



# Selective Licensing Guidance

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## What the Law Requires

Selective licensing is a scheme introduced by local councils under the Housing Act 2004.

It applies to **all private rented homes** in designated areas, not just HMOs. The goal is to improve property standards, reduce anti-social behaviour, and ensure proper management.

If your property falls in a selective licensing zone, you must apply for a licence to legally rent it out.

## Your Key Responsibilities

### 1. Check whether your property falls in a selective licensing area

You must check:

- Your council website
- Licensing maps
- Postcode checker
- Local authority announcements
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### Typical councils with selective licensing include:

- Newham
- Croydon
- Brent
- Waltham Forest
- Liverpool
- Nottingham
- (and many more)



## 2. Apply for a licence before renting the property

Applications generally require:

- Completed form
- EICR
- Gas Safety Certificate
- EPC
- Floor plans
- Fit and proper person declaration
- Tenancy agreement
- Management details

Licence fees vary by area (£300–£1,200+).

## 3. Comply with licence conditions

You must follow:

- Property management standards
- Anti-social behaviour policies
- Maintenance/repair regulations
- Inspection schedules
- Record keeping requirements

Councils often inspect the property during the licensing period.

## 4. Renew the licence when required

Licences normally last for 5 years, but some councils issue shorter licences.

- ✓ Renew before expiry
- ✓ Notify council of ownership or management changes



## Practical Timeline

Action	When
Check licensing area	Before letting
Apply for licence	Before renting
Meet licence conditions	Throughout tenancy
Licence renewal	Every 5 years

## Common Mistakes Landlords Make

- Assuming selective licensing doesn't apply because it's not an HMO.
- Forgetting to check new licensing zones when they launch.
- Renting out the property before submitting an application.
- Not keeping evidence of inspections or safety checks.
- Ignoring council communications.

## Quick Compliance Checklist

- Area checked for licensing
- Licence applied for (if required)
- Permit displayed or available
- Licence conditions followed
- Renewal date recorded