



Private Sector Housing Civil Penalty Notice (CPN) Policy

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1. Context, Objectives and Scope

- 1.1. This policy regulates the circumstances and process that Lewisham Council follows when imposing financial penalties through Civil Penalty Notices (CPN's) on Private Sector Landlords.
- 1.2. Our Housing Strategy sets out our commitment to improving the quality, standard and safety of housing in the borough. One in four residents in Lewisham live in the PRS, and we estimate that a quarter of these properties are non-decent.
- 1.3. This policy sits within our broader Private Sector Licensing and Enforcement framework and policy, which can be read [here](#). We are committed to working with landlords and landlord associations to improve standards across the borough. However, where landlords break the law, we are clear that we will hold them accountable.
- 1.4. CPN's are issued against landlords who have committed criminal offences, as an alternative to prosecution. They are intended to punish offenders, provide a deterrent to both the offender and other landlords, and remove any financial benefit that landlords have gained from committing the offence. We aim to make it clear to all landlords that operating unlawfully is financially disadvantageous when compared to operating lawfully, and create an environment where landlords engage with the Council's requests and demands openly and honestly.
- 1.5. The main objective of this policy is that those managing and having control of rented properties within the borough know how the Council will penalise relevant offences, and are assured that, generally, similar cases will be penalised similarly.

2. Applying a CPN

Beginning the process

- 2.1. When we are aware that an offence has been committed, we will decide whether it is in the public interest to issue a CPN (as opposed to prosecution or alternative enforcement action). This will be considered in line with our [PRS enforcement policy](#) and the [Code for Crown Prosecutors](#).



- 2.2. In most cases where we are aware of an offence, a CPN will be the appropriate action. A prosecution will be appropriate in the most serious cases, for example where:
- The landlord's current and historical conduct when taken together, means they cannot be considered a "fit and proper" person to hold an HMO licence.
 - The landlord's acts or omissions, have caused serious bodily harm to another person, including psychological harm.
 - In the case of licence breaches, where the landlord's conduct taken as a whole make it appropriate to consider revoking an HMO licence.
 - The facts of the case justify considering applying for ancillary orders that would not be available or would be more difficult to obtain without a criminal conviction (for example, Rent Repayment Orders or Banning Orders)
- 2.3. Any offence must be proven to the criminal burden and standard of proof (i.e 'beyond reasonable doubt') before a CPN can be issued.

Notices of Intent and Representations

- 2.4. Before imposing a financial penalty on an offender, the Council will give the offender a Notice of Intent (NoI).
- 2.5. Following receipt of an NoI, the offender may make written representations to the Council about the proposal to impose a financial penalty. Any representations must be made within a 28-day period, beginning the day after the date on which the NoI was received.
- 2.6. Where an offender wishes to request an exception to the standard procedure (as outlined below), they should make a written representation during this period. See Appendix 2 for the contact details for the Private Sector Housing Agency.
- 2.7. Any such representation should include complete supporting evidence to justify their request for an exception. To prevent miscommunication and ensure an audit trail exists, we will not accept oral representations.

Multiple Offenders

- 2.8. If multiple offenders have committed the same offence at the same property, a separate civil penalty can (and generally will) be imposed on each offender.
- 2.9. Where multiple offenders receive separate NoI's for the same matter, each offender is considered individually liable to pay the civil penalty notified to them. Therefore, any offenders receiving an NoI who believes that a civil penalty should not be imposed upon them should **individually** make a representation to us.
- 2.10. Acceptance/payment of a civil penalty by one offender will not negate our intention to impose a civil penalty on the remaining offender(s).

Decision stage and Final Notices

- 2.11. After the end of the period for representations, we will decide whether to impose a financial penalty on the offender. If we decide to impose a financial penalty, we will follow the process set out in section 3 to determine the penalty amount. When making this decision, we will consider any written representations and the totality principle.



- 2.12. Where an offender has complied with the identified breach during the representation period, we will not consider this a reason to refrain from imposing a CPN. However, compliance at that stage may be considered as a mitigating factor that may reduce the imposed financial penalty.
- 2.13. Where we decide to impose a financial penalty on the offender following the representation stage, we will give the person a Final Notice imposing that penalty. The Final Notice will set out and summarise:
 - a. The amount of the financial penalty,
 - b. The reasons for imposing the penalty,
 - c. Information about how to pay the penalty,
 - d. The period for payment of the penalty,
 - e. Information about rights of appeal,
 - f. The consequences of failure to comply with the notice

3. CPN amount

- 3.1. We will follow a three-stage process to decide the penalty charge amount. The maximum civil penalty that can be charged for each separate offence is £30,000.

Stage 1 – Starting level

- 3.2. We will identify a starting level of penalty in the following matrix, based on the seriousness of the offence. Starting levels for each offence can be found in [Appendix 1 - Offences](#).

CPN Matrix	
Seriousness of Offence	Starting Level
Mild	£2,500
Moderate	£7,500
Serious	£12,500
Very Serious	£17,500
Severe	£22,500
Very Severe	£27,500

Stage 2 – Aggravating and Mitigating Factors

- 3.3. If applicable, we will increase or decrease the penalty based on aggravating or mitigating factors, such as culpability, track record and harm.
- 3.4. To reflect the seriousness of each offence and ensure that penalties are proportional to the offending behaviour, the maximum increase or decrease due to mitigating or aggravating factors at Step 3 is **£5,000** (except in exceptional circumstances). The presence of multiple factors will generally not constitute exceptional circumstances.
- 3.5. We will consider aggravating factors specific to the offence (as detailed in Appendix 1). We will also consider general aggravating factors, which may apply to any offence. The following is a *non-exhaustive* example list of aggravating factors:

- **A previous history of non-compliance.**
For example, successful prosecutions [including recent convictions that were ‘spent’], receipt of financial penalties, rent repayment orders, works in default of the landlord, or breaches of regulations/obligations (irrespective of whether these breaches had been the subject of separate formal action).



- **A failure to cooperate with a Council investigation.**
For example, failing to comply with a s.16 Local Government (Miscellaneous Provisions) Act 1976 notice, failing to comply with a s.235 Housing Act 2004 notice, or failing to provide a substantive response to a letter of alleged offence.
- **Deliberate intent when committing the offence.**
For example, knowledge that the offence was occurring, or failing to comply with a notice served following informal attempts to resolve the hazards.
- **Whether any vulnerable residents occupied the property at the time of the offence.**
For example, young adults and children, people vulnerable due to their age, people vulnerable due to a disability or sensory impairment, people with a drug or alcohol addiction, victims / survivors of domestic abuse, children in care or otherwise vulnerable by virtue of age, people with complex health conditions, people who do not speak English as their first language, victims of trafficking or sexual exploitation, or refugees and asylum seekers
- **The number of residents placed at risk.**
- **Offending over an extended period of time** (i.e. 6 months or longer).

Stage 3 – Size of Landlord

3.6. If there are no mitigating or aggravating factors, we will:

- **Reduce the amount by £5,000 for landlords with a small property portfolio.**
This applies to landlords with one or two dwellings, including no more than one HMO. This reduction does not apply to accredited landlords.
- **Increase the amount by £5,000 for experienced landlords.**
This applies to landlords with any one of the following:
 - *Six or more dwellings;*
 - *Three or more HMOs;*
 - *Demonstrable experience in the letting/management of property (irrespective of the size of the portfolio); or,*
 - *Landlord accreditation.*

4. Paying and Appealing a CPN

- 4.1. We will only consider accepting payment in instalments in cases where the recipient would suffer significant hardship if they were required to pay the amount in full. In these cases, the recipient must provide a full statement of means evidencing their financial circumstances.
- 4.2. A 15% discount to the penalty charge amount will apply if the penalty is paid within 28 days. If, during the representation period, the landlord has admitted to the offence, this discount will be increased to 33%.
- 4.3. The person served with a Final Notice has a right to appeal to the First-tier Tribunal. The time limit for lodging an appeal is 28 days from the day after the date of service of the Final Notice. No enforcement action will be taken until this time has expired or until any appeal is determined.
- 4.4. If the person served with the Final Notice fails to pay or appeal within 28 days of receiving the Final Notice or fails to pay within 28 days of an unsuccessful appeal, we may enforce the Civil Penalty Notice as if it were an order of the County Court.



5. Legal Context and Definitions

Definitions

- 5.1. **'Landlord'** should be read as including letting agents, managing agents, licensors, property owners, directors of corporate landlords and any other person involved in the letting or management of privately rented accommodation.
- 5.2. **'House of Multiple Occupation' or 'HMO'** has the meaning defined within s254 of the Housing Act 2004. [Government guidance](#) provides an abridged definition as follows: *"Your home is a house in multiple occupation (HMO) if both of the following apply: at least 3 tenants live there, forming more than 1 household, [and] you share toilet, bathroom or kitchen facilities with other tenants"*.
- 5.3. **'Totality principle'** is defined by the [Sentencing Council's guidelines](#), extract as follows:- *"When sentencing for more than one offence, the overriding principle of totality is that the overall sentence should: (a) reflect all of the offending behaviour with reference to overall harm and culpability, together with the aggravating and mitigating factors relating to the offences and those personal to the offender; and (b) be just and proportionate."*
- 5.4. **'Accreditation'** refers to membership of the [London Landlord Accreditation Scheme](#) (or other similar schemes). Accreditation involves a one-day course and a payment of £199.90 for five years, or £99.90 for two years. While accreditation is not compulsory, we reward accredited landlords by offering a discount in the licensing fee. Accredited landlords will be held to a higher standard than those without accreditation.
- 5.5. **'Category 1/2 Hazard'** refers to these categories under the Government's [Housing Health and Safety Ratings System](#). Category 1 hazards are the most serious hazards, judged to have the highest risk of harm to the occupiers. The Council has a duty to take appropriate action where a dwelling is found to have one or more Category 1 hazards present.

Statutory guidance on civil penalties

- 5.6. The Government has issued statutory guidance under Schedule 9 of the Housing & Planning Act 2016 entitled "[Civil penalties under the Housing and Planning Act 2016. Guidance for Local Housing Authorities](#)". The Council has regard to this guidance in the exercise of their functions in respect of civil penalties.
- 5.7. Paragraph 3.5 of the statutory guidance states that *'The actual amount levied in any particular case should reflect the severity of the offence, as well as taking account of the landlord's previous record of offending'*. This paragraph also sets out several factors that we consider to ensure that the civil penalty is set at an appropriate level in each case. These are reproduced as follows:

- a. **Severity of the offence.** *The more serious the offence, the higher the penalty should be.*
- b. **Culpability and track record of the offender.** *A higher penalty will be appropriate where the offender has a history of failing to comply with their obligations and/or their actions were deliberate and/or they knew, or ought to have known, that they were in breach of their legal responsibilities. Landlords are running a business and should be expected to be aware of their legal obligations.*
- c. **The harm caused to the tenant.** *This is a very important factor when determining the level of penalty. The greater the harm or the potential for harm (this may be as perceived by the tenant), the higher the amount should be when imposing a civil penalty.*

- d. **Punishment of the offender.** A civil penalty should not be regarded as an easy or lesser option compared to prosecution. While the penalty should be proportionate and reflect both the severity of the offence and whether there is a pattern of previous offending, it is important that it is set at a high enough level to help ensure that it has a real economic impact on the offender and demonstrate the consequences of not complying with their responsibilities.
- e. **Deter the offender from repeating the offence.** The ultimate goal is to prevent any further offending and help ensure that the landlord fully complies with all of their legal responsibilities in future. The level of the penalty should therefore be set at a high enough level such that it is likely to deter the offender from repeating the offence.
- f. **Deter others from committing similar offences.** While the fact that someone has received a civil penalty will not be in the public domain, it is possible that other landlords in the local area will become aware through informal channels when someone has received a civil penalty. An important part of deterrence is the realisation that (a) the local housing authority is proactive in levying civil penalties where the need to do so exists and (b) that the civil penalty will be set at a high enough level to both punish the offender and deter repeat offending.
- g. **Remove any financial benefit the offender may have obtained as a result of committing the offence.** The guiding principle here should be to ensure that the offender does not benefit as a result of committing an offence, i.e. it should not be cheaper to offend than to ensure a property is well maintained and properly managed.

Other Legal Context

- 5.8. Section 126 and Schedule 9 of the Housing and Planning Act 2016 provide local authorities with the power, through the insertion of section 249A Housing Act 2004, to impose a civil penalty as an alternative to prosecution in respect of the following offences under the Housing Act 2004:
- Failure to comply with an Improvement Notice [s30]
 - Offences in relation to licensing of Houses in Multiple Occupation (HMOs) under Part 2 [s72]
 - Offences in relation to the Selective Licensing of 'houses' under Part 3 [s95]
 - Failure to comply with an Overcrowding Notice [section 139]
 - Failure to comply with a management regulation in respect of an HMO [s234]
- 5.9. Regulation 11 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 provides local authorities with the power to impose a civil penalty in respect of breaches of Regulation 3 of The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020.
- 5.10. In addition, section 23 of the Housing and Planning Act 2016 provides that a civil penalty may be imposed in respect of a breach of a Banning Order.
- 5.11. The Council has the power to impose a civil penalty of up to a maximum of £30,000 for each separate offence. If multiple offenders have committed the same offence at the same property, a separate civil penalty can, and usually will, be imposed on each offender. In each case, the level of civil penalty imposed on each offender will be in line with this policy. This guidance outlines the Council's policy in setting the level of a civil penalty in each case where it has been determined to issue a civil penalty as an alternative to prosecution proceedings.



6. Reviewing this Policy

Amendments to this policy not reflecting a major change of policy may be made by the Executive Director for Housing in consultation with the Director of Law and Corporate Governance. Such changes will be reported to Members annually.

Replaces: Civil Penalty Notice Policy 2021	
<i>Amended to reflect the legal precedent set by Leicester City Council v Morjaria</i>	
Date approved: 22/10/2025	Effective date: 03/11/2025
Next review: November 2027	
Approved by: Mayor and Cabinet	
Document owner: Director of Housing Strategy	

Appendix 1 – Offences

This appendix should be referred to when setting the starting £ level for a PCN, along with the [PCN matrix](#).

	Offence	Seriousness	Description	Aggravating Factors
1	Failure to comply with an Improvement Notice (Housing Act 2004, s30)	Severe (starting level £22.5k) Exposes the tenant[s] of a dwelling to one or more significant hazards.	This Notice specifies repairs/improvements that the recipient should carry out in order to address one or more identified Category 1/2 Hazards in a property. In some cases, the service of an Improvement Notice will have followed an informal stage, where the landlord had been given the opportunity to carry out improvements without the need for formal action. In such cases, an identified failure to comply with an Improvement Notice will represent a continued failure on the part of the landlord to deal appropriately with one or more significant hazards affecting the occupier[s] of the dwelling.	<ul style="list-style-type: none"> The nature and extent of hazards that are present. Multiple hazards and/or severe/extreme hazards that are considered to have a significant impact on the health and/or safety of the occupant[s] in the property or their guests would justify an increase in the level of the civil penalty
2	Failure to Comply with an Overcrowding Notice (Housing Act 2004, s139)	Very Serious (starting level £17.5k) Failing to comply with the requirements of an Overcrowding Notice exposes the tenant[s] of an HMO to unacceptably cramped living conditions.	This Notice can be served on a HMO that is not required to be licensed under Part 2 Housing Act 2004. The notice specifies, on a room-by-room basis, the maximum number of persons allowed to occupy each room as sleeping accommodation, or that the room is not considered suitable for that purpose.	<ul style="list-style-type: none"> The level of overcrowding present. Breaches that related to over-occupation of multiple rooms or extreme over-occupation of an individual room would justify a higher civil penalty
3	Failure to Comply with a Banning Order (Housing and Planning Act 2016, s21)	Very Severe (starting level £27.5k) Where we determine that a civil penalty would be appropriate, this will generally be set at the maximum level of £30,000 to reflect the severity of the offence.	The Housing and Planning Act 2016 includes provisions and processes for a person to be banned from being involved, for a specified period, in one or more of the following activities: letting housing, engaging in letting agency work, and/or engaging in property management work. Banning Orders are reserved for the most serious housing-related offences. If we are satisfied that this offence has occurred, we will usually proceed to prosecution. Prosecution can result in an unlimited fine and a prison sentence of up to 51 weeks.	N/A
4	Failure to license property			
4a	Failure to license a Mandatory HMO (Housing Act 2004, s72(1))	Very Serious (starting level £17.5k) Licensing was introduced by the Government to regulate management,	Most higher risk HMOs occupied by 5 or more persons forming 2 or more households are required to hold a property licence issued by the local authority. HMO licensing was introduced to allow local authorities to regulate standards and conditions in high risk, multiply occupied residential	<ul style="list-style-type: none"> The condition of the unlicensed property. The nature and extent of any significant hazards that are present would justify an increase in the level of the civil penalty. Equally, an HMO that was found to be poorly managed and/or lacking amenities/fire safety

		conditions, and safety standards in the properties considered to represent the highest risk to tenants.	premises. Through the property licence regime, local authorities ensure that the HMO has sufficient kitchens, baths/showers and WCs, place a limit on the number of persons permitted to occupy it, and require the licence holder to comply with a set of licence conditions	precautions and/or overcrowded would also justify an increased civil penalty <ul style="list-style-type: none"> • Evidence that the landlord/agent was familiar with the need to obtain a property licence. For example, the fact that they were a named licence holder or manager in respect of an already licensed premises
4b	Failure to license a property under the Council's Additional [HMO] Licensing Scheme (Housing Act 2004, s72(1))	Serious (starting level £12.5k) We have introduced additional HMO licensing to regulate management, conditions, standards and safety in the properties considered to represent a higher risk to tenants.	The Council has designated the whole of the borough as an additional licensing area. Under the scheme, most HMOs occupied by three or more persons forming two or more households sharing one or more basic amenities such as a WC or kitchen, but which fall outside the scope of mandatory HMO licensing, will be required to hold an additional licence to be let legally. This includes all HMOs located in large purpose-built blocks of flats.	<ul style="list-style-type: none"> • The condition of the unlicensed property. The nature and extent of any significant hazards that are present would justify an increase in the level of the civil penalty. Equally, an HMO that was found to be poorly managed and/or lacking amenities/fire safety precautions and/or overcrowded would also justify an increased civil penalty • Evidence that the landlord/agent was familiar with the need to obtain a property licence. For example, the fact that they were a named licence holder or manager in respect of an already licensed premises
4c	Failure to license a property under the Council's Selective Licensing Scheme (Housing Act 2004, s95(1))	Serious (starting level £12.5k) Failing to ensure that a rented home is licensed means that the tenants and wider community are not protected by the additional regulatory controls afforded by licensing.	We have introduced a selective licensing scheme for non-HMO properties. This means that most privately rented homes occupied by a single-family household or no more than 2 unrelated persons are required to have a property licence to operate in the borough, (except properties in Blackheath and Telegraph Hill). Through the Selective Licensing scheme we intend to improve the professionalism of private landlords and drive-up property standards in the Private Rented Sector	<ul style="list-style-type: none"> • The condition of the unlicensed property. nature and extent of any significant hazards that are present would justify an increase in the level of the civil penalty. Equally, a property that required a Selective Licence and was found to be poorly managed and/or lacking amenities/fire safety precautions and/or overcrowded would also justify an increased civil penalty • Evidence that the landlord/agent was familiar with the need to obtain a property licence. For example, the fact that they were a named licence holder or manager in respect of an already licensed premises

5	Breach of HMO Regulations (The Management of Houses in Multiple Occupation (England) Regulations 2006)			
5a	Failure to provide information to occupier (Regulation 3)	Mild (starting level £2.5k)	The Management of Houses in Multiple Occupation (England) Regulations 2006 impose duties on the persons managing HMOs concerning: <ul style="list-style-type: none"> • Providing information to occupiers [Regulation 3] • Taking safety measures, including fire safety measures [Regulation 4] • Maintaining the water supply and drainage [Regulation 5] 	Aggravating factors will be assessed based on the number, nature, and extent of the management regulation breach(es), and/or the deficiencies within each regulation.
5b	Failure to take safety measures (Regulation 4)	Very Serious (starting level £17.5k)		
5c	Failure to maintain water supply and drainage (Regulation 5)	Serious (starting level £12.5k)		
5d	Failure to supply and maintain gas and electricity (Regulation 6)	Serious (starting level £12.5k)		

5e	Failure to maintain common parts, fixtures, fittings and appliances (Regulation 7)	Moderate (starting level £7.5k)	<ul style="list-style-type: none"> Supplying and maintaining gas and electricity, including having these services/appliances regularly inspected [Regulation 6] Maintaining common parts [Regulation 7] Maintaining living accommodation [Regulation 8] Providing sufficient waste disposal facilities [Regulation 9] <p>It is important that the manager of an HMO complies with all regulations. Failure to comply with each regulation has been assessed individually, to reflect variations in the impact on residents.</p>	
5f	Failure to maintain living accommodation (Regulation 8)	Moderate (starting level £7.5k)		
5g	Failure to provide waste disposal facilities (Regulation 9)	Moderate (starting level £7.5k)		

6	Breach of HMO licence conditions (Housing Act 2004, s72(3))			
6a	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Signage or the provision of information for tenants Provision of written terms of occupancy for tenants The recording and provision of information regarding rent payments The provision of information regarding occupancy of the property The provision of information regarding change of managers or owners' details 	Mild (starting level £2.5k)	<p>All HMO licences impose a set of conditions on the licence holder. These conditions impose a variety of obligations relating to the letting, management and condition of the rented property. It is important that the manager of a licensed property complies with all imposed conditions, but the Council recognises that a failure to comply with certain licence conditions is likely to have a much bigger impact on the safety and comfort of residents than others.</p>	<p>Aggravating factors will be assessed based on the number, nature, and extent of the management regulation breach(es), and/or the deficiencies within each regulation.</p>
6b	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Procedures and actions regarding Inspections Procedures regarding Repair issues Maintenance and use of common parts (including gardens, outbuildings and property exterior) and living areas Carrying out work required by the Council following an inspection within a reasonable time. 	Moderate (starting level £7.5k)		
6c	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> The provision and display of documentation regarding energy performance certificates, fire detection and prevention, carbon monoxide detection, gas installations, electric installations and appliances Notification of legal proceedings, contraventions and other relevant information that may affect a fit and proper person status Procedures and actions regarding ASB 	Serious (starting level £12.5k)		
6d	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Occupancy rates 	Very Serious (starting level £17.5k)		

	<ul style="list-style-type: none"> Occupancy of rooms that are not to be used as sleeping accommodation Limits on number of households allowed to occupy the property or part of the property. 			
6e	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> The condition or existence of smoke alarms, carbon monoxide alarms, emergency lighting, gas installations, electric installations and appliances, fire detection or other fire safety features or requirements Failure to comply with the Recommendations of a Fire Risk Assessment. 	Severe <i>(starting level £22.5k)</i>		
6f	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Failure to comply with regulations enacted by central Government that set standards for the management of HMOs. 	<i>Refer to the relevant HMO management regulation (Table 5),</i>		

7	Breach of Selective licence conditions <i>(Housing Act 2004, s95(2))</i>			
7a	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Signage or the provision of information for tenants Provision of written terms of occupancy for tenants Procedures regarding vetting of incoming tenants Compliance with deposit protection legislation The recording and provision of information regarding rent payments Procedures relating to rent collection The provision of information regarding occupancy of the property The provision of information regarding change of managers or licence holder details The provision of information related to changes in the property 	Mild <i>(starting level £2.5k)</i>	All selective licences impose a set of conditions on the licence holder. These conditions impose a variety of obligations relating to the letting, management and condition of the rented property. It is important that the manager of a licensed property complies with all imposed conditions, but we recognise that a failure to comply with certain licence conditions is likely to have a much bigger impact on the safety and comfort of residents than others.	Aggravating factors will be assessed based on the number, nature, and extent of the management regulation breach(es), and/or the deficiencies within each regulation.
7b	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> Procedures and actions regarding Inspections Procedures regarding Repair issues Maintenance and use of common parts (including gardens, outbuildings and property exterior) and living areas Safeguarding occupiers and minimising disruption during works The provision of information regarding alterations and construction works, Procedures regarding emergency issues Waste and waste receptacles, pests. Allowing access for inspections 	Moderate <i>(starting level £7.5k)</i>		

7c	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> The provision and display of documentation regarding energy performance certificates, fire detection and prevention, carbon monoxide detection, gas installations, electric installations and appliances Notification of legal proceedings, contraventions and other relevant information that may affect a fit and proper person status Procedures and actions regarding ASB Occupancy rates Occupancy of rooms that are not to be used as sleeping accommodation Limits on number of households allowed to occupy the property or part of the property. 	Serious <i>(starting level £12.5k)</i>		
7d	Failure to comply with licence conditions related to: <ul style="list-style-type: none"> The condition or existence of smoke alarms, carbon monoxide alarms, gas installations, electric installations and appliances, fire detection or other fire safety features or requirements 	Very Serious <i>(starting level £17.5k)</i>		

8	Breach of Electrical Safety Regulations <i>(The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020)</i>			
8a	<i>Regulation 3(3)(b)- duty to supply copy of written report to tenants within 28 days of inspection by qualified person</i>	Mild <i>(starting level £2.5k)</i>	Landlords are required to comply with these Regulations, which impose duties to meet minimum electrical standards and inspect / test fixed electrical cables and equipment every 5 years. See our Electrical Safety policy for more details.	
8b	<i>Regulation 3(3)(e)- duty to supply copy of written report to new tenants before they occupy the premises and duty to supply report to prospective tenants within 28 days of request.</i>	Mild <i>(starting level £2.5k)</i>		
8c	<i>Regulation 3(3)(d)- duty to retain a copy of that report until the next inspection and test is due and supply a copy to the person carrying out the next inspection and test</i>	Mild <i>(starting level £2.5k)</i>		
8d	<i>Regulation 3(5)(b)- duty to supply written confirmation and a copy of the report by a qualified person to the tenants within 28 days where the initial report requires the private landlord to undertake further investigative or remedial work.</i>	Mild <i>(starting level £2.5k)</i>		
8e	<i>Regulation 3(3)(c)- duty to supply a copy of the report to the Council within 7 days of request</i>	Moderate <i>(starting level £7.5k)</i>		
8f	<i>Regulation 3(5)(c)- duty to supply written confirmation and a copy of the report by a qualified person to the Council within 28 days where the initial report requires the private landlord to undertake further investigative or remedial work.</i>	Moderate <i>(starting level £7.5k)</i>		

8g	<i>Regulation 3(1)(b)- duty to ensure every electrical installation in the residential premises is inspected and tested at regular intervals by a qualified person</i>	Serious <i>(starting level £12.5k)</i>		
8h	<i>Regulation 3(1)(a)- duty to ensure that the electrical safety standards are met during any period when the residential premises are occupied under a specified tenancy</i>	Serious <i>(starting level £12.5k)</i>		
8i	<i>Regulation 3(4)- duty to ensure that a qualified person carry out further investigative or remedial work identified in a report under paragraph 3(a) within 28 days or any other period specified in the report starting with the date of inspection or testing.</i>	Very Serious <i>(starting level £17.5k)</i>		

Appendix 2 - Contact Details

Email	pshe@lewisham.gov.uk
Address	Private Sector Housing Agency 5 th Floor, Laurence House 1 Catford Road Catford SE6 4RU.