

Communications Plan Selective Licensing V1.1

Method	Target audience	when	Number targeted
Consultation leaflet and questionnaire delivered to all households, approx 2400 Details proposals and inviting feedback and comments	Local residents and businesses in the proposed selective licensing area and wider area	Work commenced July 2019	3000
Drop in sessions based in the Customer Service Centre and Tesco Wigston	Local residents / businesses in the proposed selective licensing area and wider area	South Wigston – 6 th September for 10 weeks	3000
Landlord and letting agents drop in sessions Use of CSC interview room.	Landlords with properties in the target area and surrounding areas agents	Early to mid-September 2019	500
Direct contact via email /letter	Local MP	Early September 2019	1
Direct contact plus drop in	Local ward members	Early September 2019	3 plus others
OWBC intranet - team meetings CSC and others	All OWBC employees	Late September 2019	160
Attendance at partnership meetings e.g. JAG	Police, Social Services , Fire, BBFA, others	Early October 2019	10
Letters email	Key partners registered providers, HA's, Voluntary Sector Organisations, National Landlords groups	Early September 2019	Full OWBC area and wider
Council website, twitter, facebook, Dedicated webpage eblast	Borough residents Landlords Service providers Potential interested parties	6 th September 2019	