

Mansfield District Council – Selective Licensing – FAQ

1. What is Selective Licensing and why has the Council introduced it?

Selective Licensing requires every privately-rented home in the designated areas to be licensed. It is designed to:

- raise housing standards and property management quality
- reduce anti-social behaviour linked to poorly managed lets
- support the “Towards 2030” strategy for better health, wellbeing, community safety and economic growth.

2. Which areas are covered?

The designation includes defined neighbourhoods around Mansfield town centre and Market Warsop. If you are unsure whether an address falls inside the boundary, email selectivelicensing@mansfield.gov.uk or check out the maps on the selective licensing webpages.

3. How long does the scheme run?

Five years from the enforcement start date. Each licence is also valid for five years (or until the scheme ends, if earlier).

4. Key dates

Milestone	Date	What it means
Online application portal opens	12 June 2025	Landlords can create an account and submit applications.
Scheme becomes enforceable	13 September 2025	Operating an unlicensed property from this date is an offence.

5. How do I apply and pay?

Apply online via the Council’s portal (link live from 12 June 2025).

Pay in two instalments: Part A when you submit the form, Part B when the licence is ready to be issued.

6. Will the Council help me with the application?

Yes. Use the dedicated email above or attend advertised drop-in events for one-to-one support and guidance on meeting the licence conditions.

7. Licence fees and discounts

Item	Amount
Part A – application fee	£500
Part B – issue fee	£300
Total payable (standard)	£800

*One-off payment: The total fee (after any discounts) is paid once and covers the property for the full five-year licence period—**there are no further annual charges during the scheme.***

Discounts (can be combined):

- £50 per property if the complete application is received by 12 September 2025.
- £100 per property if the licence-holder is a current member of a recognised landlord accreditation scheme.

With both discounts the total payable is £650. VAT is not chargeable on licence fees.

8. Do I need a separate licence for every property?

Yes. Each dwelling that is privately rented within the designated area requires its own licence.

9. Can the Council refuse to license my property?

Yes—if the property fails to meet the licence conditions or the proposed licence holder or manager is not a fit and proper person.

The Council will explain what needs to be put right and can serve an Interim Management Order (up to 1 year) or Final Management Order (up to 5 years) if standards are not met.

Appeals: Decisions to refuse, grant with conditions, vary, or revoke a licence may be appealed to the First-tier Tribunal (Property Chamber) within 28 days.

10. Will my property be inspected?

The Council intends to inspect 100 % of licensable properties during the five-year scheme, either before or after a licence is issued. Complaints about licenced properties will also be investigated at any time.

11. Are any properties exempt?

Yes, for example:

- Homes owned or managed by registered providers of social housing
- Properties already subject to Mandatory HMO licensing
- Holiday lets, long leases, business tenancies or properties closed under other legislation

Landlords who believe a property is exempt must submit a Licence Exemption Form with evidence; the Council will confirm whether the exemption applies.

12. What happens if I sell a licensed property?

Licences are not transferable. Inform the Council so the existing licence can be revoked; the new owner must apply for a fresh licence if the property remains in the private-rented sector.

13. Can an overseas landlord hold a licence?

The licence-holder must be a UK resident. Overseas owners must appoint a UK-based managing agent, family member or friend to hold the licence and manage compliance.

14. Sanctions for non-compliance

Offence	Possible penalty
Operating an unlicensed property	Unlimited fine or civil penalty up to £30,000
Breaching licence conditions	Fine up to £5,000 or civil penalty
Unlicensed letting where Housing Benefit/UC is paid	Rent Repayment Order (up to 12 months' rent)
Serious or repeated offences	Entry on the National Rogue Landlord Database and/or Banning Order

A valid application in progress or a temporary exemption notice protects you from prosecution while it is current.

15. How does licensing benefit responsible landlords?

- Better-managed neighbourhoods attract and retain good tenants, reducing voids and arrears.
- Clear standards create a level playing field by tackling rogue landlords.
- Improved market confidence can increase property values and rental demand.

16. Is the Council making money from licence fees?

No. By law, fees may only cover the running costs of the scheme (administration, compliance and enforcement) over its five-year life; they cannot generate profit for the authority.

17. Do other councils operate Selective Licensing?

Yes – neighbouring authorities such as Nottingham City Council, Gedling Borough Council and Ashfield District Council already run similar schemes.

Further information: <https://www.mansfield.gov.uk/selectivelicensing> | selectivelicensing@mansfield.gov.uk