

## **Application for Private Sector Housing Team advisory service**

### **How to Apply**

The Council provides a wide range of advice and information for landlords, including links to industry guides and relevant legislation, on its website – [Private Sector Housing web pages](#)

However, if you are a landlord and own a property in Colchester and would like to apply and pay for a bespoke advisory service, tailored to your property and your needs, please complete and email this form to [housing.private@colchester.gov.uk](mailto:housing.private@colchester.gov.uk)

We aim to respond to your enquiry within 5 working days.

### **What does this service cover**

The Private Sector Housing advisory service is a service provided to assist you to comply with your legal obligations as a landlord relating to housing standards in properties within the Colchester Borough.

It is available to owners of properties within the Borough that may be considering the suitability of a property for renting to a single household or use as a House in Multiple Occupation, renting a property for the first time or changing the use of a property to a House in Multiple Occupation. (This is not an exhaustive list of situations in which we would be able to assist.)

This service includes telephone and email advice and, where appropriate, a property inspection, preparation of floor plans and a scheme of works to remove housing hazards assessed using the Housing Health and Safety Rating System.

For Houses in Multiple Occupation, in addition, this service includes advice on the provision of satisfactory bathroom, wc and kitchen facilities and the provision of satisfactory living and dining room space and compliance with the Essex HMO Amenity Standards

For Houses in Multiple Occupation, this service also includes advice on complying with the specific Regulations relating to management of HMOs.

For Houses in Multiple Occupation that fall within the scope of the mandatory HMO licensing scheme (currently those with 5 or more occupiers), this service also includes advice on complying with requirements relating to the licensing process.

### **What doesn't this service cover**

This service is not available for properties outside of the Borough.

This service does not constitute planning pre application advice. You may need to seek advice from Planning and/or Building Control services separately and pay an applicable charge.

This service is not available in relation to any property subject to an active investigation for housing conditions.

No service is available to survey a property prior to purchase for mortgage application purposes or to provide advice on the suitability of a property for purchase for the rental market.

This service does not provide advice on your legal obligations regarding letting law and landlord and tenant law and cannot be used to mediate in disputes with tenants.

### **How much does the service cost?**

The cost for the advice service is £100 per hour +VAT

The cost for the preparation of floor plans where required is £220 +VAT for a property with up to five lettings, plus an additional £30 + VAT for every additional letting over five. This fee is payable in addition to the fee to be paid for the advice service.

### **Your application**

#### **Your details:**

Name	
Address incl post code	
Email	
Telephone number	

### **Property Details**

Address of property for which you require advice including post code:

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Indicate the use/prospective use of the property:

Single family dwelling

House in Multiple Occupation - licensable

House in Multiple Occupation – non licensable

Indicate the nature of your interest in the property:

Freeholder owner

Leaseholder

### **Agreement**

By submitting this application for service, you are acknowledging that you, as the person named above, will be liable to pay for this service at the above rates

Signed

Name

Date