



Licence policy

1. Purpose

The purpose of this policy is to set out how Selwood Housing considers, assesses, and manages requests for licences to use land owned by the organisation.

It provides a clear and consistent framework for decision-making, ensuring that any use of Selwood Housing land is safe, appropriate, and aligned with our legal, operational, and strategic responsibilities.

2. Scope

This policy applies to all requests for permission to use or occupy land owned by Selwood Housing. This includes, but is not limited to:

- Garden extensions or use of garden land
- Cultivation areas such as allotment spaces
- Access arrangements over Selwood Housing land
- Temporary or ongoing use of land for defined purposes

Rights of way or other legal access matters may be managed through separate legal processes; however, they are referenced within this policy to provide clarity and completeness.

This policy applies to all customers, staff, and external parties seeking a licence agreement with Selwood Housing.

3. Principles

Selwood Housing will safeguard its assets and act in the best interests of the organisation at all times, ensuring full compliance with all relevant laws, regulations, and standards, including those relating to charity, housing, and health and safety.

4. Definitions

- 4.1 Selwood Housing customer:** A current tenant or leaseholder of Selwood Housing.
- 4.2 Non-Selwood Housing customer:** Any applicant who is not a Selwood Housing tenant or leaseholder (e.g. neighbours, private homeowners or businesses).



Licence policy

- 4.3 Licence:** A non-exclusive, time-limited permission to use Selwood Housing land for an agreed purpose, subject to conditions.

5. Policy details

- 5.1** Selwood Housing will only consider granting a licence where the land in our ownership is unsuitable for sale or provides no future strategic benefit to the organisation. The land must not be in use or allocated for any other purpose, such as development or planned service delivery.
- 5.2** Applicants must clearly set out the intended use of the land and provide a plan or sketch identifying the area to be licensed.
- 5.3** Applicants are responsible for checking and complying with any planning, highways or utilities requirements, and for obtaining any necessary permissions or consents before proceeding.
- 5.4** The proposed use must not have a negative impact on the estate or surrounding area. It must not obstruct visibility, impede access, adversely affect neighbouring properties, restrict access to services or utilities located in or under the land, or limit any future development potential.

6. Types of requests

6.1 Garden Land and cultivation

Generally granted unless the land is a designated open space/amenity area, adversely affects appearance or access, affects highway visibility lines, or involves the keeping of animals.

6.2 Vehicular or pedestrian access to a property

Access may be granted without a licence, subject to an administration charge (if applicable) and compliance with Selwood Housing specifications for works.

Requests will be refused if they adversely affect the estate appearance, require removal of a tree, interfere with neighbours' outlook/access, cross a drain inspection chamber/cover, or create highway safety issues.

6.3 Vehicular access over garages or parking areas

Generally granted subject to approval of fencing/gating arrangements, unless the access interferes with general use of the



Licence policy

parking area, reduces parking capacity, restricts access over the site, or prevents alternative use of the site.

6.4 Electric Vehicle (EV) Charging Requests

Requests to install EV chargers will be considered on a case-by-case basis. Decisions will take into account the applicant's circumstances — including any disability-related needs — alongside safety requirements and the needs of other customers.

- Trailing leads across any land accessible to the public are not permitted.
- Buried cables may be considered where they cross communal or external land, subject to technical and safety assessments.
- Individual chargers will not be allowed in flats or sheltered schemes. Where suitable, Selwood Housing may work with local partners to develop communal charging options

6.5 Permission to install a charger does not provide any exclusive right to a nearby parking space; parking will continue to operate on a first-come, first-served basis.

6.6 Selwood Housing will not administer or reserve parking spaces for individual licensees

6.7 Requests to purchase land for parking will be considered under our disposal policy.

7. Licence conditions

7.1 Licensees must keep the area safe, clean, and tidy and must not cause nuisance or damage.

7.2 If the use carries any risk, licensees may need to have suitable public liability insurance.

7.3 All fences, structures, or new surfaces must be approved in writing before being put up.

8. Transfer and cancellation

8.1 Licences are granted to the named applicant only and do not transfer automatically to new customers or homeowners. A new application will be required if occupancy changes.



Licence policy

8.2 Selwood Hosuing may revoke a licence with at least one week’s written notice where any licence condition is breached, including failure to maintain the land. Immediate revocation may be issued where a serious safety risk is identified.

9. Charges and fees

Fees recover the reasonable costs of assessment, administration and ongoing management. Current fees on all new applications from January 2026.

Item	Selwood Housing customers	Non-Selwood Housing customers
Application admin fee	No admin fee	£150 + VAT
Annual licence fee	£50 per year	£100 per year

10. Equality and safeguarding concerns

10.1 We will provide reasonable adjustments for applicants with disabilities where this is practicable and safe to do so.

9.2 All decisions will take into account our Public Sector Equality Duty and safeguarding responsibilities.

11. Complaints and appeals

10.1 Customers can challenge our decision through our complaints process. If they remain dissatisfied, they can take their complaint to the Housing Ombudsman Service if they are a Selwood Housing customer.

Related Policies, Procedures and Legislation

This policy should be read in conjunction with the following related documents:

- Disposal policy
- Neighbourhood management policy
- Neighbourhood management procedure
- Safeguarding policy
- Data protection policy
- Health & safety policy
- Complaints policy
- Neighbourhood and community standard 2024

