

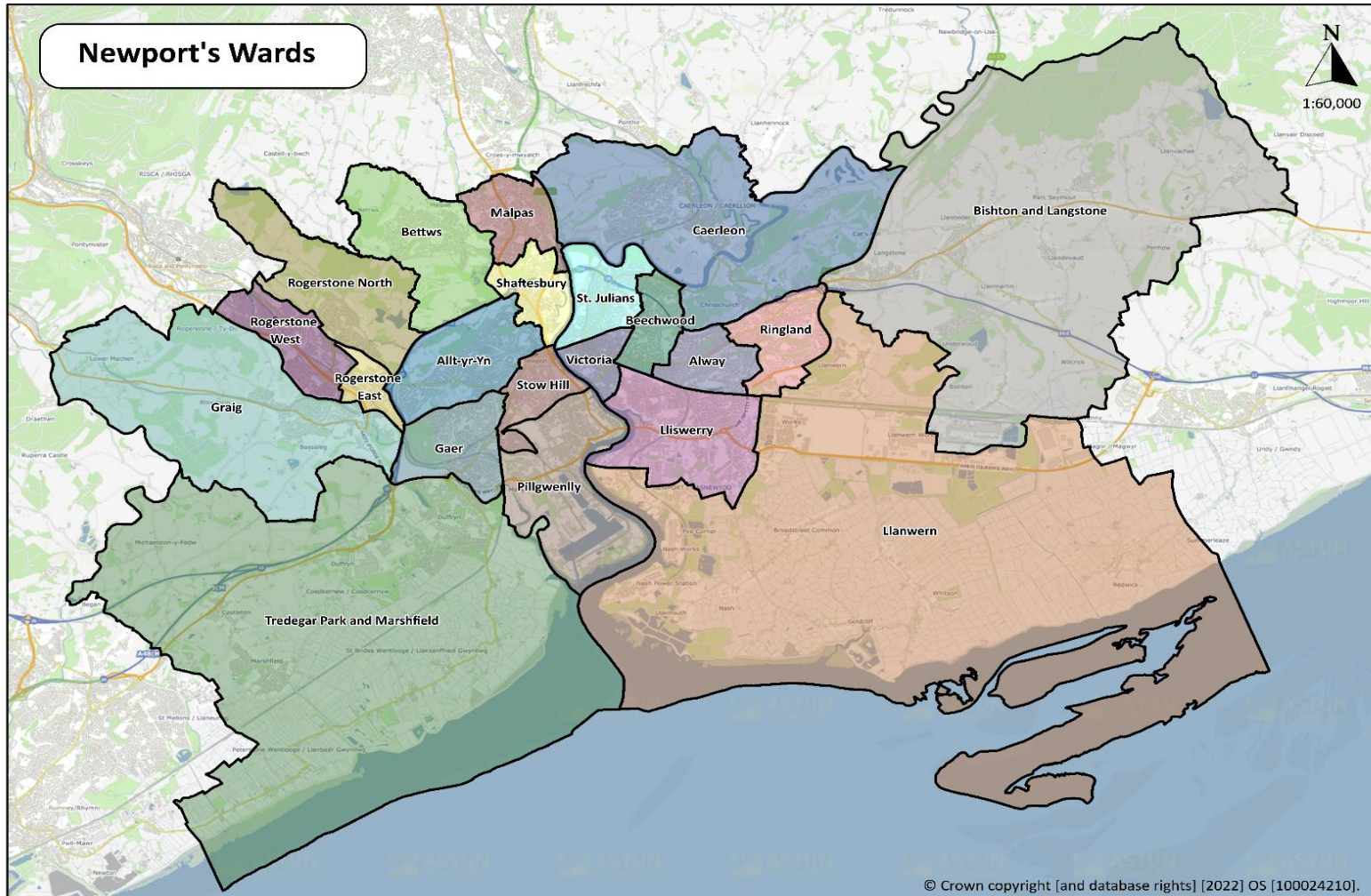
Houses in Multiple Occupation

Additional Licensing Review & Proposal

Public Consultation Autumn 2023



NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD



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What is Additional House in Multiple Occupation Licensing?

The Housing Act 2004 came into force in Wales in June 2006. The Act introduced new powers for local authorities to regulate standards in the private rented housing sector. It introduced the duty for local authorities to license certain types of Houses in Multiple Occupation (HMOs), namely those of three storeys or above, and with five or more contract holders that comprise of two or more households. This is termed “Mandatory Licensing”. The Act provides for local authorities to introduce other types of licensing schemes for different types of HMO: “Additional Licensing”. Physical and management standards in HMOs are often poor. The aim of the licensing regime is to ensure that HMOs meet the legal physical standards which are properly managed, to provide greater protection to the health, safety and welfare of the occupants living within such properties.

In April 2007, the Welsh Assembly Government issued guidance to local authorities, (The Housing Act 2004 (Selective Licensing) (Wales) General Approval 2007) indicating that councils may introduce an Additional Licensing Scheme without obtaining Assembly approval, providing that certain requirements of the legislation with regard to evidence, consultation with interested parties and implementation are carried out. In particular, the Council must:

- a) Consider that significant proportion of the HMOs of that description are being managed ineffectively as to give rise, or likely to give rise, to one or more problems either for those occupying the HMOs or for members of the public.
- b) Consider whether there are any other courses of action available to them that might provide an effective method of dealing with the problem or problems in question.
- c) Consider that making the designation will significantly assist them to deal with the problems, and
- d) Consult persons likely to be affected by the designation.

In December 2008, Newport City Council declared an Additional Licensing scheme which covered smaller HMOs within the city. These included all properties with three or more households which included poorly converted self-contained flats. The licensing process has enabled the Council to tackle a wide range of problems in HMOs by way of conditions attached to licences. HMO licensing conditions are detailed in Appendix E. This has streamlined the mechanisms for enforcing minimum standards and management conditions, including the suitability of the landlord. On the 1st of June 2014, the Council declared its second Additional HMO licensing scheme which ceased to have effect on the 31st of May 2019. Again, on the 1st of July 2019 the Council declared its third Additional HMO licensing scheme which ceases to have effect on the 30th of June 2024. The scheme again covers the licensing of all properties where there are three or more households. By the end of the current 5-year scheme, Newport will have had an HMO Additional Licensing scheme to regulate smaller properties alongside Mandatory Licensing for 15 years.

Properties which are determined as a HMO include:

Shared houses - Where occupiers live together as a group, each with their own bedroom but sharing all other facilities including a communal living space.

Bedsits - Where occupiers share a bathroom, toilet, kitchen etc. but otherwise live independently of others.

Converted self-contained flats - Where the conversion does not meet the requirements of the 1991 Building Regulations and less than two thirds of the flats are owner occupied. Occupiers live in a self-contained unit, sharing no facilities or amenities, often behind one access door off a common area.

Individual flats occupied by three or more unrelated people - Where occupiers live together as a group, each with exclusive use of a bedroom but share all other facilities, including a communal living space within the flat. This applies even if the property has been converted to the 1991 Building Regulations.

Hostels, guesthouses, bed and breakfast - Occupiers have no other permanent place of residence within the UK. Includes properties used by local Councils to house homeless people.

Resident landlords - A landlord living in the same building as three or more unrelated people.

There are several HMO exemptions.

For further information on HMO licensing, exemptions, HMO licensing standards please refer to [Houses in Multiple Occupation | Newport City Council](#) as detailed in Appendix C and D.

The Council receives significant numbers of service requests regarding property conditions and poor management in HMOs. They can also be associated with issues that affect neighbourhoods such as refuse accumulations and Anti-social behaviour, which can occur because of poor management of the property. HMOs can also change the nature of an area and result in reduced community cohesion.

Whilst the Mandatory licensing regime captures several larger properties, it cannot deal with all the problems associated with all HMOs, as it only applies to a small proportion of the stock and therefore makes little impact in an area, particularly where there are significant housing issues. Additional licensing provides a mechanism to regulate smaller HMOs throughout the city.

With Additional licensing a licence is issued which lasts for 5 years, and landlords should keep their property safe, well maintained and managed, as well as dealing with Anti-social behaviour, accumulations of refuse, overgrown gardens etc.

Landlords are required to pay a licensing fee for each HMO that they rent. This fee covers the costs of running the scheme and allows the Council to employ staff to process applications and inspect the HMOs to ensure physical standards are met, regulate management standards, and to minimise overcrowding and hazards. The fee income is also used for the enforcement of the scheme.

Why is Newport City Council considering renewing its Additional Licensing scheme?

As the HMO Additional Licensing scheme has been running for nearly 15 years. The Council has significant experience of this area of regulation and believes the continuation of the scheme within Newport will deliver the following benefits:

- The conversion of properties to HMOs can make a valuable contribution to Newport's housing stock. HMOs provide accommodation for a wide range of groups, including young professionals, students, migrants, and persons on low incomes. However, such conversions must be completed appropriately, and licensing provides a mechanism to regulate such properties.
- The conversion of properties to HMOs helps lower empty homes within Newport. Empty homes are not just a wasted resource. They can also cause nuisance, public health, and environmental problems. Empty properties can attract crime, anti-social behaviour, vandalism, and drug abuse. Please refer to [Empty homes | Newport City Council](#)

- The conversion of properties to HMOs, helps provide accommodation for residents which lowers homelessness within Newport. In 2021, the World Economic Forum reported that 150 million people were homeless worldwide. Within Newport, please refer to [Homelessness | Newport City Council](#).
- Ensure properties are improved to an appropriate standard to protect contract holders' health and safety and are appropriately managed.
- Ensure standards of accommodation provide a safe and healthy environment by examining hazards such as damp, cold, heat, falls, fire, electrical safety, gas safety, suitable room sizes, adequate kitchens / bathrooms for the number of occupants, food safety, biocides, lead, asbestos etc.
Please refer to [Housing Environmental Health | Newport City Council](#)
- Reduce complaints from neighbouring properties. Please refer to [Housing Statutory Nuisance | Newport City Council](#).
- Ensure the licence holder and property manager are suitable. Eradicate non-compliant landlords, managers and managing agents: those who are not fit and proper e.g., with a criminal record or non-compliant housing history may not be suitable to hold a licence.
- Additional licensing allows the Council to target resources to deal with some of the most problematic properties within Newport using a risk-based approach, with the education of both landlords and contract holders, undertaking proactive inspections and taking enforcement action.
- Improve waste and recycling compliance in conjunction with the Council's Waste Management team by including waste and recycling storage requirements as licence conditions. Larger storage bins are provided for properties with more tenants and trade waste contracts are available where appropriate for certain properties. Please refer to HMO licensing conditions in Appendix E as well as [Waste & Recycling | Newport City Council](#). Reduce complaints of poor housing conditions, noise, rubbish, overgrown gardens, rodents, and pests. Please refer to [Public Health | Newport City Council](#).
- Reduce anti-social behaviour caused by contract holders, as licence conditions require the landlord to deal with this within the curtilage of the licensed properties. We would expect the landlord to inform contract holders that their behaviour was unacceptable in the first instance and if the behaviour continues, to seek possession of the property. Please refer to [Anti-social behaviour | Newport City Council](#)
- Additional licensing ensures that the Council, South Wales Fire & Rescue Service, Rent Smart Wales, Planning, Police, Housing Strategy and other Partner organisations/departments have much better understanding of the private rented sector in Newport, and this can be used to benefit that sector and the housing sector as a whole.

What are the benefits of licensing for landlords?

- All landlords receive guidance allowing them to meet legal requirements for safety and management.
- All landlords are offered a pre-licensing advice service prior to HMO licensing (refer to HMO licence application process)

- Greater ability for landlords to set out what is expected of contract holders.
- A licensed property should encourage contract holders to live in licensed HMOs and would demonstrate landlord's compliance with legislation.
- Licensing aims to provide a 'level playing field' to ensure that compliant landlords are not under-cut by those providing poor standard or unsafe housing.
- The demand of shared accommodation tends to remain robust against the economic climate due to contract holders seeking affordable rooms to rent.
- When one contract holder moves out of shared accommodation, landlords remain having others paying rent while a replacement is found for the vacant room.
- HMOs can produce higher rental yields, sometimes as much as three times higher.

What are the benefits of licensing for contract holders?

- Licensing strengthens the requirements that landlords must meet to ensure the health, safety and welfare of contract holders is protected.
- Inspections of properties by Council Officers which provides an opportunity for landlords and tenants to ask questions and to be given advice.
- Confidence in the landlord and the property due to the compliance with standards set by licensing.
- Landlords are not allowed to evict existing contract holders to avoid licensing. This would be seen as an offence under the Housing Act 2004, Renting Homes (Wales) Act 2016 and a crime under the Protection from Eviction Act 1977.

What are the benefits of licensing for the community?

- Better regulated and managed rented housing. Any problems can be reported to the council to investigate.
- Fewer environmental and public health problems from overgrown gardens, rodents, and accumulations of waste.
- Protect vulnerable people who may otherwise live-in poor condition properties.
- The statutory public register means that neighbours can identify who the landlord of a property is if they wish and contact them with concerns.

Newport Private Rented Sector profile

Within Newport the private rented sector has grown over years and is continuing to grow. HMOs form an important part of the sector and are likely to continue to do so.

The Council's Local Housing Market Assessment 2017-2022 [Local Housing Market Assessment 2017-2022 09April2019 \(newport.gov.uk\)](#) states: "2.23. As the numbers of people seeking accommodation in the private rented sector has increased registered social landlords;RSL have been increasingly looking to extend their interests into this part of the market. Currently RLS in Newport own 25 units of stock at market rent in Newport.

2.24. Average private rents in Newport are generally lower than the Wales average for smaller properties and higher for larger properties. Figure 12 - Average Rents Wales and Newport 2016, Source StatsWales June 2017

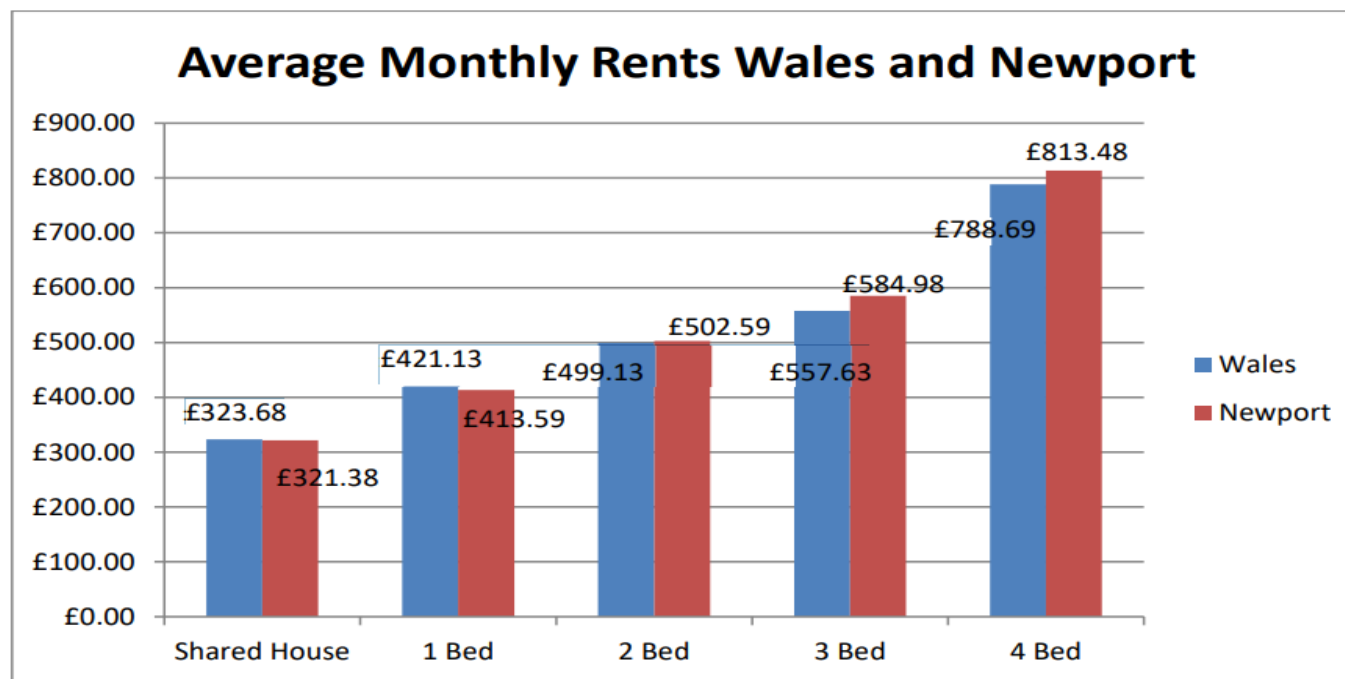


Figure 12 - Average Rents Wales and Newport 2016, Source StatsWales June 2017

2.25. Looking at a Newport level average for rents hides significant variance across wards.

	Lowest Average Rent		Highest Average Rent	
	Area	Monthly Rent	Area	Monthly Rent
1 Bed	Shaftesbury	£390	Malpas	£498
2 Bed	Allt-Yr-Yn	£490	Graig, Langstone & Marshfield	£572
3 Bed	Stow Hill	£511	Langstone	£789
4 Bed	Stow Hill	£698	Llanwern	£1,391

Figure 13 - Highest and Lowest Monthly Rents, Hometrack June 2017

2.26. Broadly speaking the areas nearest the centre of Newport tends to have the lowest rents whilst the more rural areas have the highest rents. This is due to several factors including the scarcity of stock and the difference in size and quality of the properties available

2.33 It is clear that as property prices have risen at a much higher rate than earnings, more people have made the move into the private rented sector, a trend that looks likely to continue.

Property prices have continued to increase. In March 2023 Newport was ranked as the second most desirable place to live in the UK with an index score of 0.98. The city's average house price stands at £225,542. This house price index is 0.57 reflecting a stable and accessible housing market, but for some this mortgage level is unachievable. HMOs help accommodate residents and bring migrating occupiers to Newport.

The Housing (Wales) Act 2014 introduced new provisions in relation to the rented sector, some of which include:

- New system of regulation for landlords and letting agents in the private rented sector.
- Reformed the law on homelessness.
- Placed obligations on private landlords of rental properties to register with an Authority – Rent Smart Wales.

The legislation was made to make renting easier with greater security. Latest figures (October 2023) from Rent Smart Wales, who register and licence landlords and property managers under the Housing (Wales) Act 2014, indicate that there are estimated 10,122 privately rented properties in Newport (and it is acknowledged that some landlords have yet to register their properties, so the final total will be higher). This is the 5th highest total in Wales. Newport Landlords have shown compliance with Rent Smart Wales which is advantageous as they have recorded 10,570 properties are registered, this figure is 4% over the estimated total of rented properties. The 4% figure illustrates that Newport is 8th highest total in Wales matching the overall average range as illustrated below:

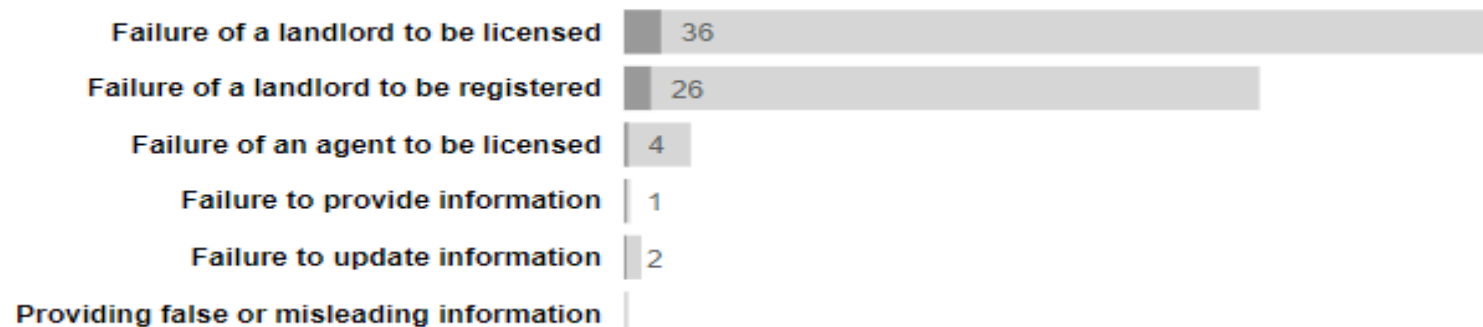
Properties registered by local authority

Local Authority Name	Dwelling stock estimates	Number of registered properties	Percentage registered
Blaenau Gwent	4,721	4,328	92%
Bridgend	8,179	8,515	104%
Caerphilly	9,519	8,771	92%
Cardiff	31,065	41,471	133%
Carmarthen	9,664	10,495	109%
Ceredigion	5,906	5,615	95%
Conwy	7,794	8,810	113%
Denbighshire	7,184	7,697	107%
Flintshire	6,950	7,784	112%
Gwynedd	9,280	7,650	82%
Isle Of Anglesey	4,089	3,706	91%
Merthyr Tydfil	3,172	3,538	112%
Monmouthshire	4,794	4,863	101%
Neath Port Talbot	7,033	7,617	108%
Newport	10,122	10,570	104%
Pembrokeshire	7,962	7,140	90%
Powys	10,979	8,543	78%
RCT	18,396	15,915	87%
Swansea	17,376	20,182	116%
Torfaen	3,913	3,793	97%
VOG	7,876	7,907	100%
Wrexham	7,916	7,870	99%
Grand Total	203,893	212,823	104%

On the 5th of October 2023 Rent Smart Wales; RSW provided the following data:

- How many licensed, registered properties you have recorded: Currently registered: 10,559
- Properties registered which have a valid licence attached: 9765

- Prosecutions: 17 in total - 14 by RSW, 3 by Newport Council – refer to the prosecution list in Appendix A
- Enforcement data: Fixed Penalty Notices; FPNs Issued: 69, Reasons:



This data shows good compliance between RSW and Newport’s landlords (69 FPNs + 17 prosecutions) / valid licences issued: 9765 = 0.009%.

Over the past 4 years the Council has maintained a total of around 450 licensed properties which deviates slightly yearly as properties enter and leave the licensing regime. The total number has fallen recently as shown later in this document. HMOs help accommodate households within the private rented sector. A proportion of HMOs are occupied by students which may live within shared houses or bedsit accommodation or flats. Due to rent levels, students previously used to accommodate traditional HMOs with lower rent, but research has shown when undertaking the Local Housing Market Assessment and Local Housing Strategy, students are increasingly accommodating newer properties of higher quality. The student housing market has also changed as the courses offered at the University of South Wales campus in Newport have changed and students are becoming a less significant part of the rental market within Newport. Many of the “traditional” student properties are now occupied differently and are no longer licensable HMOs, which may partially explain the drop in the number of licensed HMOs.

In addition, when explaining the drop on the number of licensed HMOs includes:

- The average rental price for properties in Wales has increased more than any other area in the UK aside from London. The jump in asking price has been seen right across the UK as the demand for places to rent continues to exceed the number of properties available on the market. The price per calendar month has increased by an average of 10.8% outside of London, according to Rightmove's first-quarter

rental trends tracker. [The rising cost of living and its impact on individuals in Great Britain - Office for National Statistics \(ons.gov.uk\)](#). The cost of cost of living has increased, housing bills increased, presenting an economic crisis, rent has risen by more than 10% annually: [Private sector rents for Wales, 2019 \(gov.wales\)](#)

- [Private Rented Sector Leasing Scheme - Flyer \(gov.wales\)](#), [Private Sector Leasing Scheme | Newport City Council](#). The Council operates a Private Sector Leasing Scheme to help landlords aiming to lower homelessness. Properties leased under the scheme are used as temporary accommodation for homeless households. The scheme offers landlords the opportunity to lease their property to the Council for a minimum of 12 months at a guaranteed rent that is paid quarterly in advance, regardless of whether the property is occupied or not.
- Some landlords have advised there is too much regulation, especially following the implementation of the Renting Home (Wales) Act 2016. The purpose of this Act simplifies how all landlords rent their properties. Whether you are a landlord or a letting/managing agent, the changes included:
 - Tenancy Agreements:** Which will be replaced by Occupation Contracts and must be provided in writing.
 - Increased Security:** Six months' notice, if the contract is not breached. Retaliatory evictions prevented.
 - All properties must be safe:** This includes working smoke alarms, and electrical safety testing. The installation of a carbon monoxide alarm in rooms which have a gas, oil, or solid fuel-burning appliance.
 - Anti-social behaviour:** A fair and consistent approach for everyone.
 - Succession:** Increased rights to pass on your home.
 - Abandoned property:** Easier to repossess abandoned properties.

The act simplified agreements and improves the condition of rental homes in Wales requiring homes to be fit for human habitation <https://www.gov.wales/fitness-human-habitation-guidance-tenants-contract-holders-html>. It offers greater security and certainty to tenants and landlords of private and social housing. The Act changed:

New **terminologies** are used, such as 'tenancy agreement' has been replaced with an 'occupation contract' and 'tenant' as 'contract holder'.

Tenancy agreements have been replaced by occupation contracts.

Increase security – 6 months' notice must be provided as long as the contract is not breached.

All properties must be safe – such as working smoke alarms and electrical safety testing, carbon monoxide alarms.

Provides a fair and consistent approach to anti-social behaviour.

Increased succession rights to pass on your home.

Contract holder can be added or removed without the need to end the contract.

Landlords are able to repossess abandoned properties without a court order.

[Renting homes: frequently asked questions \(landlords\) | GOV.WALES](#)

[Housing law is changing: Renting Homes Wales | GOV.WALES](#)

It is likely there will be a demand for HMOs, particularly those rented at the Local Housing Allowance (LHA) rate due to single people under the age of 35 continuing to only be eligible for a single room rate of LHA.

How does Additional HMO Licensing fit within Newport City Council's strategies?

Additional HMO Licensing supports the Council's **Corporate Plan 2022 - 2027**, [Corporate Plan 2022-27 FINAL \(newport.gov.uk\)](#) specifically in relation to the themes to support the mission of **Improving People's Lives**.

Newport City Council's [Corporate Plan 2022-27](#) sets out the Council's strategic direction over the next five years. The Council's Corporate Plan supports the Welsh Government's [Well-being of Future Generations Act](#) seven National Well-being Goals and the Council's strategic priorities for the next 5 years. Newport Council's four Well-being Objectives are:

1. **Economy, Education & Skills** - Newport is a thriving and growing city that offers excellent education and aspires to provide opportunities for all.
2. **Newport's Environment and Infrastructure** – A city that seeks to protect and enhance our environment whilst reducing our carbon footprint and preparing for a sustainable and digital future.

3. **Preventative and Equitable Community and Social Care** – Newport is a supportive city where communities and care are at the heart of what we do.
4. **An Inclusive, Fair, and Sustainable Council** – Newport City Council is an inclusive organisation that places social value, fairness and sustainability at its core.

Strategic Priorities and Transformation Plan

Each Well-being Objective is supported by several Strategic Priorities (Steps). The Council's Transformation Plan sets out the Council's key programmes and projects which will support the delivery of the Corporate Plan, and improve the delivery of our services to residents, businesses and other stakeholders.

Principles of Delivering the Corporate Plan

To deliver the Corporate Plan, the Council has developed four principles which it will expect all officers to support and for decisions to have considered in their development:

1. **Fair and Inclusive** – We will work to create fairer opportunities, reduce inequalities in our communities and encourage a sense of belonging.
2. **Empowering each other** – We will work with and support communities, groups and partners to thrive.
3. **A Listening Council** – The views of communities, service users and partners will shape the services we deliver and the places you live in.
4. **Newport's Values** – Everyone who works and represents Newport City Council will put the citizen first, focusing on our core organisational values.

Queries on Fairness and Equalities - please email nccequality@newport.gov.uk.

Key Corporate Strategies

The Council has several strategic documents which support and enable delivery of the Corporate Plan. Links to these Strategies are below:

- [Climate Change Plan 2022-27](#)

- [Local Area Energy Plan](#)
- [Digital Strategy 2023-27](#)
- [Participation Strategy 2022-27](#)
- [Strategic Equalities Plan 2022-24](#)
- [Welsh Language Strategy 2022-24](#)
- [Waste Strategy 2019-25](#)
- [Welsh in Education Strategic Plan 2022-32](#)
- [Procurement Strategy 2020-24](#)
- [Newport City Centre Masterplan](#)
- [Newport Empty Homes Strategy](#)
- [Strategic Asset Management Plan 2018-25](#)

Corporate Plan - Monitoring and Reporting

Once a year the Council will report on progress against the Council's Corporate Plan. Copy of the latest Annual Well-being and Self-Assessment Report can be found through the link [here](#).

How would HMOs and landlords currently regulated by Additional Licensing be regulated if the Scheme was not renewed?

When considering whether to renew the scheme, the Council has considered the following options/issues:

- Targeted proactive inspections and enforcement – A proactive enforcement programme could be implemented to inspect HMOs even without a licensing scheme in place, however this would not be financially viable without the resources provided by the licensing scheme. In addition, the enforcement would not benefit from licence conditions and standards, and there would be no

control over whether the landlord/manager was 'Fit & Proper' to operate the property. The proactive inspections would be based on the current list of HMOs in the city, which would rapidly become out of date, as there would be no requirement for landlords to notify the Council about such properties.

- Reactive inspections and enforcement – activity involving the inspections of HMOs following receiving a request for service. Customers who make a request for service (complaints) are contract holders, landlords, neighbours, or visitors. Reactive complaints arise from the presence of hazards or public health issues. These are currently dealt with alongside the current additional HMO licensing scheme but without the proactive regulatory work undertaken as part of licensing it is highly likely that reactive work would increase. Resources would be reduced significantly without licensing and therefore it would be impossible to deal with all complaints and the service would have to be prioritised to deal with higher risk issues. In addition, a reactive service relies on customers making complaints and they may lack knowledge or confidence of how to seek help. Also contract holders may be frightened to come forward due to eviction or harassment from their landlords, managing agents or other contract holders.
- Registration and Licensing via Rent Smart Wales – In addition to HMO licensing, private landlords are required by the Housing (Wales) Act 2014 to register and private landlords who undertake letting and management activities or their managing agents must obtain a licence from Rent Smart Wales www.rentsmart.gov.wales and undergo Rent Smart Wales training. Landlords and Agents who are licensed via Rent Smart Wales must comply with a Code of Practice which contains standards which must be met (<https://www.rentsmart.gov.wales/en/resource-library/#1>). Such standards do not cover the minimisation of risks presented from multiple occupancies. Therefore, although Rent Smart Wales is designed to improve the standard of accommodation by improving the standard of management, this is not a substitute for HMO licensing.

Section 40 of the Housing (Wales) Act 2014 requires Ministers to issue a Code of Practice setting standards relating to letting and managing rental properties. Section 22 of the Act makes it a condition that any person issued with a licence under Part 1 of the same Act must comply with the RSW Code of Practice. Within the RSW Code of Practice item 4.20: All requirements regarding mandatory licensing schemes and additional schemes for Houses in Multiple Occupation in Wales must be adhered to, along with all Houses in Multiple Occupation Management Regulations. This recognises Local Authorities declare additional licensing schemes to help manage standards.

- Mandatory HMO licensing only – Mandatory HMO licensing covers larger HMOs with shared facilities containing 3 or more storeys with 5 or more people present. Thus, the minimisation of risks presented from multiple occupants from 2 or 3 or 4 occupants would not be included and would depend on complaints, or a proactive inspection strategy as mentioned above. England has recognised the risk by changing the mandatory HMO definition to include HMOs with 5 or more occupants, regardless of the number of storeys.
- Limiting Additional HMO licensing to certain electoral wards – It would be possible to declare an Additional Licensing scheme for certain wards, rather than city-wide. However, this would be likely to alter the spread and distribution of HMOs across the other wards within Newport not included in the scheme: it could cause HMOs to be displaced from wards included in the scheme, which would have consequences for all the wards affected. HMOs exist in the locations they do because there is a demand for them in those locations. Displacing HMOs into other areas would disrupt the market which would be undesirable.
- Selective Licensing – Subject to satisfactory evidence of meeting the legal criteria, this option is available for requiring all privately rented accommodation to be licensed as determined by the Local Housing Authority. A Selective Licensing scheme can only be introduced if the Council is satisfied that there are problems with low housing demand or significant and persistent problems of Anti-Social Behaviour (ASB) linked to the private rented homes in that area. When assessing ASB, government guidance says that Councils should consider crime, nuisance neighbours and environmental crime and then assess whether landlords are failing to take appropriate action to help resolve the problem. This option would not be a suitable substitute for city-wide Additional licensing.
- Management Orders – The use of Interim Management Orders (IMO) can be used by the Council to take over the management of an HMO from a landlord for up to 12 months in serious cases. IMOs can only be used on individual properties as a reactive response to protect the health, safety, and welfare of tenants.

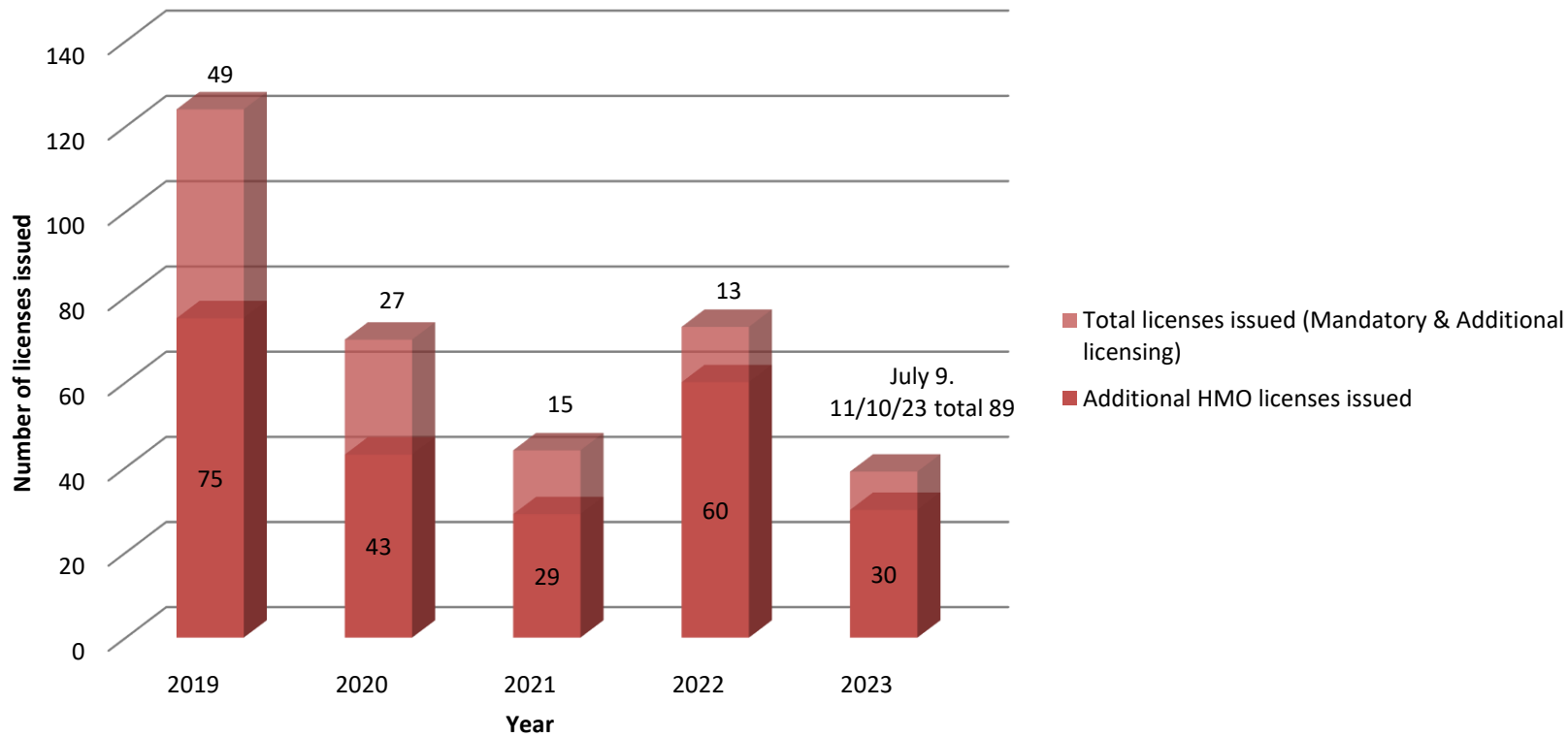
The current situation

The data across Newport has been reviewed to establish the current situation following 15 years of Additional licensing.

A. Number and distribution of licensed HMOs in Newport and their risk rating.

The following chart shows the number of licenses issued during the years the current scheme has been operating.

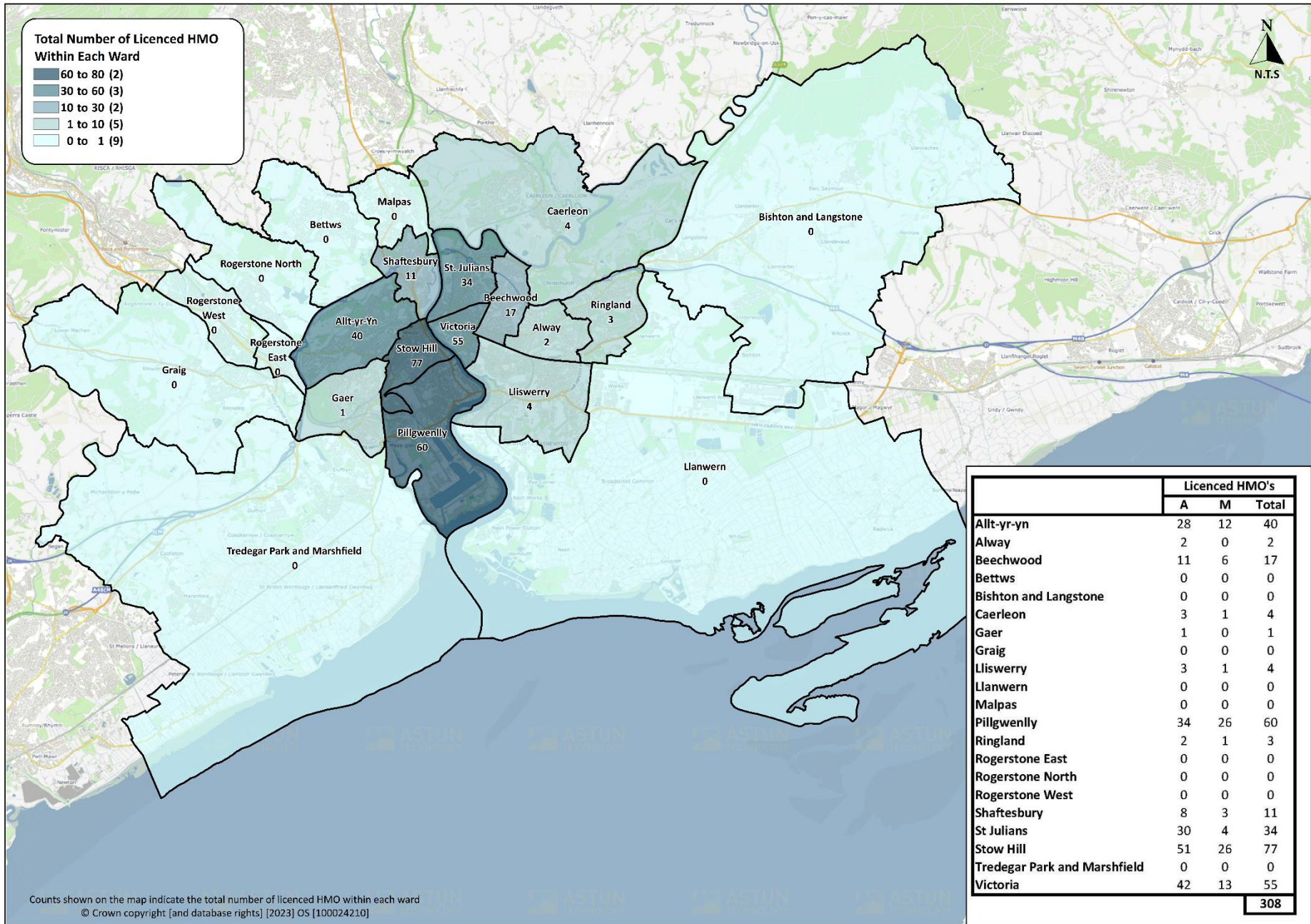
Additional HMO licenses issued



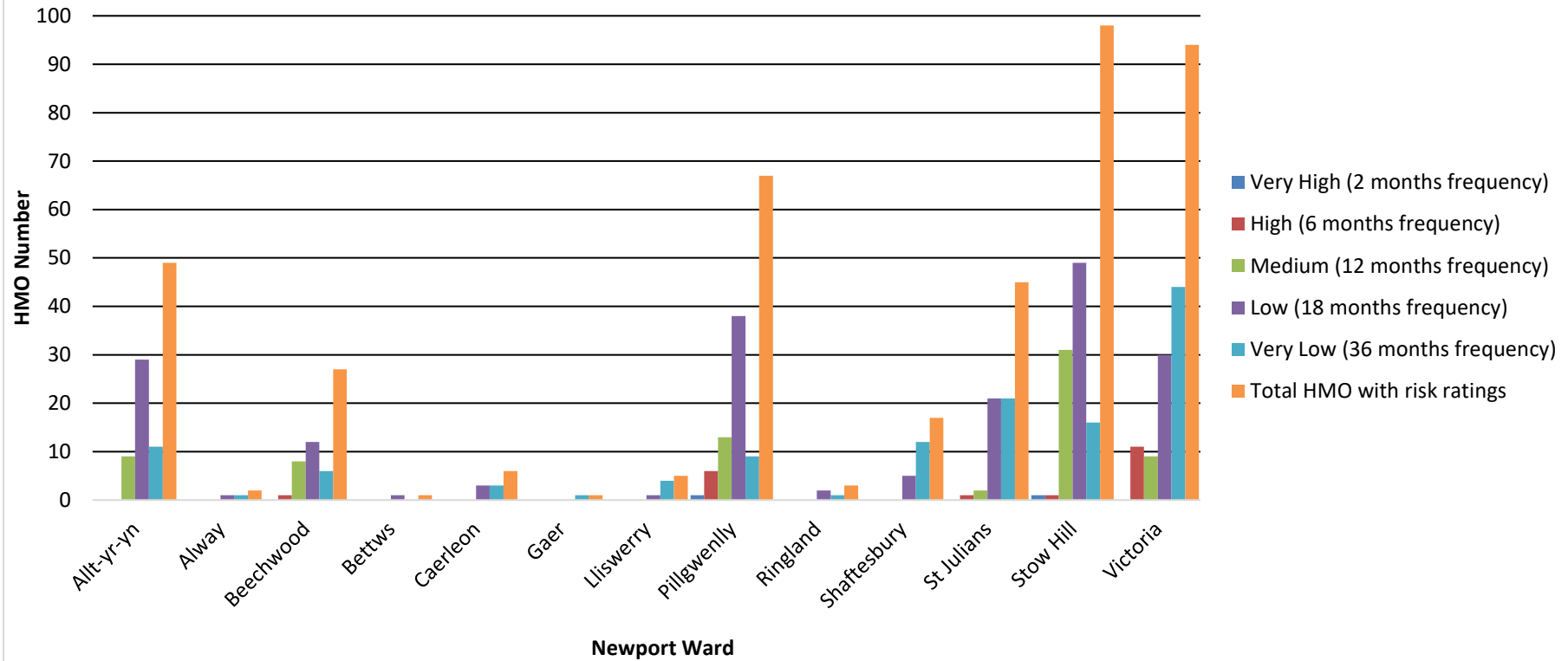
In 2023 the total number of licences issued from April to 11/10/23 was 89; 52 additional licensing and 29 mandatory licenses. The variation in figures above relate to the impact of the pandemic from Coronavirus; Covid-19. From early February 2020 Covid-19 impacted the team as we were unable to undertake property inspections due to the lockdown on the Country. Prior to issuing licenses, the HMO property must be inspected to assess existing property conditions. Throughout the pandemic the Environmental Health Housing Team requested landlords to remain submitting full completed applications to ensure compliance with the Housing Act 2004, to continue the service, to ensure the landlords were maintaining their properties by certifying services – gas, electrical, fire alarm, emergency lighting, portable appliance testing etc., and we undertook the fit and proper test on the proposed licence holders and managing agents to ensure occupation safety.

On average the Council issues 39% Additional HMO licences a year. There remains 116 HMO licensing applications (as dated on the 17th of October 2023) outstanding due to the Covid-19 backlog of inspections, and due to landlords not submitting completed licensing applications.

The following map shows the spread of HMOs across Newport. 12 out of 21 electoral wards contain HMOs, with those around the city centre containing the highest concentration of HMOs as would be expected given the type of properties and transport links, along with other influencing factors. The Risk Rating chart shows the distribution of rated HMOs by ward. NB: the total number of licences is recorded as 308, this is due to pending applications. The total number of HMOs is approximately 450.



Risk Rating & Frequency of Programmed Inspections by Ward



Newport has a greater concentration of HMOs in the following wards and their risk rating is based on the factors in brackets: Victoria and Stow Hill (high number of storeys, HMOs above commercial units in high concentration, bedsit and shared Houses), Pillgwenlly (a mixture of 2 and 3 storey HMOs above commercial units and a high proportion of 2 storey HMOs), St Julian’s and Allt Yr Yn (both wards have a high proportion of shared house HMOs and higher number of occupiers than in other wards).

B. Housing health and safety hazards found by officers within HMOs affecting the health, safety, and welfare of occupiers.

The following table and chart show that hazards continue to be identified in properties subject to Additional licensing and continued regulation of such properties is needed.

Category 1 hazards are more severe hazards that require Council intervention whereas Category 2 hazards are less severe hazards, and the Council has discretion over requiring their remediation.

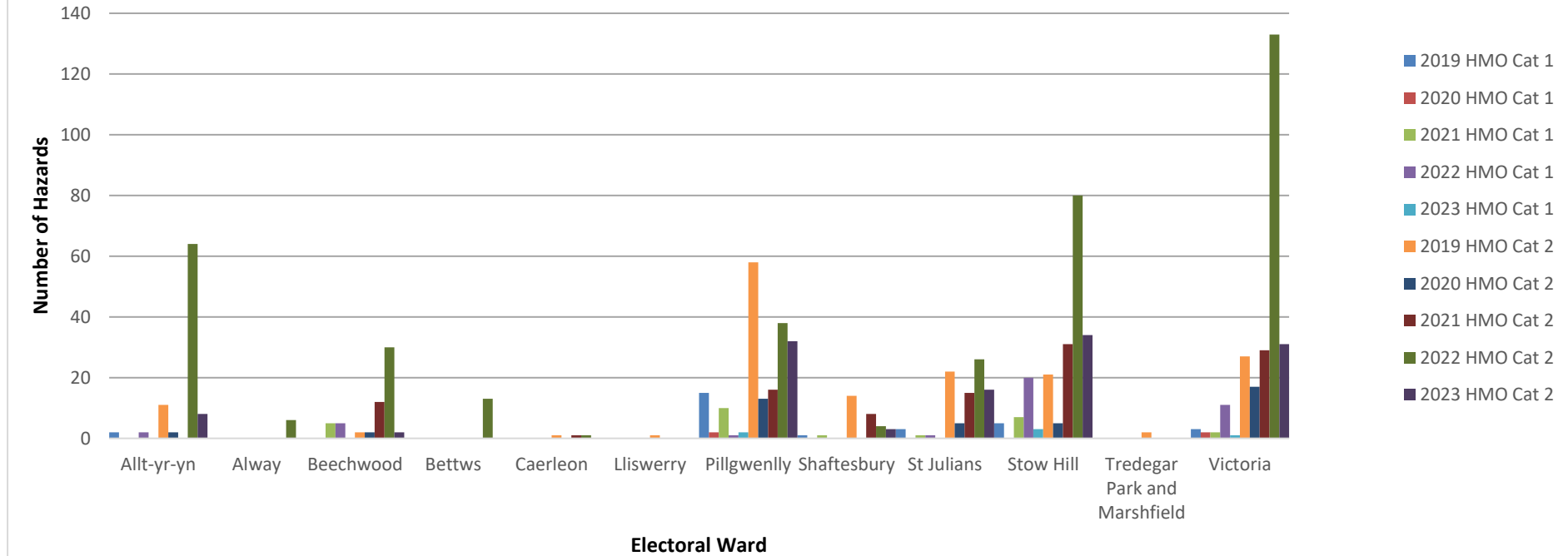
Although the data shows that hazards are identified in non-HMOs, it must be recognised that HMOs are higher risk properties with respect to health and safety, and it is even more important that hazards are identified and resolved where possible to reduce the risk. This is easier to achieve within the licensing regime.

Electoral Ward	Non-HMOs			HMOs under Additional Licensing Scheme (2019-2023)		
	Number of hazards	No. of Category 1 hazards	No. of Category 2 hazards	Number of hazards	No. of Category 1 hazards	No. of Category 2 hazards
Allt Yr Yn	61	12 (20%)	49 (80%)	89	4 (4%)	85 (96%)
Always	52	13 (25%)	39 (75%)	6	0 (0%)	6 (100%)
Beechwood	51	15 (29%)	36 (71%)	61	10 (16%)	51 (84%)
Bettws	51	6 (12%)	45 (88%)	13	0 (0%)	13 (100%)
Bishton and Langstone	2	0 (0%)	2 (100%)	No licensed HMOs in Ward		
Caerleon	8	3 (37.5%)	5 (62.5%)	3	0 (0%)	3 (100%)
Gaer	53	8 (15%)	45 (85%)	No licensed HMOs in Ward		
Graig	3	0 (0%)	3 (100%)	No licensed HMOs in Ward		
Lliswerry	116	26 (22%)	90 (78%)	1	0 (0%)	1(100%)
Llanwern	8	1 (12.5%)	7 (87.5%)	No licensed HMOs in Ward		
Malpas	6	1 (17%)	5 (83%)	No licensed HMOs in Ward		
Pillgwenlly	185	35 (19%)	150 (81%)	187	30 (16%)	157 (84%)
Ringland	61	14 (23%)	47 (77%)	No licensed HMOs in Ward		
Rogerstone East	2	0 (0%)	2 (100%)	No licensed HMOs in Ward		
Rogerstone North	34	5 (15%)	29 (85%)	No licensed HMOs in Ward		
Rogerstone West	0	0 (0%)	0 (0%)	No licensed HMOs in Ward		

	Non-HMOs			HMOs under Additional Licensing Scheme (2019-2023)		
Shaftesbury	45	10 (22%)	35 (78%)	31	2 (6%)	29 (94%)
St. Julians	88	14 (16%)	74 (84%)	89	5 (6%)	84 (94%)
Stow Hill	173	26 (15%)	147 (85%)	206	35 (17%)	171 (83%)
Tredegar Park and Marshfield	12	1 (8%)	11 (92%)	2	0 (0%)	2 (100%)
Victoria	189	49 (26%)	140 (74%)	256	19 (7%)	237 (93%)

Table 4 showing the total number of hazards assessed under HHSRS from 3rd January 2019 – 27th July 2023 for non-HMOs and Additional licensing HMOs.

Comparison of Category 1 and 2 Hazards per year by Ward



The above graph shows Cat 1 and 2 Hazards per calendar year. *Note: 2023 data runs up until July.

This chart shows the number of hazards broken down by year. Hazards were found in each of the 12 wards containing HMOs. Higher numbers of hazards in some wards reflects that inspections are undertaken more frequently in higher risk HMOs but crucially it must be noted that hazards, and in particular Category 1 hazards, are still being identified and continuing regulation is warranted to ensure their minimisation or resolution to minimise accidents and to prevent deaths.

C. Reactive requests for service (complaints) regarding HMOs affecting the health, safety, and welfare of occupiers/affecting the community.

The following table shows that service requests are received in relation to Additional Licensing HMOs and therefore regulation of those properties is required. However, the numbers are relatively low and suggest that the proactive programmed inspections of these properties undertaken as part of the licensing process, are effective in maintaining standards and avoiding complaints being made.

From 1st January 2019 – 19th July 2023 the EH Housing team overall dealt with 7795 service requests. The below table displays the additional licensing scheme service requests for this timescale. This illustrates that the additional licensing scheme helps contract holders and other customers as service requests are lowered. Thus, the inspections undertaken (proactive and as part of the licensing scheme) are effective in resolving hazards.

HMOs under Additional Licensing Scheme (2019-2023)	No. of service requests
Service request type	
HMO Accumulations	27
HMO Alleged Pest Infestation	0
HMO Alleged Rodent Infestation	1
HMO Alleged Unlicensed Property	5
HMO ASBO	4
HMO Complaint Lack of Facilities	0
HMO Complaint Lack of Management	0
HMO Complaint Regarding Management	3
HMO Defective Heating	4
HMO Drainage Issues	3
HMO Emergency Repair	0
HMO Excess Waste	0
HMO Filthy and Verminous	2
HMO Freedom of Info Request	3

HMOs under Additional Licensing Scheme (2019-2023)	No. of service requests
Service request type	
HMO Illegal Eviction/Harassment	0
HMO Information Required	49
HMO Inspection Request From Landlord/Own	3
HMO Initiative Response	0
HMO Licensing Query	55
HMO nuisance	3
HMO Nuisance – Structural	0
HMO Overcrowding	0
HMO Overgrown Garden	0
HMO Planning Application	25
HMO Prelicence Inspection Request	3
HMO Pre-Planning Application	10
HMO Referral Regarding Housing Condition	5
HMO Rogue Landlord Referral	0
HMO Service Disconnection	0
HMO Tenant Query Fire Precautions	0
HMO Tenant Regarding Repair	8
HMO Ukrainian refugee property check	1
Additional HMO Service Request Total	214

*Data from 1st January 2019 – 19th July 2023

D. Enforcement

Enforcement relating to HMOs can be undertaken using different legislative powers than those used for non-HMOs. The regulations are [The Licensing and Management of Houses in Multiple Occupation \(Additional Provisions\) \(Wales\) Regulations 2007](#) for Section 257 HMOs (those split into self-contained flats) or [The Management of Houses in Multiple Occupation \(Wales\) Regulations 2006](#) for other HMOs. The regulations cover providing information to occupiers, keeping the accommodation safe, clean and in good repair, making sure that fire safety measures and precautions are maintained, maintaining safe water, drainage, gas, and electricity supplies, taking care of common parts, fixtures, fittings and appliances and providing facilities for waste disposal. Occupiers also have responsibilities under the Regulations. These are to allow the manager

reasonable access to the property; to not prevent the manager carrying out their legal duties; to provide relevant information when asked by the manager and to store and dispose of litter properly as directed by the manager.

Newport has successfully taken several prosecutions under such Regulations as shown in Appendix A

The Council has actively taken prosecutions for unlicensed HMOs, Management Regulations non-compliance, lack of access to HMOs, failure to provide documentation such as tenancy agreements, certificates for services within the HMO, inspection reports and management contracts. Also, the Council has requested the return of housing benefit payments following a prosecution for an unlicensed HMO using a Rent Repayment Order.

In addition, the Council prosecuted an unlicensed HMO within Newport and prosecuted the landlord for not registering and running an unlicensed property working in conjunction with Rent Smart Wales which is based in Cardiff City Council. This was the first prosecution within Wales taken under the Housing (Wales) Act 2014. Newport has proceeded with 3 such prosecutions.

Overview of the Additional Licensing Scheme

Since the introduction of the Council's 3rd Additional Licensing scheme in 2019, significant numbers of properties have been improved, the majority of which would be outside the scope of Mandatory licensing and as such it is likely that, without the Council's Additional licensing scheme, a much smaller number would have been improved.

Whilst many responsible landlords have come forward and licensed their properties, it is likely that there are still several unlicensed properties in the city. Licensing these would assist with ensuring the properties do not pose a risk to contract holders.

The Licensing process has enabled the Council to tackle a wide range of problems in HMOs by way of conditions attached to licences. This has streamlined the mechanisms for enforcing minimum standards and management conditions, including the suitability of the landlord. There are still times where landlords fail to work with the Council to improve their properties to reach compliance with HMO licensing standards as detailed in Appendix D and in such situations formal enforcement action is required.

Evidence indicates that some of the worst housing conditions may be found in small as well as large HMOs and, without the designation of an Additional Licensing scheme in the city, the Council will not have such an effective, proactive mechanism to ensure that these smaller properties are regulated and brought up to a satisfactory standard and properly maintained at that standard.

The Licensing scheme has also had the benefit of assisting partnership working with other Council departments and external organisations, to further improve properties and neighbourhoods.

Despite the good work undertaken to improve properties throughout the city through the current Additional Licensing scheme, it is evident that many properties require improvement, contract holders are not being adequately protected and further work is required.

The designation of an Additional Licensing scheme for another 5-year term within Newport would provide the Council with an effective enforcement tool, to ensure both the physical and management standards of the smaller HMOs are regulated to protect contract holders' health and safety and to improve neighbourhoods.

Conclusion & Proposal

The Council is therefore proposing to introduce a 4th Additional HMO Licensing scheme for privately rented properties across Newport where there are **three or more unrelated people forming more than two households in the same building** for another 5-year term. Refer to the city-wide map in Appendix G.

How will the proposed scheme be delivered?

The Council is committed to ensuring that the private rented sector is improved through Additional HMO licensing. The Council inspects HMOs before the issue of a licence. A HMO licence lasts the maximum 5 years and throughout this period, properties are inspected during a programmed inspection. Programmed inspection frequencies are risk based depending on the number of occupants present, the number of storeys, the presence of vulnerable contract holders, whether commercial units are present, and the HMO category i.e., bedsit accommodation is higher risk than shared houses due to the higher number of cooking facilities present within the overall building. The inspection frequency is determined by the Council to ensure all properties are inspected and resources are allocated appropriately.

It is proposed that properties which are already licensed under the current scheme will not need to re-licence at the start of the new scheme.

The Council will provide guidance and support throughout the scheme to landlords to help bring property conditions up to the required standard ensuring landlord responsibilities are met.

Once the Council are contacted or we determine properties are HMOs we initially determine if the property requires licensing, refer to the following to determine which properties will require a HMO licence [Properties requiring a licence | Newport City Council](#). If the property is a HMO we will send a HMO licence letter requesting that the Owner or proposed licence holder, licences the HMO directing them to use the online application form [Houses in Multiple Occupation | Newport City Council](#) as detailed in Appendix B and HMO guidance notes to the applicant as detailed in Appendix C and D. If a paper application form is required, we will provide this. The licensing process has been made easier and more streamlined by creating online application forms and online payment. We are now looking at integrating this received data onto an interdepartmental IT programme. This shows the EH Housing Team are always trying to improve systems.

The Council offer an advisory pre-licensing HMO inspection service where the Council will:

- Inspect the property
- Advise the landlord of the HMO licensing requirements and process
- Help with the application form
- Provide the landlord with a schedule of works and a floor plan for consideration.

Information can be located: [HMO pre-licence advisory service | Newport City Council](#)

Enforcement of the proposed scheme for unlicensed HMOs or where there are legislative breaches will be taken in line with the Council's Enforcement Policy <http://www.newport.gov.uk/documents/Policies/Public-Protection-Enforcement-Policy-November-2013.pdf>

HMO licence application process

It is and has been the Council's intention to make the application process for landlords streamlined. Currently the licensing process is:

1. Owners submit licence applications online using the new online web form under their "my council service" Newport account. Under this account you can view council services including your requests for service, waste collection and the progress of any submitted forms etc. When this is submitted, the form is sent to the EH Housing team.
2. A Support Officer monitors received HMO applications as previous schemes have shown that applications are often either not received or are invalid (documents/certificates are not all submitted or DBS from all property owners and interested parties are not submitted or application forms are missing information etc.). If such applications are not fully submitted, the application online is updated to reflect

this. If the application is not received the Support Officer will chase the application. Once a HMO application is received or if the Support Officer receives little, slow or no response the application or unlicensed HMO is then reallocated to the HMO Licensing Officer.

3. The Support Officer allocates the HMO to an inspecting Officer (Environmental Health Officer or Senior Technical Officer). These will visit to assess property conditions in compliance with HMO licensing conditions (Appendix E), HMO management regulations (previously stated), Housing Health and Safety System ([Housing Conditions and Defects | Newport City Council](#)), and Rent Smart Wales Code of Practice ([Rent Smart Wales: code of practice | GOV.WALES](#)). A land registry search is undertaken to determine legally registered property owners. This search is used by the HMO Licensing Officer to determine the proposed licence holder, as all property owners are required to be the HMO licence holder.
4. The HMO Licensing Officer will examine if the application is completed and will determine if the landlord, proposed licence holder (all property owners as detailed on the land registry search) or interested persons are “fit and proper” person. This requires the submission of a basic disclosure obtained from The Disclosure and Barring Service ([Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](#)) showing any unspent convictions, unlawful discrimination and prosecutions. The Council will also review offences under housing, public health, environmental health or landlord and tenant law etc. Checks are made into a person’s “fit and proper” status. For a HMO application to be valid the Council will require the following documents with the application form:
 - Current satisfactory gas certificate
 - Current satisfactory electrical installation condition certificate
 - Current satisfactory fire detection test certificate
 - Current satisfactory portable appliance test certificate: PAT if applicable
 - Current satisfactory emergency lighting test certificate if applicable
 - Energy Performance Certificate
 - Layout plan displaying the number and arrangement of rooms and facilities
 - Basic disclosure obtained from The Disclosure and Barring Service
 - Evidence of permanent residential address for Proposed Licence Holder/Owner & Managing Agent (if applicable)
 - Declaration of Understanding relating to fire precautions, waste management and antisocial behaviour (signed by each occupying tenant)<http://www.newport.gov.uk/documents/Housing-documents/HMO/HMO-Appendix-A-Declaration-of-understanding.pdf> as detailed in Appendix F.

The HMO Licensing Officer will determine the proposed licence holder, if all requirements are met and if property conditions are satisfactory, a draft licence is raised and sent for consultation consult to Statutory Consultees; Council’s Planning Department and SWFRS. At this point, the Council will request payment on “my council services” within 14 days. Once the payment is received,

representations received and analysed if appropriate the final HMO licence will be issued. This is the process of Mandatory licensing, and the Council will follow this for Additional HMO licensing.

If the HMO Licensing Officer receives an incomplete application whereby certificates or documents are missing, or if a DBS is not received from all owners listed on the land registry search, or if the property is determined as an unlicensed HMO, they will follow the enforcement policy [Public-Protection-Enforcement-Policy November-2013 \(newport.gov.uk\)](http://www.newport.gov.uk/public-protection-enforcement-policy-november-2013).

Proposed fees

The Council must ensure that the fee income is both reasonable and proportionate and does not exceed the cost of running the scheme, including the processing of applications, monitoring compliance, and enforcing the scheme.

HMO licences are not transferable i.e., a change of a licence holder will require a new application and payment. Fees will be reviewed annually, and they may be adjusted to reflect changes in costs as appropriate. Fees are agreed as part of the Council's Corporate budget process.

The Council propose to continue to use the current fee structure to cover the processing and checking of applications, making statutory judgements, fit & proper assessments, taking and monitoring payments, processing and issuing draft and final licences, maintaining information, arranging, and undertaking inspections, travel costs, revisit inspection costs to monitor and ensure compliance with housing standards, enforcement of the scheme, promotion, and publication.

The aim of the fee structure is to charge landlords a higher fee for larger properties to cover the additional resources that are used when the Council licenses such properties.

The Council is proposing to apply the fees to both Mandatory and Additional licensing. The current fee structure and amounts are shown below for information, but please note that the amounts may change before the start of the proposed scheme, due to the timing of the corporate budget process.

2023/24	3-5 Households	6+ Households
New HMO application	£1,161.76	£67.31 per additional unit
Renewal of HMO application before expiry	£918.49	£67.31 per additional unit
Renewal of HMO application after expiry	£1,161.76	£67.31 per additional unit

HMO application following revocation of prior licence	£918.49	£67.31 per additional unit
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Property inspection required	
Change of layout	£104.94
Change of occupancy	£104.94
Pre-licence HMO Inspection Service (optional service) Additional schedule of work and floor plan for different proposed layouts	£238.37 plus Vat Additional £59.45 plus Vat per schedule of work and floor plan

No property inspection required	
Change of manager	No charge

Licensing inspections - owner/manager etc. cancellations with less than 48 hours' notice/failure to attend to provide property access.	£30.00
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What happens after the public consultation?

The results of the consultation will be considered and a report to the Cabinet Member for Licensing & Regulation will be prepared. This will be the subject of consultation with all Elected Members of the Council before a decision is taken by the Cabinet Member.

APPENDIX A:

Prosecutions

Offence	Unlicensed HMO Failure to Register Property with Rent Smart Wales Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)
Date	28/04/23
Verdict	Guilty (After appeal)
Fines	£22,000 Management £16,000 Costs
Mandatory or Additional	Additional

Offence	Control of or managing a House in Multiple Occupation which was required to be licensed under Part 2 of the Housing Act 2004 which was not so licensed. Contrary to section 72(1) and (6) of the Housing Act 2004 Failure to produce documents under Section 235 of the Housing Act 2004. Contrary to section 236(1) and (3) of the Housing Act 2004 Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2006)
Date	28/01/22
Verdict	Guilty
Fines	Offence 1, £7200 Offence 2, £2700 Offence 3 £4500 Victim Surcharge £181 Costs £3210.25
Mandatory or Additional	Additional

Prior Prosecutions:

Offence	Unlicensed HMO Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007) Housing Act 2004 Emergency Prohibition Order non-compliance. HMO licence conditions failings
Date	13/06/2014
Verdict	Guilty plea
Fines	£4,700 Management and HMO, £2,537 costs, £120 Victim Surcharge
Mandatory or Additional	Mandatory

Person Prosecuted	
Offence	Unlicensed HMO Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007) Failure to provide access
Date	11/05/2015
Verdict	Guilty Plea
Fines	£720 HMO, £1507.00 Costs, £72 Victim Surcharge
Mandatory or Additional	Additional

Offence	Unlicensed HMO Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)
Date	25/04/2018
Verdict	Found guilty in absence
Fines	£5280 HMO and Management, £1250 costs, Victim Surcharge £44
Mandatory or Additional	Additional

Offence	Unlicensed HMO Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007) Housing Act 2004 Emergency Prohibition Order non-compliance
Date	06/06/2014
Verdict	Guilty Plea
Fines	£7680 HMO and Management, £1571 costs, £64 Victim Surcharge
Mandatory or Additional	Mandatory

Offence	<p>Unlicensed HMO</p> <p>Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)</p> <p>A person commits an offence if he fails to comply with the requirements under Section 235. Where an offence under the act is committed by a body corporate, officers of the body corporate also commit an offence if attributable to any neglect.</p>
Date	07/10/2016
Verdict	Guilty plea
Fines	£4,500 HMO, £4500 Management, £2022.50
Mandatory or Additional Licensing	Additional

Offence	<p>Unlicensed HMO</p> <p>Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)</p>
Date	21/08/2015
Verdict	Guilty plea
Fines	<p>For failing to licence a HMO under the Housing Act 2004, fined £10,000 (it was £15,000 but reduced to £10,000 for early guilty plea).</p> <p>For the remaining 10 offences of failing to comply with the 2006 Management Regulations, fined £1000 for each offence (it was £1500 but reduced to £1000 due to the early guilty plea).</p> <p>Costs of £1229 and a victim surcharge of £120.</p>
Mandatory or Additional	Additional

Offence	<p>Unlicensed HMO</p> <p>Management Regulation failings (The Licensing and Management of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)</p> <p>A person commits an offence if he fails to do anything required of him by a notice under section 235. Where an offence under the act is committed by a body corporate, officers of the body corporate also commit an offence if attributable to any neglect.</p>
Date	14/11/2017
Verdict	Guilty plea
Fines	£20,250 HMO, £5,364.55 costs, Victim Surcharge £120
Mandatory or Additional Licensing	Additional

	<p>Unlicensed HMO</p> <p>Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)</p> <p>Housing Act 2004 Emergency Prohibition Order non-compliance.</p> <p>A person commits an offence if he fails to comply with the requirements under Section 235. Where an offence under the act is committed by a body corporate, officers of the body corporate also commit an offence if attributable to any neglect.</p> <p>Rent Repayment Order under Housing Act 2004 Section 73, further to the conviction of an offence under S72 (1) of the Housing Act 2004</p>
Offence	
Date	07/10/2016
Verdict	Guilty plea
Fines	£3,600 HMO, £4500 Management Rent Repayment Order 5 th December 2016 to recover £5257.31 of Housing Benefits
Mandatory or Additional Licensing	Additional

	<p>Unlicensed HMO</p> <p>Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)</p> <p>Housing Act 2004 Emergency Prohibition Order non-compliance.</p> <p>A landlord commits an offence under Section 7(5) if he carries out property management activities without a licence to do so under Part 1 of the Housing (Wales) Act 2014.</p>
Offence	
Date	19/05/2017
Verdict	Guilty plea
Fines	£1500 HMO, £1500 RSW, £1400 Management, £1000 Costs, £170 Victim Surcharge

Mandatory or Additional Licensing	Additional
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Offence	Unlicensed HMO Management Regulation failings (The Licensing and Management Of Houses in Multiple Occupation (Additional Provisions) (Wales) Regulations 2007)
Legislation prosecuted under	Section 72(1) of the Housing Act 2004 & Section 234(3) of the Housing Act 2004
Date	20/10/2017
Verdict	Found guilty in absence
Fines	£3000 HMO, £5000 Management £170 victim surcharge
Mandatory or Additional Licensing	Additional

APPENDIX B: HMO Application online form

To access a copy of the HMO application form during the consultation, please visit:

NB: this will not be submitted for processing and is a temporary form during consultation. If you require a HMO licence, please use the normal website [Houses in Multiple Occupation | Newport City Council](#)

English

https://iweb.itouchvision.com/portal/itouchvision/r/customer/category_link?cuid=07FFACEB21C2623363E03638F500A98FC0CDA6D1&lang=EN&P_LAN G=en

Welsh

https://iweb.itouchvision.com/portal/itouchvision/r/customer/category_link?cuid=07FFACEB21C2623363E03638F500A98FC0CDA6D1&lang=CY&P_LAN G=cy

APPENDIX C: HMO Guidance notes (assistance when applying for a HMO licence)

[Houses in Multiple Occupation | Newport City Council](#)

APPENDIX D: HMO Licensing Standards (standards for HMOs subject to licensing)

[Houses in Multiple Occupation | Newport City Council](#)

APPENDIX E: HMO Licence Conditions

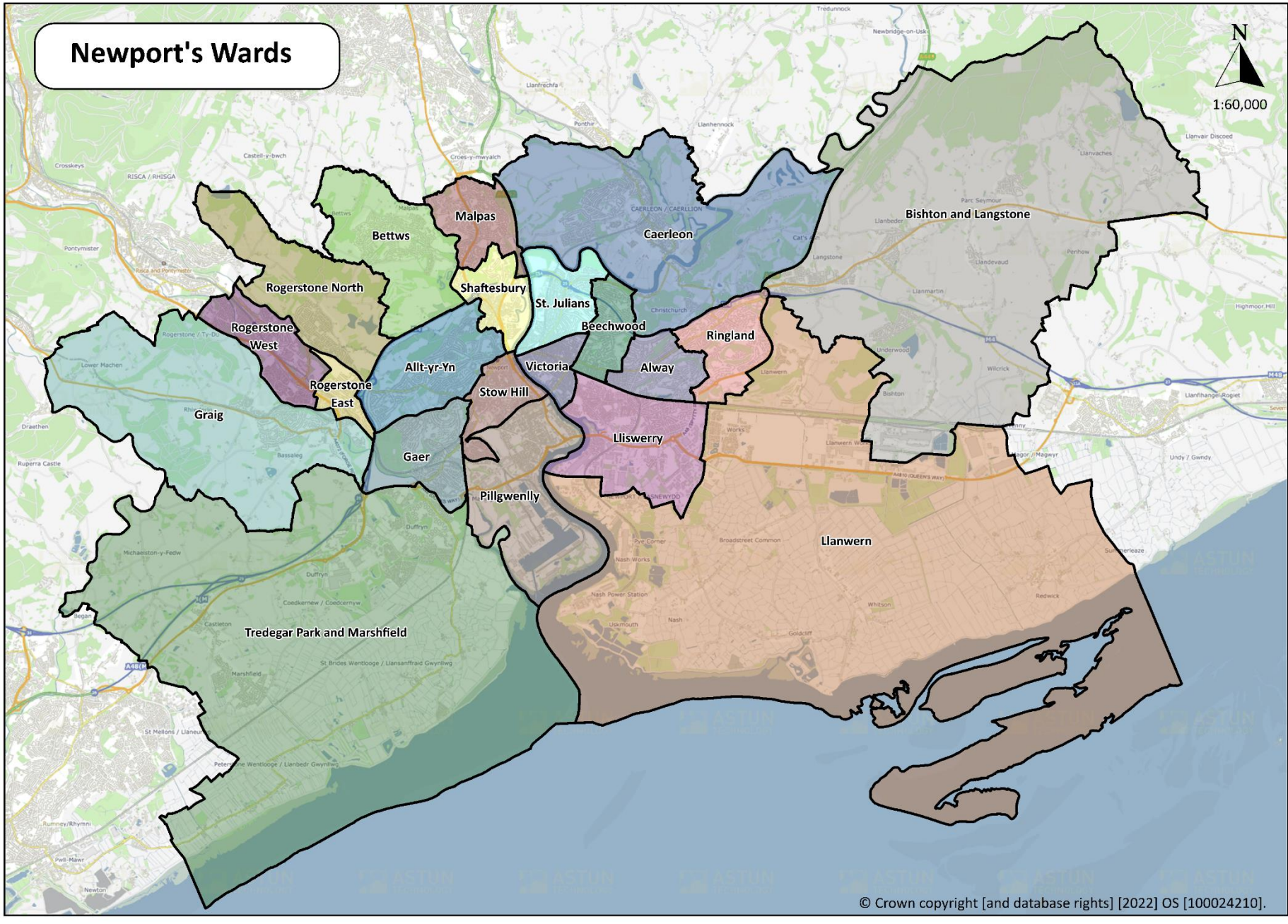
[Houses in Multiple Occupation | Newport City Council](#)

APPENDIX F: Declaration of Understanding

[Houses in Multiple Occupation | Newport City Council](#)

APPENDIX G: Map of proposed Additional (HMO) Licensing area

Newport's Wards



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