

18 November 2024

Freedom of Information Request, Oxford City Council – Reference: **FOI2024/01148**

Further to our acknowledgement, we can confirm that Oxford City Council can advise as follows in response to your Freedom of Information Request received on 23 October:

Request

Dear FOI Team,

This FOI is for the attention of the council officers who oversees the selective licensing scheme which started on 1st September 2022.

- 1) How many property inspections has the council undertaken of selective licenced properties? Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.
- 2) The number of properties, in the selective licenced area, with category one hazards that have been identified. Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.
- 3) The number of properties, in the selective licenced area, with category two hazards that have been identified. Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.
- 4) How many licences have been granted since the scheme began? Please provide this information if it is possible, for each ward in the designation till the end of August 2024.
- 5) How long, on average in days, does it take for a selective licensing application to be made from the point that the council receives the application to a decision being made? Please provide a mean average if this is possible.
- 6) The total amount of licence fee income (£) collected from the selective licensing scheme up to the end of August 2024.
- 7) The principal method in which the council collects and records enforcement and administrative data as part of the licensing scheme. For example, Metastreet, council's own system, spreadsheets etc
- 8) How many licence applications have been submitted from the start of the scheme till the end of August 2024?

8a) Out of these licence applications, how many were refused?

9) The number of licence holders contacted during the scheme concerning a licence condition breach.

9a) If possible, can a breakdown of what these licence condition breaches consist of be provided?

10) The number of licence holders who were subject to formal enforcement action as a result of a licence condition breach from the start of the scheme till the end of August 2024.

11) How many unlicensed properties have the council identified during the scheme till the end of August 2024?

12) The number of properties in the licensing scheme which have been identified as having both category one and category two hazards present till the end of August 2024.

Clarification sent on 18.10.2024, received 23.10.2024.

Referring to questions 1 to 3, the timescales requested is calendar year.

Response

1) How many property inspections has the council undertaken of selective licenced properties? Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.

Calendar	Inspections
2022 from 01 Sep 2022	49
2023	164
2024 to 31 Aug 24	265

Unfortunately, we are unable to provide the data at ward within 18 hours allocated to a request due to the way the data is recorded on our systems and therefore we believe that to provide this level of detail would exceed the appropriate limit set out in section 12 of the Freedom of Information Act 2000 and the Fees Provisions. The appropriate limit is defined as £450 for Oxford City Councils set out at an arbitrary rate of £25 per hour and 18 hours of compliance with an individual request. We believe that there are approximately 478 records, and that it would take approximately 10 minutes to log into each case to retrieve and record the data. Accordingly, we confidently estimate that it would take at least 80 hours to undertake such a manual trawl and, therefore, we believe that using a section 12 exemption to not undertake this trawl is appropriate.

Please be advised as per Section 16 of FOIA that we are waiting on a supplier upgrade and will be able to provide this information in near future.

2) The number of properties, in the selective licenced area, with category one hazards that have been identified. Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.

As per above-question 1.

See question 12 for the answer in relation to properties with both category one and two hazard.

3) The number of properties, in the selective licenced area, with category two hazards that have been identified. Please provide this information for each year since the start of the scheme and, if possible, for each ward in the designation till the end of August 2024.

As per above.

See question 12 for the answer in relation to properties with both a category one and two hazard.

4) How many licences have been granted since the scheme began? Please provide this information if it is possible, for each ward in the designation till the end of August 2024.

9,632 Selective Licences were granted between September 2022 and the end of August 2024. By ward:

- Barton and Sandhills: 341
- Blackbird Leys: 202
- Carfax and Jericho: 466
- Churchill: 347
- Cowley: 475
- Cutteslowe and Sunnymead: 564
- Donnington: 357
- Headington: 539
- Headington Hill and Northway: 351
- Hinksey Park: 446
- Holywell: 58
- Littlemore: 460
- Lye Valley: 323
- Marston: 428
- Northfield Brook: 248
- Osney and St Thomas: 667
- Quarry and Risinghurst: 445
- Rose Hill and Iffley: 322
- St Clement's: 429
- St Mary's: 368
- Summertown: 509
- Temple Cowley: 561
- Walton Manor: 403

- Wolvercote: 337

5) How long, on average in days, does it take for a selective licensing application to be made from the point that the council receives the application to a decision being made? Please provide a mean average if this is possible.

Year one (01 September 2022 to 31 August 2023) average from application submitted date to final licence issued: 370.66 days

Year two (01 September 2023 to 31 August 2024) average from application submitted date to final licence issued: 187.36 days

6) The total amount of licence fee income (£) collected from the selective licensing scheme up to the end of August 2024.

£4,347,211.00

7) The principal method in which the council collects and records enforcement and administrative data as part of the licensing scheme. For example, Metastreet, council's own system, spreadsheets etc

Data is stored in Metastreet or the Council's UNIFORM database, any other administrative data is stored in protected shared folders (documents and spreadsheets)

8) How many licence applications have been submitted from the start of the scheme till the end of August 2024?

11,940.

8a) Out of these licence applications, how many were refused?

0.

9) The number of licence holders contacted during the scheme concerning a licence condition breach.

0.

9a) If possible, can a breakdown of what these licence condition breaches consist of be provided?

0.

10) The number of licence holders who were subject to formal enforcement action as a result of a licence condition breach from the start of the scheme till the end of August 2024.

0.

11) How many unlicensed properties have the council identified during the scheme till the end of August 2024?

We have interpreted this question as "How many unlicensed selective licensing properties have the council identified during the Selective Licensing scheme till the end of August 2024?"

We have received 165 reports of unlicensed selective licenced properties, of which 80 made applications, 45 were closed as not licensable and 40 are still under investigation.

Please note - this is where reports were categorised as unlicensed Selective Licence properties

and not HMOs. Should you wish for data regarding HMO licensing and reports of unlicensed HMOs then please make a follow up request.

12) The number of properties in the licensing scheme which have been identified as having both category one and category two hazards present till the end of August 2024.

352.

If you disagree with any part of the response to your request, you are entitled to ask the Council for an internal review of the decision(s) made. You may do this by writing to the Monitoring Officer, by either email monitoringofficer@oxford.gov.uk – or by post to Monitoring Officer, Oxford City Council, Town Hall, St Aldate's, Oxford, OX1 1BX. After the result of the internal review, if you remain dissatisfied, you may ask the Information Commissioner to intervene on your behalf. You may do this by writing to the Information Commissioner's Office, Wycliffe Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

Freedom of Information Officer

| Freedom of Information Team | Law & Governance | Oxford City Council | Town Hall | St Aldate's
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