
Gannow Zone Two Audit Report

MARCH - MAY 2026

Selective Licensing

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Introduction

On Thursday 5 March 2026, the Selective Licensing Team conducted the second of four external property audits in the Gannow area as part of the 2025-2030 designation period. This audit focused on Gannow zone two.

Before each audit, a desktop review is carried out to confirm that properties are properly licensed and that all required documents such as Gas Safety Certificates and Electrical Installation Condition Reports are in place, ensuring compliance with licence conditions.

As we approach the one year point since the designation began, not all selective licence applications have been processed. Therefore, our focus is on landlords who have submitted applications or already hold licences, but whose properties show signs of external disrepair. We are also checking that submitted certificates are valid and up to date and identifying landlords who have not yet applied.

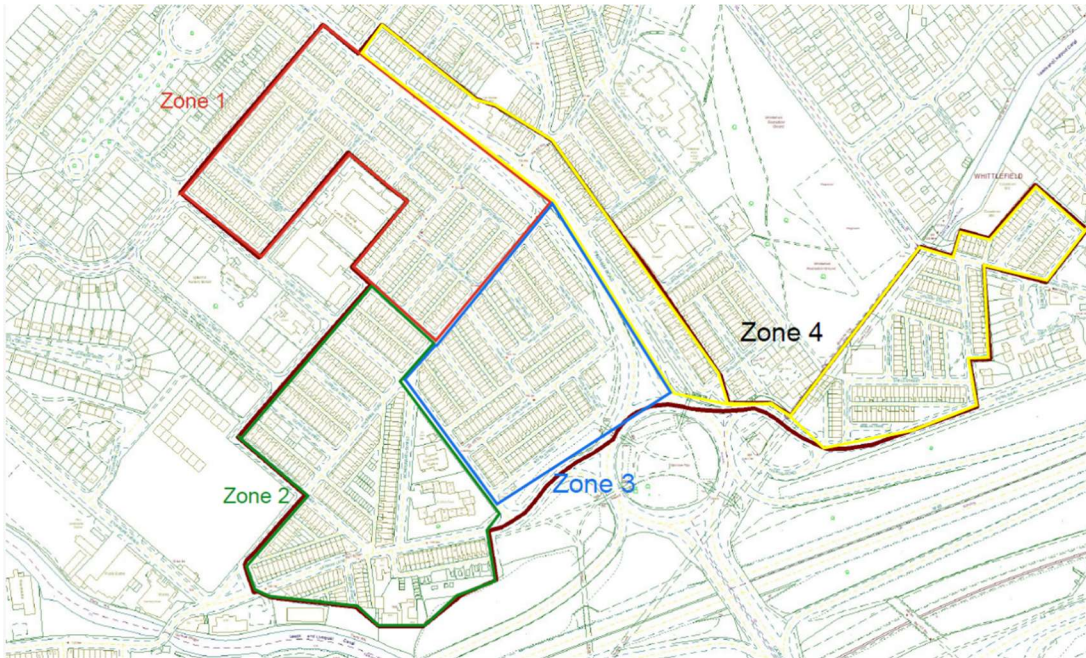
This is why, in the benchmark table at the end of this report, all properties are not yet shown as licensed, as a number of applications are still being processed.

Purpose of the Audit

The purpose of the audit is 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
- Occupancy checks on vacant or non-licensed 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 2 of Gannow. Zone 2 is the dark green area seen on the map above and the other highlighted areas are the rest of the designation. Zone 2 includes:

- Coniston Street
- Dickson Street
- Lionel Street (1-21 odds & 2-24 evens)
- Lubbock Street
- Oak Street (46-82 evens)
- Woodbine Road (37-41 odds & 16-58 evens)
- Wordsworth Street
- Wren Street

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 2, there are a total of 151 residential properties. Of these, 94 of them 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 11 months. Our team was and still are actively processing applications.

Current status:

- 32 properties are fully licensed.
- 37 landlords have submitted selective licence applications, which are currently being

processed.

- 2 properties have been granted a permanent exemption and are not subject to Part 3 licensing requirements.
- 7 properties are owned by registered social landlords and are therefore exempt from licensing regulations.
- 5 properties are currently vacant.
- 57 properties within Zone 2 are owner occupied.

Back Streets

Overall, the back streets were found to be generally clean and free from significant litter or waste. However, the rear back street serving Dickson Street and properties between 116 and 126 Gannow Lane was identified as having a large amount of fly-tipped waste and general untidiness. Complaints were also received from residents of Dickson Street regarding the condition of the area.

The issue was reported to the Council's Streetscene team, and a request was made for the area to be included within the Community Payback cleaning programme. Community Payback subsequently attended the location, removed several bulky waste items, and carried out a litter pick. Streetscene also obtained CCTV footage showing a resident from Gannow Lane fly-tipping waste on multiple occasions. This matter is currently being monitored and addressed through the relevant enforcement procedures.



Before



After

As shown in the after photographs, the area remains overgrown and untidy in appearance. Liaison has taken place with the Council's Streetscene team, who have confirmed that the alleyway is adopted highway land and is therefore included within the Council's routine cleansing schedule. The area is attended regularly as part of standard operations following refuse collection days.

In addition to the routine cleansing schedule, an enhanced cleansing programme has recently been introduced within the Gannow area, which includes dedicated litter picking patrols twice weekly. The area officer within Streetscene has already highlighted this specific location to the operative responsible, and the area will continue to receive additional monitoring and litter picking attention where required.

To support longer term improvement, the Streetscene officer has requested that the Enforcement Team provide additional focus on the area and issue advisory letters to residents reminding them of their responsibilities in relation to waste containment, presentation and disposal.

Back Yards

During the audit, I identified four properties with dirty back yards. These areas contained either large numbers of rubbish bags and discarded furniture or accumulation of garden waste e.g. trees. I notified the landlords via email, advising them to address the issue with their tenants and reinforce their responsibility for proper waste disposal. I also referred the matter to the Streetscene team for further investigation and action to ensure the waste is cleared. Should the issue remain unresolved, the landlord may be served with a formal notice requiring the yard to be cleared. Alternatively, Streetscene may undertake the work directly and recover the associated costs from the landlord.

During the post audit inspection, it was noted that one of the dirty back yards had been cleared, however, three remain outstanding. I have written to the landlords of the remaining uncleared back yards, to outline the breach of the relevant licence conditions and make them aware they must ensure that the yards are cleared. Our Street Scene team will also continue to liaise with the tenants and landlords of the properties to ensure the rear yards are cleared. Should the matter remain unresolved, enforcement action will be pursued.

Disrepairs

As the designation has now been in place for a year, a number of landlords have still not submitted a licence application, while some applications are still being processed. Until a landlord has applied for and been granted a selective licence, the Selective Licensing Team has limited powers to request or enforce repair works at the property. Serious disrepair however is reported to our Housing Standards Team or identified for a full property inspection, internally and externally. There are further details about the full property inspections on page 11.

During the audit, all cases of property disrepair within the area were recorded. However, only landlords who had submitted a licence application were contacted. Properties where no application has been received will continue to be monitored, and once an application is submitted, the appropriate action will be taken to ensure any necessary works are completed.

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

Of the 69 properties where licence applications have been received or licences granted, 37 cases of disrepair were identified during the initial audit. Most of these were minor issues, including damaged guttering, peeling paintwork, poor pointing, and broken or deteriorating gates.

All landlords linked to the identified disrepair were contacted by email between March and April and informed of the works required. They were asked to complete the works before the follow-up inspections carried out in mid-May.

Following the post-inspection audit, 26 cases of disrepair had been resolved, representing a 70% improvement, with 11 cases still outstanding. The landlords responsible for the remaining issues have been contacted again, and the properties have been added to the post-audit monitoring list for continued follow-up until the required works are completed.

Before and after photographs are provided below for reference.



Before



After

This property previously looked tired and poorly maintained due to the condition of the window jambs, rear elevation, and damaged render on the rear external wall, which had a negative impact on the appearance of the surrounding area. Following recent improvement works, including repainting the window jambs and rear elevation and removing the remaining damaged render, the overall appearance of the property has greatly improved. The property now looks much cleaner and better maintained and provides a positive example for other landlords within the area.



Before



After

Before the improvement works, this property appeared poorly maintained due to weathered and stained render, tired paintwork, and the overall untidy condition of the rear elevation and boundary wall, which negatively affected the appearance of the area. Following the completion of the works, including repainting the rear elevation and boundary wall, the property now presents a much cleaner, brighter, and better maintained appearance, making a positive contribution to the surrounding street scene.



Before



After

During the audit inspection, it was identified that the window on this property had been smashed. Although the damage appeared to affect only the outer layer of glazing, it still had a negative impact on the appearance of the property and surrounding area. The damaged glass has now been replaced, and the property presents a much tidier and better maintained appearance, contributing positively to the overall street appearance.



Before



After

The gate and surrounding area on this property appeared worn and poorly maintained, with visible staining from the rear yard and a strong odour coming from the property on the initial audit day. A dog was also present in the yard during the visit. The landlord was asked to repaint the gate and surrounding area, and to ask their tenants to thoroughly clean and sanitise the yard, and ensure the space is kept in a clean and hygienic condition going forward. These works have now been completed, resulting in a noticeable improvement to both the appearance and cleanliness of the rear street, with a positive impact on the surrounding area.

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.

As part of this audit, referencing evidence was requested from seven licence holders. Six of the seven landlords provided the required documentation, demonstrating compliance with the referencing requirements set out within their licence conditions.

During the review of the submitted evidence, it was identified that one landlord's referencing checks did not fully meet the required standards. As a result, the landlord was issued with a warning letter and provided with guidance on how to carry out appropriate referencing checks in line with their licence conditions. Should there be any further breaches of these conditions, enforcement action will be considered.

Overall, the majority of landlords demonstrated full compliance with their referencing responsibilities, which represents a positive outcome and reflects a good level of adherence to licensing requirements.

Inspections

To verify that landlords are complying with licence conditions relating to property standards, a number of 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, 6 inspections were successfully completed.

The findings identified one property with significant disrepair, while the remaining five properties had only minor issues. A schedule of works, including photographs of the identified disrepair, was sent to all landlords and managing agents requesting that the necessary repairs be completed.

All requested works were carried out within the initial 28 day timescale provided, and none of the cases required referral to the Housing Standards team for further action. This demonstrates a positive level of engagement and cooperation from the landlords in supporting the Selective Licensing scheme.

These findings demonstrate the value of carrying out random internal inspections. While only one property showed significant disrepair, the remaining five properties still had minor issues that required attention. Although a property may appear compliant externally, internal inspections provide a more accurate understanding of its condition and highlight the importance of landlords maintaining their properties to meet licensing requirements at all times.

Gas Safety Certificates

When the audit began in March 2026, 22 landlords had been granted selective licences and a further 32 had submitted licence applications. Of these properties, 26 were identified as having expired gas safety certificates. In some cases, this was due to the certificates expiring while applications were being processed, however, updated certificates are routinely requested during the application process.

Reminder tasks and follow-up emails were sent to landlords requesting current gas safety certificates. In many cases, landlords had already obtained updated certificates but had not yet submitted copies.

By 28th May 2026, as the audit was nearing completion, a further review confirmed that 14 updated gas safety certificates had been received, leaving 12 still outstanding. These remaining cases have been followed up again and added to the post-audit monitoring checklist to ensure continued monitoring until full compliance is achieved. Further action will be taken through referrals to the HSE or breaches of licence conditions if the Gas Safety Certificates are not provided.

Electrical Installation Condition Reports

At the commencement of the audit in March 2026, 8 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 up to date certificates were requested.

As of 28th May 2026, only 3 properties remain without a valid EICR. Task reminders and follow up emails have been issued to the respective landlords, and the properties have been added to the post-audit monitoring checklist to ensure ongoing follow up until full compliance is achieved.

Energy Performance Certificates

From March 2026 through to 28th May 2026, no properties were identified as having expired or invalid EPC certificates, demonstrating full compliance in this area during the audit period.

Follow up

The area will continue to be monitored by both Selective Licensing 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

	Coniston Street	Dickson Street	Lionel Street	Lubbock Street	Oak Street	Woodbine Rd	Wordsworth Street	Wren Street	Mar-26	May-26
Total Properties	4	12	22	26	3	23	30	31	151	151
Part 3	4	8	13	11	1	16	15	19	87	94
Licensed	1	0	4	3	0	1	8	6	22	32
Applied										
Not yet Licensed	2	4	3	3	1	10	7	7	39	37
RSL	0	2	0	1	0	1	0	2	7	7
Exempt										
Selective Licence	0	0	0	1	0	0	1	0	2	2
Owner										
Occupied	0	1	9	13	1	5	7	11	57	57
Vacant	0	1	2	1	0	1	0	0	5	5
Licensed HMO	0	0	0	0	0	0	0	0	0	0
Gas										
Expired	0	3	0	4	0	5	3	7	26	12
EICR Not submitted	1	2	1	2	0	1	0	2	8	3
EPC Rating below E	0	0	0	0	0	0	0	0	0	0
DBY on Audit Day	0	0	0	0	0	1	3	0	4	3
Smoke Breach found throughout Audit Day	0	0	0	0	0	0	0	0	0	0
No Wheelie Bin	0	0	0	0	0	0	0	0	0	0
Disrepairs	2	1	3	5	0	6	11	9	37	11