

CENTURY 21SM

London Central

CITY OF WESTMINSTER
SELECTIVE PROPERTY LICENSING

Supporting Landlords



The new scheme, set to cover 15 of the city's 18 wards, will apply to all privately rented properties, excluding Houses in Multiple Occupation (HMOs) that are already covered under existing mandatory and additional licensing schemes.

October 2025

www.century21uk.com/london-central



INTRODUCTION

The new scheme, set to cover 15 of the city's 18 wards, will apply to all privately rented properties, excluding Houses in Multiple Occupation (HMOs) that are already covered under existing mandatory and additional licensing schemes.

This move is aimed at tackling poor housing conditions and reducing anti-social behaviour by targeting rogue landlords and bringing substandard properties up to acceptable living standards.

DO YOU NEED A LICENCE?

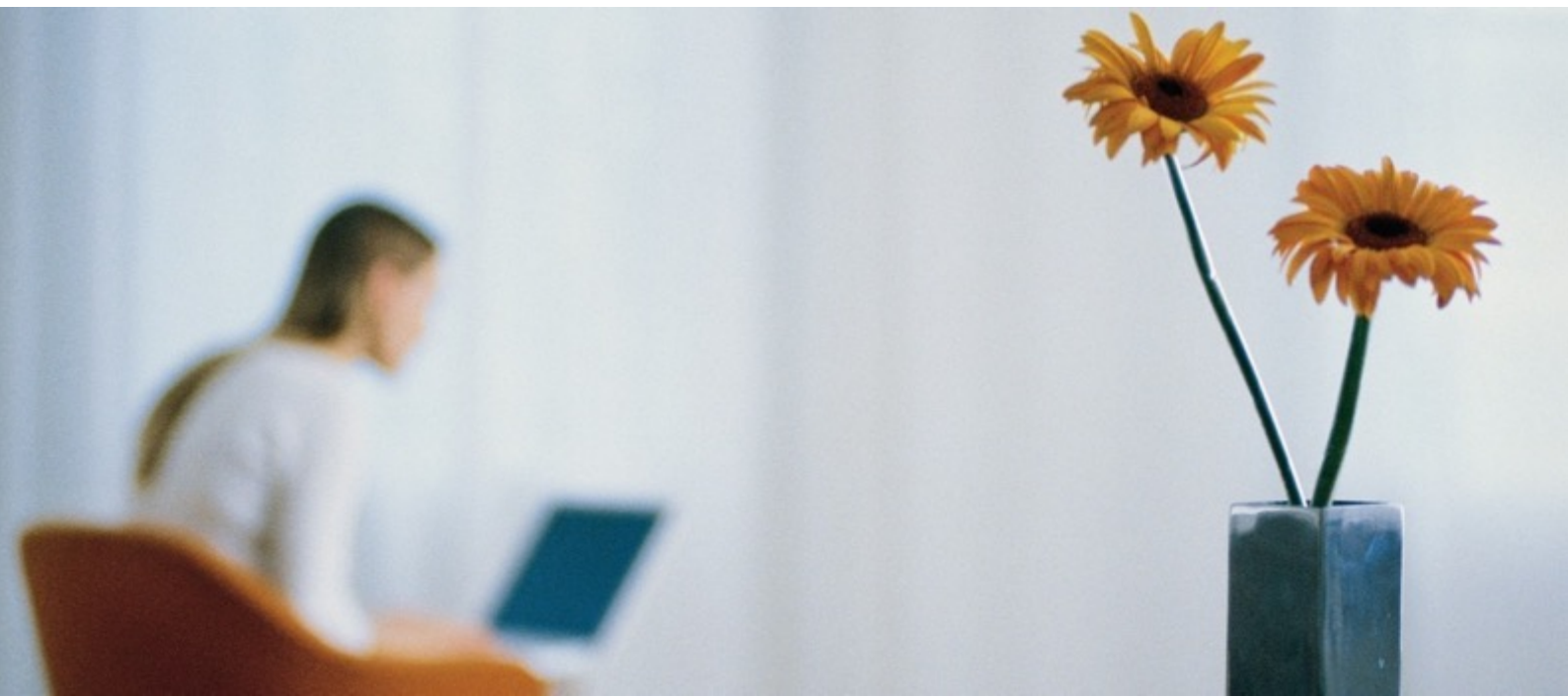
From 24 November 2025, selective licensing will apply to most privately rented properties in Westminster. If you're a landlord, you must apply for a licence before renting out your property, unless it is already licensed as a House in Multiple Occupation (HMO).

Applications for selective licenses will be accepted from 1 October 2025.

WHICH PROPERTIES NEED A LICENCE?

You will need a selective licence if your property is:

- Rented to a single household, for example a family
- Let to a single tenant
- Rented by two individuals sharing



CENTURY 21TM

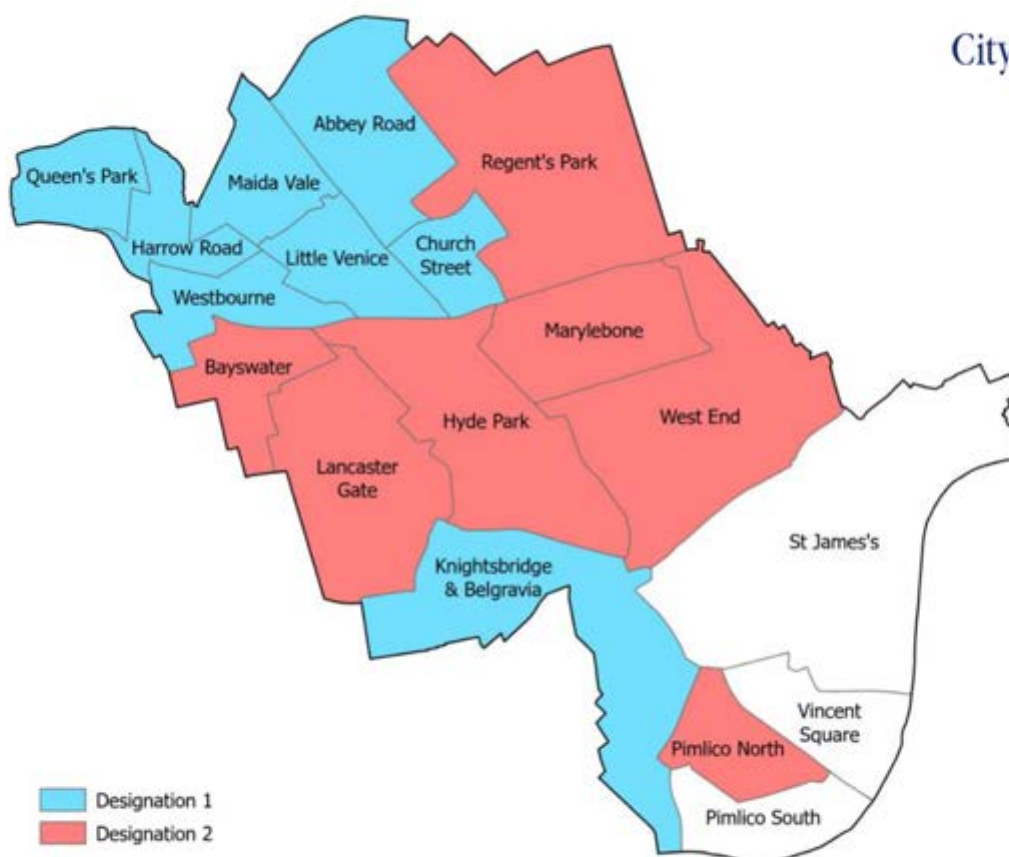
London Central

AREAS COVERED BY THE SCHEME

Selective licensing will apply to properties in 15 out of Westminster's 18 wards, grouped into two designations:

DESIGNATON 1 (8 WARDS)	DESIGNATON 2 (7 WARDS)
Abbey Road Church Street Harrow Road Knightsbridge and Belgravia Little Venice Maida Vale Queen's Park Westbourne	Bayswater Hyde Park Lancaster Gate Marylebone Pimlico North Regent's Park West End

Wards subject to selective licensing




City of Westminster

Designation 1: Poor property conditions
Designation 2: Poor property conditions & ASB

CENTURY 21[™]

London Central

AREAS NOT INCLUDED

The following three wards are not part of the selective licensing scheme:

- Pimlico South
- St James'
- Vincent Square

However, if your property in these wards is a House in Multiple Occupation (HMO), HMO licensing requirements still apply.

CHECK YOUR WARD

Use the Westminster ward finder tool to check your property's location:

<https://lbhf.maps.arcgis.com/apps/instant/lookup/index.html?appid=b5e533a69821405da1c54f7fe3fef4fe>



PENALTIES FOR NON-COMPLIANCE

Operating a licensable property without the correct licence from 24 November 2025 is a criminal offence. You could face:

- Civil fines up to £30,000 per offence
- Unlimited court fines following prosecution
- Rent Repayment Orders (up to 12 months' rent; expected to increase to 24 months under new legislation)
- Addition to the national Rogue Landlord Database
- Section 21 invalidity - landlords of unlicensed properties cannot serve valid Section 21 notices, making it difficult to regain possession
- Reputational damage and increased council enforcement action



LICENCE FEES AND DISCOUNTS

PAYMENT OF FEES

The licence fee is payable in two parts.

- Part A will be payable on submission of the application and will cover the cost of processing and the administration in determining the eligibility of the application. Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.
- Part B will be payable once the application has been assessed and the decision is made to grant the licence. This will cover the administration, management, and enforcement of the licensing functions for the scheme. The final licence will not be issued until the full fee has been paid.

Where applications are being submitted for multiple properties, up to 8 new applications can be paid for in a single credit or debit card transaction.



CENTURY 21[™]

London Central

LICENCE FEES

Total fee £995	Part A fee £543	Part B fee £452
--------------------------	---------------------------	---------------------------

DISCOUNTS

Nature of discount	Amount	Deductible from part A or B
Accredited landlord	10% of total fee (£99.50)	Part B
Charities*	100% of total fee	Parts A and B
EPC rating B or above	20% of Part B (£90.40)	Part B
EPC rating C	10% of Part B (£45.20)	Part B
Multiple leaseholds within the same freehold**	£125	Part B

DISCOUNT CONDITIONS

*Charities: the 100% discount for registered charities is if they provide accommodation solely for vulnerable persons, for example night shelters and people fleeing domestic violence. A licence application still needs to be made.

**Multiple leaseholds in the same freehold: the discount for multiple leaseholds within the same freehold applies where properties are under the same ownership and management control and located within the same block. Applications must be submitted at the same time.

CENTURY 21[™]

London Central

DISCOUNT EFFECT ON TOTAL SELECTIVE LICENCE FEE PAYABLE

Discount Type	Description	Discount	Part A	Part B	Total payment after discount
Accredited landlord	Landlords accredited or members of specified schemes (Refer to 3.2 below)	£99.50 (off part B)	£543.00	£352.50	£895.50
Charities	Discount is available to charities on the provision the property is for housing vulnerable occupants	£995.00 (across both parts)	£0.00	£0.00	£0.00
EPC rating B or above	Properties must have an Energy Performance Certificate rating of B or above	£90.40 (off part B)	£543.00	£361.60	£904.60
EPC rating C	Properties must have an Energy Performance Certificate rating of C	£45.20 (off part B)	£543.00	£406.80	£949.80
Multiple leaseholds within the same freehold	Applicable where multiple properties are: In common ownership and management control. In the same block or building. All applications made at the same time.	£125.00 (deducted from Part B)	£418.00	£452.00	£870.00

ACCREDITED LANDLORDS

If you are **accredited** under one of the following schemes, you may be entitled to a £99.50 discount (from Part B payment):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £99.50 discount (from Part B payment):

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)
- Safeagent
- Propertymark

Discounts will be determined on receipt of full application and all supporting documents.

Discounts **will not** be applicable where the council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property
- unlicensed properties brought to their attention



LICENCE VARIATION FEES

Action	Applicable Fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None

OTHER FEES AND CHARGES

Action	Applicable Fee
Change of Licence Holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	Part A payment
Application withdrawn by the applicant	Part A payment
Temporary Exemption Notice (TEN) made by the council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee

APPLY FOR A LICENCE

If you're a landlord or managing agent of a privately rented property in one of Westminster's designated areas, you must apply for a Selective Licence before renting out your property. Applications can only be submitted from 1 October 2025.

- Applications open: 1 October 2025
- Scheme goes live: 24 November 2025

BEFORE YOU APPLY:

CHECK YOUR PROPERTY'S LOCATION

Properties in 15 out of 18 wards in Westminster will required a selective licence. All wards except for Pimlico South, St James's, Vincent Square will be subject to licensing. Use the [Wardfinder](#) if you are unsure about which ward your address belongs to.

INFORMATION REQUIRED

Information required will include the following:

- Full name, address, and contact details of the applicant
- Address of the rented property
- Type of property, for example a flat, house, maisonette
- Details of current occupants, for example number of adults/children, household type
- Details of those with an interest in the property, such as freeholder or mortgage provider
- Details about property, for example room sizes, location and facilities

DOCUMENTS REQUIRED

Documents required will include the following:

- Current gas safety certificate, if applicable
- Electrical installation condition report (EICR)
- Proof of licence holders address, if an individual

If the proposed licence holder is based overseas, a [declaration of consent](#) signed by the property manager must be uploaded to the application.

LICENCE CONDITIONS

As part of Westminster's Selective Licensing Scheme, landlords must comply with a set of licence conditions designed to ensure rental properties are safe, well-managed, and maintained to a high standard.

These conditions form part of the legal agreement between the licence holder and the council when a licence is issued. They apply to all properties licensed under the Selective Licensing Scheme, which goes live on 24 November 2025.

Landlords must ensure their property complies with the conditions at all times throughout the life of the licence. Conditions apply from the date a licence is granted.

HEALTH & SAFETY

- Gas safety, a valid Gas Safety Certificate must be provided, if applicable.
- Electrical safety, an Electrical Installation Condition Report (EICR) must be provided every five years.
- All upholstered furniture and covers and fillings of cushions and pillows should comply with current fire safety legislation.
- Smoke and carbon monoxide alarms, detectors must be installed and maintained in working order, in line with current legislation. A smoke alarm is installed on each storey of the house on which there is a room used wholly or partly as living accommodation; and that each such alarm is kept in proper working order.

The above is the statutory minimum requirement for fire detection. The minimum requirement is for battery alarms complying with British Standards BS 5839-6. Hard wired mains operated smoke alarms with tamper-resistant battery back-up to BS 5446 are the recommended option as they require less maintenance, cannot be tampered with or removed and offer superior protection over battery alarms. Where more than one such smoke alarm is installed in a house they must be linked.

Smoke alarms must be positioned so as to minimise nuisance alarms from cooking or steam from bath/shower rooms. Where battery alarms are installed, it is likely the council will request hard wired alarms following a property inspection.

OCCUPATION OF THE HOUSE

WRITTEN STATEMENTS OF TERMS AND CONDITIONS

The Licence Holder must ensure that all occupants of the house and each of them are provided with a written statement of the terms and conditions on which they occupy it, e.g. a tenancy or licence agreement.

The Licence Holder must retain copies of any such statement(s) throughout any occupier's occupation and must provide the Authority with a copy of any such statement or statements within 21 days, on demand.

REFERENCES

The Licence Holder must demand references from persons who wish to occupy the house.

No new occupiers shall be allowed to occupy the house if they are unable to provide suitable references. (References should be as a minimum, checks to ensure the tenants identity, whether they have the right to rent a property [see <https://www.gov.uk/check-tenant-right-to-rent-documents/who-to-check>], their ability to pay rent and their past history as a tenant.)

The Licence Holder must ensure that copies of obtained references are retained for the duration of the licence and that the Authority is provided with a copy of any such references and records within 21 days, on demand.



PROPERTY MANAGEMENT AND SAFETY

- Property maintenance, the property must be kept in good repair and free from serious hazards. The Licence Holder must ensure prompt action is taken to investigate and effectively address reports of disrepair or pest infestation at the house, and ensure that a written response is made to any such report within 21 days of receipt, stating the action that has been or will be taken. Any repairs, improvement works, or treatments at the house must be carried out by competent person(s).
- Waste management, landlords must ensure that tenants understand how to dispose of waste responsibly and comply with local waste collection arrangements. The occupiers of the house are given the following information in writing about waste and recycling within 21 days of the start of their occupation:

The collection days for the refuse and recycling bins for the house

<https://www.westminster.gov.uk/node/22859>

Details on what they can and can't recycle

<https://www.westminster.gov.uk/recycling-and-rubbish/recycling-and-rubbish-collections/recycling-and-rubbish/recycling-and-rubbish-collections/recycling-home>

How they can dispose of bulky waste

<https://www.westminster.gov.uk/recycling-and-rubbish/recycling-and-rubbish-collections/how-dispose-bulky-waste>

A copy of the information provided to the occupiers must be kept for the duration of the tenancy plus six months and provided to the Authority within 21 days upon demand.



CENTURY 21

London Central

ANTI-SOCIAL BEHAVIOUR

Anti-social behaviour (ASB), landlords must take reasonable steps to address any anti-social behaviour linked to the property.

If a complaint about antisocial behaviour (ASB) is received, the Licence Holder must contact the occupiers within 7 days, inform them in writing of the allegations, and explain the consequences if it continues. If ASB persists after 28 days, the Licence Holder must visit the property (or ensure a manager visits) within 7 days.

If notified by the Authority, Police, or others of formal ASB action (such as a Community Resolution, Acceptable Behaviour Contract, injunction, or prosecution), the Licence Holder must visit or ensure a visit within 7 days.

During any such visit, the occupiers must be given a written warning explaining that their behaviour and that of their visitors is unacceptable and outlining the consequences of continued ASB.

All ASB-related correspondence or documents must be kept for 5 years. If criminal activity is suspected, the Licence Holder must inform the relevant authorities.

The Licence Holder must co-operate with the Police and the Authority, attend meetings if required, and provide information when requested.

Copies of all records mentioned above must be supplied to the Authority within 21 days on demand.

LIMITATIONS OF LICENCE

Licence Transfer	This licence cannot be transferred to another person or organisation or property.
Companies & Partnerships	If the Licence Holder is a company or partnership and it is dissolved while the licence is in force, the licence ceases to be in force on the date of dissolution.
Penalty For Breach Of Licence Conditions	Failure to comply with any of the above licence conditions may result in enforcement action and/or prosecution. On conviction, a Court may impose an UNLIMITED fine for each breach of these licence conditions. Alternatively, the Authority may impose a financial penalty of up to £30,000 for each licence condition breach.

CENTURY 21

London Central

OTHER STATUTORY AND LEGAL REQUIREMENTS

Planning Permission	This licence does NOT grant any planning approvals, consents or permissions under the Town and Country Planning Act 1990 or any related planning legislation, retrospectively or otherwise. If the property is being used as a House in Multiple Occupation (HMO) this may constitute a breach of planning control and you should check the Authority's website to ensure the correct planning permissions are in place. This licence does not offer any protection against enforcement action taken by the Planning Department. If you are unclear on the matters outlined above, you should seek professional planning advice.
Building Control	This licence does NOT grant any Building Control (Development Control) approvals, consents or permissions, retrospectively or otherwise. This licence does NOT offer any protection or excuse against enforcement action taken by the Building Control (Development Control) Department.
Property Condition	This licence is NOT evidence that the property is safe or free from hazards and defects. The licence does not offer any protection against criminal or civil legal action being taken against the Licence Holder, or anyone else with an interest in the property, in respect of any hazards, nuisances or any other problems discovered in relation to the condition of the property.
Consumer Rights & Unfair Practices	The Licence Holder must comply with the Unfair Contract Terms Guidance (CMA37) and the Consumer Protection from Unfair Trading Regulations Guidance (OFT1008). Agreements must be negotiated in good faith, without misleading or aggressive practices. The Property Licensing Team is not responsible for ensuring compliance. Licence Holders should seek professional advice if unsure about these requirements. Any prosecution, enforcement, or legal action involving the Licence Holder or their associates may affect their 'fit and proper' status, and the Authority may revoke or vary the licence with proper notice.
Prosecution/ Contraventions Consequences	Please note that any prosecutions or enforcement action or legal action taken against the licence holder or anyone associated with licence holder, or the management of the property, may affect the licence holder's 'fit and proper' status. The Authority can revoke or vary the licence at any time, giving proper statutory notice.



CENTURY 21SM

London Central

Contact us

CENTURY 21 London Central

020 7630 1357

londoncentral@century21uk.com

CENTURY 21 London Central

83-85 Rochester Row

London

SW1P 1LJ

020 7630 1099

www.century21uk.com/london-central

