	1	3
Owner Occupied/Businesses	9	15	7	10	2	11	8	44	6	12	21	12	15	172	172
Vacant	0	0	0	1	0	0	1	0	0	0	4	2	1	11	9
Licenced HMO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gas Expired	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EICR Outstanding	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EPC Rating below E	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DBY on Audit Day	0	0	1	2	0	1	1	1	0	1	1	4	0	12	5
Disrepairs August 2025	2	0	0	1	0	0	2	2	1	5	2	7	0	22	
Disrepairs October 2025	1	0	0	0	0	0	0	1	0	2	1	4	0		9