

ACCESS LICENCES ON HOUSING LAND POLICY & PROCESS

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Glossary of Terms

'Resident' - includes Council tenants or licensees, private tenants and owner-occupiers.

'Land' – land owned by the Housing Revenue Account, or land owned by Cambridge City Council.

'Property' – includes council owned property or dwellings, privately owned property or dwellings or property and any other accommodation leased from or on behalf of the Council.

1 STATEMENT ON POLICY

- 1.1 This policy identifies the granting and use of access licences across land owned by Cambridge City Council Housing Services.
- 1.2 The policy is necessary to ensure that access is only granted where appropriate.
- 1.3 This policy is necessary to maximise the potential for income to the Housing Revenue Account from the granting of licences, as well as protecting the Council from claims of rights of ownership to Council-owned land

2 KEY ISSUES FOR POLICY IMPLEMENTATION

- 2.1 An administration fee is payable alongside each licence fee. Other fees may also apply, for example for transferring access to a new licensee on sale of a Council property.
- 2.2 Full terms of the licence are laid out in the Access Licence Agreement.

- 2.3 Where a resident requests the granting of an access licence over housing land, it is the Housing Officers responsibility to ensure that the granting of the licence would not cause damage to the land over which access is required, and to instruct Housing Finance accordingly who will issue the license and set up the payment.
- 2.4 The granting of a licence must not interfere with, obstruct or conflict with access for or to other interested parties.
- 2.5 The granting of a licence must not create conflict with the Cambridge City Council's policy on parking.
- 2.6 The granting of an access licence must not contravene any covenant associated with a property or piece of land.
- 2.7 A licence will be withdrawn when it is no longer appropriate for access to be granted or payment is no longer received.

3 ENFORCEMENT

- 3.1 Housing Officers are responsible for identifying where Housing land is being used for access and liaising with Housing Finance to ensure an appropriate agreement is in place.
- 3.2 Where Housing land is being used without an appropriate agreement in place, Housing Officers will contact the resident with a Notice letter to arrange for a licence to be executed. If the resident fails to apply for a licence within one month of the Notice letter, the Council will be entitled to go on to the Property to erect a fence. The cost of doing this will be recharged to the resident.
- 3.3 The licence holder is responsible for ensuring the fee for using the access is paid. Outstanding fees will be treated as an arrear, and will be subject to the Council's Debt Collection Policy. Non-payment of fees may result in the agreement being rescinded.

- 3.4 The Council reserves the right to rescind the access if any of the conditions of the licence are breached.

4 TERMINATION

- 4.1 The Council or the Licence holder may bring the agreement to end at any time giving one month's written notice.
- 4.2 When the agreement ends, the licence holder will be responsible for closing off the access. If the resident fails to do this within one month of the end of the agreement, the Council will be entitled to go on to the Property to erect a fence. The cost of doing this will be recharged to the resident.

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