

# PROACTIVE HMO INSPECTION PROGRAM 2021

## WEEK 1

Letters to landlord and agents explaining Fylde's duty to conduct an inspection program and the areas to be inspected. A Section 239 notice/letter will be sent to landlords and agents explaining the need for the program and the date and times officers will attend. Fire Officer TBC

Selection of area to be inspected to be decided on by PHSO and SO

Area list for week 2 to be created —TO

Admin and mail shot to be completed by TA

## WEEK 2

Stage 1 of Pro-active inspection Door knock exercise will include; Evidence gathering to confirm HMO residency (every house on street)  
Access the need for an HHSRS survey. Fire TBC  
Emergencies are to dealt with immediately.

Officers —SO TOs + EP Officer  
PHSO—will be back up to cover absences and emergencies  
End of stage 1 briefing in the Bernard Room 3pm for all staff involved, including HS Officer for any expected notices or problematic properties that may result in referrals , Decide on S239s

## WEEK 3

Complete and Send out Section 239s to all properties to be HHSRS inspected.

Admin and mail shot to be completed by TO

## WEEK 4

Stage 2 of Pro-active Inspection Carry out HHSRS survey with S239 Notices 10.00am—12pm and 13.00pm—15.00pm Fire TBC

Officers —SO and TO  
Demand dependant TO and PHSO  
End of stage 2 briefing in the Bernard Room Thursday Morning 10am.

## WEEK 5

All notices to have been finalised and sent.  
Multi-agency meeting to be held on Tuesday morning.

Meeting—Housing Services Team, EP Officer, Fire TBC, and Planning  
TA to help with any admin requirements

### Key

Principal Housing Services Officer-PHSO, Senior Officer-SO  
Technical Officer-TO, Technical Assistant-TA, Housing Services Officer (HSO)