

# London Borough of Lewisham

## Policy relating to the grant of full term licences

# Discretionary Licensing schemes

## Overview

In determining an application for any property licence, the Council must decide whether to grant or refuse a licence. In the situation where the Council is minded to grant a licence, there is no prescribed duration period except insofar that the licence period should not exceed 5 years.

This document outlines the Council's general approach to granting a licence with a 5-year term or varying a previously granted licence to a 5-year term for schemes commencing in 2020. The approach applies to all schemes – Mandatory, Additional and Selective - unless specifically stated.

## New/first time applications

In the event that there are no contra-indications relating to person or property, e.g. concerns about the management or condition of the property, the Council will normally grant a licence that last 5 Years irrelevant of the end date of the scheme.

## Subsequent applications under new schemes commencing 2020

In the event that the Council has previously issued a reduced-term licence or refused a licence application, any subsequent licence application will be determined depending upon the circumstances of the individual case. In the event that there are no longer any contra-indications relating to person or property that warrant the grant of a shorter-term licence, the Council will normally grant a licence in the same way as for new/first time applications. In the event that it does not do so, the Council will summarise its reasons in its final communication to the applicant.

## Application to transfer an existing additional licence issued under the previous scheme to the new additional licensing scheme

The council will provide a window of opportunity for existing licence holders who have been granted an additional licence under the existing scheme to transfer their licence to the new scheme. The window of opportunity will include the "early bird" period and the first three months of the new scheme. The new licence will be issued till the end of the five-year scheme.

## Application by Eligible Portfolio Landlords

An 'eligible portfolio landlord' is a person or company applying for licenses on multiple properties at the same time. These properties must consist in total fifteen or more (15+) lettable units.

## Licence Conditions

In the event that the Council grants a new 5-year licence or varies an existing licence to a 5-year term under its existing licensing scheme, the Licence Holder will be expected to comply from the date of the grant or, as the case may be, variation, with the same licence conditions that will be imposed in respect of licences approved under its new selective licensing scheme. Accordingly, the

Licence Holder will be required to agree to a corresponding variation of any existing licence conditions.

## Licence issue date

All licences will be valid from successful completion of all administrative processes. Administrative processes include:

- Receipt of complete and accurate application
- Receipt of all required documentation
- Receipt of a premises plan showing all rooms (with sizes), fire doors, smoke and CO2 alarms and fire exits
- Confirmed or deferred inspection
- Completed consultation
- Verification of final licence by landlord