



**Epping Forest
District Council**

Tenant and Lessee CCTV Policy

2024/25 to 2029/30

Housing and Property Services

VERSION CONTROL

Version no.	Date	Details of changes included in update	Author
1	20 th August 2024	First draft – for officer comment	Keith Bowman
3	18 th October 2024	Second draft – for manager comment.	Keith Bowman
4	25 th October 2024	Third draft – for further management consideration to consider, content and sign off process.	Keith Bowman
5	28 th March 2025	Third Draft – for external (customer, T&L Committee and partner and other stakeholder) consultation. Portfolio holder to be asked for comments.	Keith Bowman
6		Fifth Draft incorporating all feedback – for sign off by Director/Portfolio Holder.	
7		Committee – final versions subject to Scrutiny & Cabinet Comments	
8		Final version for publication	

INDEX [PAGE NUMBERS TO CHECKED AFTER OFFICER COMMENT]

Section		Page Number
FOREWORD	KB proposes this is not from Portfolio Holder	
Our Key Objectives and priorities		
Delivering the Policy		
Scope		
Support for Households who are Decanted		
Consultation		
Reviewing the Strategy		
APPENDIX 1:	Application Form	
APPENDIX 2:	Equality Impact Assessment [IN PROGRESS]	

FOREWORD

Epping Forest District Council (EFDC), in our role as a registered social landlord, has a duty to maintain our tenants' homes and residential buildings as well as supporting their privacy and security.

It has become common for tenants and homeowners to install their own Closed-Circuit Television (CCTV) systems to add security to their homes. However, this needs to be tempered with the privacy that their neighbours can expect.

This policy sets out the Epping Forest District Council approach to tenants and leaseholders who wish to or have installed CCTV, including door cameras. Such systems are referred to as 'domestic CCTV' for the purposes of this document. This policy takes account of the Information Commissioner's Office (ICO) advice on domestic CCTV systems as well as obligations in tenancy agreements and leases.

The ICO advice is at: <https://ico.org.uk/for-the-public/domestic-cctv-systems/>

The [Council's Code of Practice](#) covers CCTV installations in public spaces that are owned and managed by EFDC. Anyone with any queries about such CCTV in public spaces should refer to that Code of Practice.

Our Key Objectives and priorities

This policy came into force on XXXXXXXX and supports the Corporate Plan ambition to maintain agile services that respond swiftly to the needs of our community and meets the aims of:

- *Stronger communities*
- *Stronger place*

This Policy also supports the Housing Strategy priority of:

- *Ensuring quality, safety, and high standards*
- *Promoting health, wellbeing, and independence*

Scope

This Policy along with the application procedure at Appendix 1 aim to contribute to the commitments in our key objectives and priorities.

Domestic CCTV is a very reactive option and increasingly popular, not just for security but also for convenience in being able to, for example, monitor deliveries.

This Policy applies to all tenants and resident leaseholders of Epping Forest District Council who may wish to:

- Install doorbell cameras (e.g., Ring doorbells) that record still images or video and/or sound
- Install any cameras facing out of their property that still images or record video and/or sound.

This Policy also applies to any tenant or leaseholder who has already installed domestic CCTV. In such instances EFDC will consider retrospective applications for the installation.

The policy does not apply to:

- Cameras that cover the inside of a tenant or lessees' home
- Cameras installed on non-EFDC housing land and which does not cover any part of EFDC housing land.
- Any CCTV that is installed with the knowledge or involvement of the Police or the Council as an emergency measure to address domestic violence or hate crime.

Requests to install any form of CCTV

EFDC requires applications for domestic CCTV from any of the following:

- Anyone installing domestic CCTV that overlooks EFDC housing land
- Anyone installing domestic CCTV on or in a tenant or lessee's home that covers areas outside of that home
- Anyone otherwise installing domestic CCTV on EFDC housing's land.

Applications are to be made in the same way as requests for any alteration, adaptation or improvement to one of our homes. The application form is at Appendix 1 to this policy and can also be found at: <https://www.eppingforestdc.gov.uk/wp-content/uploads/2019/09/APPLICATION-FORM-FOR-MAJOR-AND-MINOR-PROPERTY-ALTERATIONS-REV-14-09-17.docx>

Each application will be considered individually and all requests for domestic CCTV must meet the following basic requirements:

- Tenants and leaseholders must always contact the Council first to seek permission if they are considering installing CCTV on their property.
- Domestic CCTV must only be for domestic purposes such as improving the security of an individual residence or the personal security of that person and must not be used for public space surveillance.
- Domestic CCTV must never be used to carry out surveillance of a neighbouring property or an individual in that neighbourhood. It must not be intrusive or be used to harass or intimidate others.
- The CCTV can only be used to cover the applicant's own property, including anything within the curtilage of their property such as gardens or parking spaces.
- The CCTV must not be installed where it will cover common areas such as shared gardens, gates, stairs, doors, pathways etc. However, where there is a little amount of incidental wider coverage, such as where the CCTV is installed at the front door of a property and covers a small portion of a shared area, this may be permissible and will be considered on a case by case basis.
- In all cases the installing tenant/leaseholder needs to adhere to data protection rules, including providing adequate signage which will notify people about the recording, the reason/s for it, and, if recordings are made, how to obtain a copy.

- Failure to comply with the data protection obligations may result in regulatory action being taken by the ICO as well as potential legal action by any affected individuals.
- If any tenant or lessee installs domestic CCTV without permission or that breaches ICO advice or this policy they will be required to remove it.
- Where a resident or leaseholder does not comply with requests to remove the equipment which is being used unlawfully this will be reported to the Police or to the Information Commissioners Officer (ICO).
- The Council will also consider whether improper use of CCTV breaches any of the tenancy conditions.
- Audio recording is discouraged. Where audio or video footage are retained, this should be for a defined period of time and not indefinitely. Audio and CCTV recordings can be lawful in certain circumstances, and tenants and leaseholders should consult the ICO (www.ico.org.uk; 0303 123 1113) for advice.

Tenant and Leaseholder Concerns

If any tenant or lessee is concerned about crime or anti-social behaviour in their area, they should report it to the Council or to the Police. If domestic CCTV is an option to help combat crime and/or anti-social behaviour this may be taken into account when considering any request. Irrespective of the reason for domestic CCTV being installed it must comply with the requirements above. In particular, the CCTV can only be used to cover the installers own property and not infringe the privacy of others.

There are an increasing number of concerns and complaints raised by tenants and leaseholders about CCTV, particularly Smart doorbells, being installed by other residents. Any tenant or leaseholder with such concerns should raise them with the Tenancy and Estates Team initially and then referred to the ICO if they are unsatisfied with the advice EFDC gives.

Consultation

This Policy has been tested **[TO BE DONE]** with the Tenant and Leaseholder Panel to assess the reasonableness of our approach and discuss any concerns our customers may have. The response from that Panel was XXXXXXXXXXXXXXXXXXXX.

A draft of this policy was also posted on the Council's website at [Housing key reports and consultations - Epping Forest District Council](#) and XXXXXXXXXXXXXXXX.

Reviewing the Strategy

This Policy will be reviewed by the Housing Services Portfolio Holder after 5 years from the date of coming into force.

APPENDICES

APPENDIX 1: Application Form

Appendix 2: Equality Impact Assessment

DRAFT

Postcode:	Occupiers authorisation signature for the appointment of an agent:
Contact telephone number:	
Email address:	

Please complete Sections 1 and 2, any uncompleted forms will be returned to the applicant which will delay your application.

DRAFT

**SECTION 1 CONTINUED;
ALTERATION AND IMPROVEMENT DETAILS
(RETURNED TO THE COUNCIL):**

Please give a brief description and the location of each improvement you want to undertake for example; **1.** New shed in garden, rear garden. **2.** New conservatory, rear elevation of the property. **3.** New shower, in bathroom.

Improvement Description Table:
Improvement 1:
Improvement 2:
Improvement 3:

Please provide the following information on the improvement requests you have listed above:

Planning and Building Control Approval Table:			
Have some or all of these works already been started or been completed?			
Yes:	<input type="checkbox"/>	<i>Please read condition 9; in Section 3 of this application</i>	No:
	<input type="checkbox"/>		<input type="checkbox"/>
<i>If you have ticked yes above please provide additional details on works that have been carried out.</i>			
This highlighted section must be completed by all applicants			
Please read item '10' section 3 Terms and conditions for guidance on this question			
Have Planning and/or Building Control Approval been obtained for the improvement request?			
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
You have confirmed that Planning and/or Building Control Approvals are not required:			
	<input type="checkbox"/>		<input type="checkbox"/>

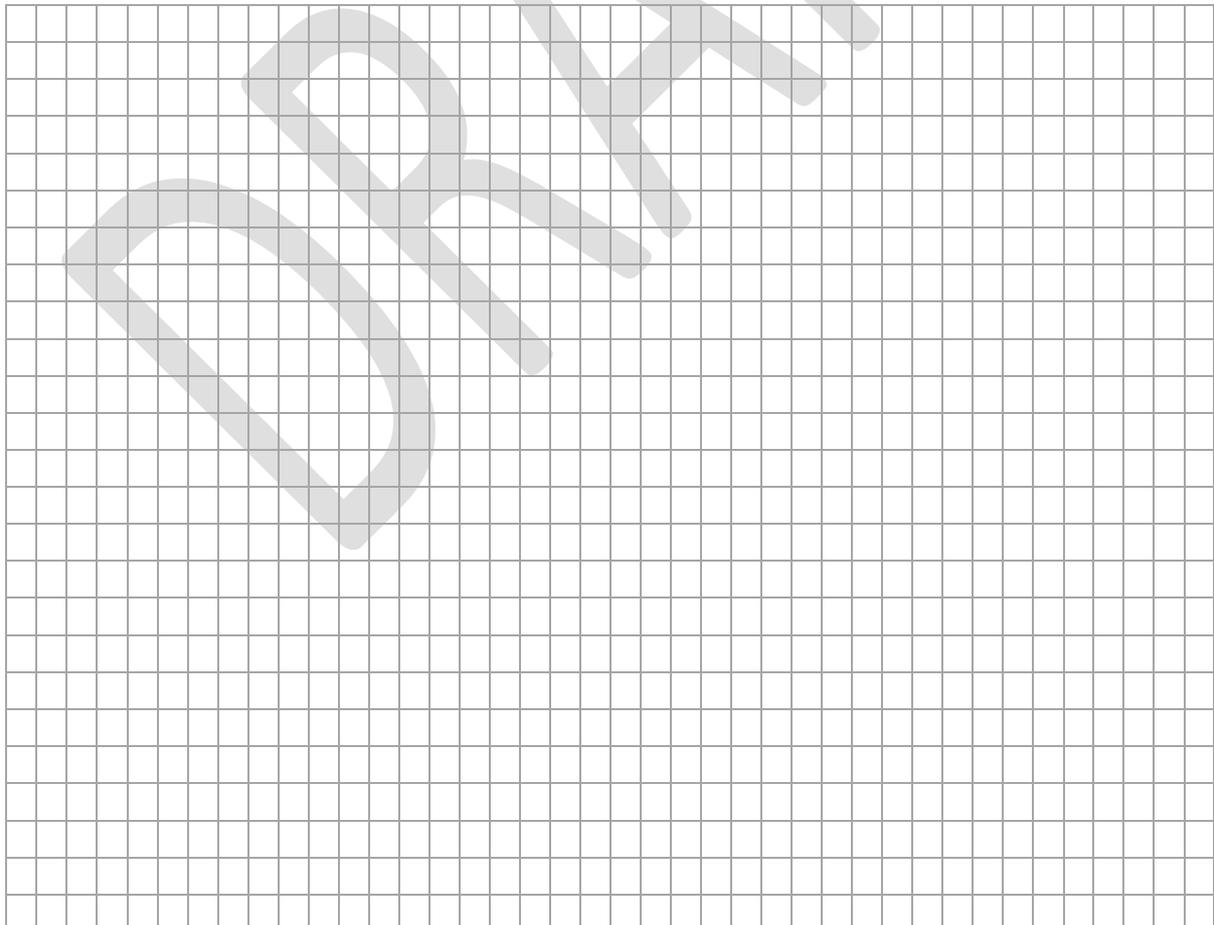
If yes and Planning and/or Building Control Approval have already been obtained, you must include a full copy of the details with this application.

Note:

If Planning and/or Building Control Approvals are required, please complete this application before applying for them. This is to prevent unnecessary costs in obtaining any Planning or Building Control Approval if your application for an alteration or improvement is refused.

If Planning and/or Building Control Approvals are required, Housing Assets will only be able to advise you if this application for alterations or improvements would be approved **in principle** and the approval would be subject to obtaining the necessary Planning and/or Building Control Approval.

Please provide a plan of the alteration or improvement requested in the space below. Plans should include 3-dimensional measurements in millimetres/metres. The plan should also include the specification, type and manufacturer of the materials. For larger or more complicated projects, please use a larger sheet of paper. *(If you include additional information or drawings on separate sheets of paper please reference all sheets submitted in the Additional Information and Drawing Reference Table on the following page).*

A large grid area for drawing a plan of the alteration or improvement. The grid is composed of small squares and is intended for providing a detailed plan of the alteration or improvement requested. A large, faint watermark reading 'DRAFT' is visible across the grid.

Additional Information and Drawing Reference Table:					
Have you provided any additional written information or layout drawings with this application?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, please list the quantity and the details of any additional information you have provided:					
Materials, specifications, product and manufacturer details	Total pages <input type="checkbox"/>				
Additional plan and layout drawings:	Total pages <input type="checkbox"/>				
Drawing titles:					

Certification of Work Table:					
Does the work involve altering, drilling or scraping the fabric of the building, gardens, attachments and outbuildings?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, I will be responsible for following the advice given in section 5 of this application along with any other asbestos related literature provided to me.					
Does the alteration request involve electrical work?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, on completion of the work, I will provide the Council with an electrical compliance certificate completed by a qualified and competent electrician. PLEASE NOTE THE COUNCIL DO NOT ALLOW RECESSED LIGHT FITTINGS Ref: 12.6 of your <i>tenancy agreement</i>					
Does the alteration request involve any gas or boiler work?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, on completion of the work, I will provide the Council with a Gas Safe compliance certificate completed by a qualified and competent gas engineer.					
Does the alteration request involve solid fuel heating work?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, on completion of the work, I will fit a carbon monoxide alarm and provide the Council with a HETAS compliance certificate completed by a qualified and competent engineer.					
Does the alteration request involve work on a wet heating system?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, on completion of the work, I will provide the Council with a signed compliance certificate completed by a qualified and competent engineer, which also indicates the level of added heating inhibitor (chemical system protection).					
Does the alteration request involve installing or altering windows or external doors?	<table border="1"> <tr> <td>Yes:</td> <td><input type="checkbox"/></td> <td>No:</td> <td><input type="checkbox"/></td> </tr> </table>	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>		
If yes, on completion of the work, I will provide the Council with a FENSA compliance certificate.					

All major works require liability and indemnity insurance for the term of the work. I will obtain this insurance for the duration of?	Yes:	<input type="text"/>	Days	<input type="text"/>
Please refer to the terms and conditions section 3 item 12.				
Does the alteration request involve work on or near the Party Wall?	Yes:	<input type="text"/>	No:	<input type="text"/>
If yes, before I commence the work, I will provide the Council and adjoining owners with a suitable Party Wall Agreement.				

DRAFT

SECTION 2
AGREEMENT (RETURNED TO THE COUNCIL):

Epping Forest District Council is willing to consider granting permission for your alteration or improvement provided that you read and agree to the Terms and Conditions contained in Section 3. By signing the Agreement Table in this application you are confirming that you have considered, agree and accept the Terms and Conditions contained in Section 3 which should be kept by you for future reference.

Agreement Table:	
Occupiers full name:	
Address:	
Postcode:	
This highlighted section must be completed by all applicants	
I agree to the Terms and Conditions contained in Section 3.	
Signed:	Print Name:
Please tick as appropriate;	
** Council tenant of the property:	<input type="checkbox"/>
Leaseholder of the property:	<input type="checkbox"/>
Freeholder of the property:	<input type="checkbox"/>
Please return completed Sections 1 and 2 to: Housing Assets, Civic Offices, High Street, Epping, Essex CM16 4BZ	
The boxes below will be completed by the Council and returned with an accompanying decision letter.	
Permission has been granted and signed for the following tenant alteration or improvement.	Permission has been refused for the following tenant alteration or improvement;

Signed;	Improvement number;		Signed;	Improvement number;	
Signed;	Improvement number;		Signed;	Improvement number;	
Signed;	Improvement number;		Signed;	Improvement number;	
** The following improvement numbers are / are not eligible for compensation under the Councils Compensation for Tenants Improvement Scheme.					
Asbestos Report available		Asbestos in the home Booklet			

DRAFT

SECTION 3

TERMS AND CONDITIONS (TO BE RETAINED BY THE OCCUPIER)

To be read and agreed by all applicants prior to signing and returning
Sections 1 and 2 of the Agreement

1. A pre-works inspection by an Epping Forest District Council Officer may be required before your works begin. Our reply to your application will advise you if this is required and how to arrange an appointment. Once the inspection has taken place, if required, the Council will advise you in writing regarding the decision on your application.
2. You must not start your works until a full agreement from Epping Forest District Council has been obtained. You must also advise the Council once your works are completed and arrange the post-inspection, if requested. The Council gives a generous amount of time to complete the application process and for you to complete your works. You must comply with the Council's timeframes that are given to you during your application and for you to complete the works; otherwise your application will be withdrawn and condition 9 detailed below will come into effect.
3. An inspection by Housing Assets might be required after your works have been completed. Housing Assets reply to your application will advise you if this is required and how to arrange an appointment. Once the inspection is completed, if required, the Council will advise you in writing regarding the final outcome of your completed works.
4. If any compliance certificates are required, you must provide copies of these during the post-inspection. If a post-inspection is not requested by Housing Assets, you should post the certificates to: Housing Assets, Civic Offices, High Street Epping, Essex, CM16 4BZ. If you do not provide an electrical compliance certificate within the stated timescale, the Council will raise a works order to have your electrical work checked. If your work does not comply with the electrical regulations or current codes of practice, it will be disconnected from the electrical system. You will be charged for this service including the testing and any disconnection work at the current contractor tendered item rates.
5. You must check with the Council's Planning and Building Control Department that permission for the alteration or improvement is not required from them and inform Housing Assets of the outcome.
6. All work is to be undertaken in a professional and workmanlike manner using good quality materials and is to be completed by construction professionals where possible. Consideration must be given to carrying out these works to ensure they cause the least amount of disturbance to your neighbours and other residents.
7. You must keep the levels of noise and local pollution through dust and debris to a minimum during the works. This is particularly the case if any work is undertaken outside the normal hours of a working day i.e. between 8.00 am. To 5.00 pm.
8. Please be aware that as part of these conditions, any completed works that qualify for a post-

inspection must be inspected within the stated timeframe given in your permission letter. If any requested post-inspection has not been completed, the works will be deemed as incomplete and, if applicable, will not qualify for the compensation under the Tenants Improvement Scheme. The Council might also enforce condition 9 below which will come into effect if the inspection is not completed.

9. By ticking yes in question 1 in the Planning and Building Control Approval Table, and you have completed your work, you are then applying for retrospective permission for your works. Depending on the type of work you have completed, the Council might enforce the following:

The Council reserves the right to request that the property is returned to its former condition at your own cost if these conditions are not met.

If you cannot complete any reinstatement to the property's former condition, the Council will arrange for the works and recharge you, including any administration and legal costs incurred.

An inspection will occur if you vacate the property and, if there has been a breach of these conditions, you will be recharged the cost of any repairs that may be necessary as a result of failing to complete the work correctly in accordance with your written permission and these conditions.

The Council also reserves the right to order you to reverse any works that are carried out without meeting these conditions or, which are carried out in a way that would be detrimental to your home or adjacent properties. The Council would not unduly refuse any works without good reason.

10. Many types of work do not require Planning or Building Control Approvals but some do. It is most important that if your works involve **demolition, construction or building and/or land alterations**, you check with the Council's Planning or Building Control departments that permission is not required from them before completing this application. The Council will not carry out this investigation for you. You will be held liable for any breach of Planning or Building Control Regulations. If you answer **Building Control Approval is not required**, but your application involves major works, you must demonstrate it is not required by providing a letter from building control giving details. If you are sure your works are minor in nature you can select 'No' and the Council will evaluate your work and advise you if further details are required. Please also see section 4 for further guidance.
11. Please appreciate that no cost whatsoever will fall on the Council in respect of these works. This will include making good any damage associated with these alterations or improvements.
12. All major works require liability and indemnity insurance for the term of the work. You must indicate in section 1 (page 4) how many days you will obtain cover for this insurance, usually for the duration of the work. You could be held liable for costs associated to any liability or indemnity claim associated with your alteration.
13. Any future maintenance or repairs to these alterations or improvements must be organised by you at your own expense while you remain a tenant at this property. Should any items being installed as part of this project fail in the future, the Council will only consider replacing them with a Council standard item and you will be recharged the cost of that work if it is considered

that the life of the item was less than a standard Council item.

14. You must also be aware that if your projects restrict the Council in any future maintenance to its building, for example access to gutters, windows, under flooring etc. you will be responsible for the extra cost involved in gaining access. To save any future costs to you, consideration for this condition should be made in your designs for access to roofs, windows and under flooring etc. If you are considering a building extension, such as a conservatory, porch or lean-to, then these extensions might have a shallow pitched roof. This would prevent general scaffolding being used in the future for external works and it would mean that you would be asked to pay for specialist scaffolding to be erected in order to complete the works.

Laminate/wooden or tiled flooring

15. If you are installing laminate/wooden or tiled flooring, you must take into consideration the terms and conditions of your tenancy which state; *“you must take all steps to minimise the transmission of noise arising in the premises to other parts of the building”*. If excessive noise is caused as a result of your work, the Council is likely to ask you to alter the flooring to increase its soundproof qualities to the maximum possible. If the Council (or its contractors) require access beneath these types of flooring, we will not be responsible for any damage relating to its partial or full removal. In most cases, tenants choose to remove the flooring themselves when maintenance is required beneath it.

Boxing or concealment

16. ** If you are installing boxing or concealing any services within the property, including boarding within loft spaces, you must take into consideration the maintenance of such services. These services might include pipes, isolation valves, cables, heating, radiators, water tanks, electric meters, fuse boards, gas meters, boilers and ventilation. If the Council (or its contractors) require access to these types of concealed services, we will not be responsible for any damage relating to its partial or full removal. You must also be aware that if your projects restrict the Council in any future maintenance to its building you will be responsible for the extra cost involved in gaining access.
17. ** If you are considering building an extension such as a conservatory, porch or lean-to and you are not aware of any maximum measurements for the size of the addition being in place, again the Council would ask that you check with Planning and Building Control departments before commencing any works.
18. If applicable, you must provide copies of any Gas certificate (Gas Safe), Electrical certificate (NICEIC), windows and doors energy certificate (FENSA), Renewable Heat certificate (MCS), solid fuel heating certificate (HETAS), and Party Wall agreements.
19. Other details might include proposed start dates, completion dates, warranty dates and any other information that you feel is relevant. Please note that applications can take some time to process and you should allow for this within your projects.
20. Certification works, please complete the Certification of Work Table on page 4 of the Application.

- a. Construction work close to a neighbouring property might need a Party Wall agreement under the "Party Wall Act".
 - i. By agreeing to the conditions, the Council will assume you have considered the "Party Wall Act" and provided, where applicable, a Party Wall agreement with the neighbouring residents and owners.
 - b. A qualified electrician can complete minor works such as replacing socket fronts and lights without the need for certification. Alterations to circuits or additional electrical work will require certification.
 - c. Any work on a gas pipe, fitting or appliance requires a qualified Gas Safe engineer who will complete any appropriate certificate or registration of boilers.
 - d. Wet (water within pipes) or solid fuel (wood, coal open fire) heating works require an appropriate qualified tradesperson to complete the works and appropriate certification.
- 21.** If your works involve building over drains, you must seek Thames Water and Building Control approval.
- 22.** If your works involve a dropped kerb, you must seek Essex Highways' approval.
- 23.** When the provision of regulatory certificates or permission is requested by Epping Forest District Council, you must provide these within the stated timescale given in this letter. Failure to do so will invoke condition **9**.
- 24.** In order for the Council to progress this application, you must have a clear rent account or, in the case of Leaseholders, an up to date service charge account.
- 25.** ** Some alterations or improvements fall under the Council's Compensation for Tenant Improvements Scheme. Where a tenant requests an alteration or improvement on a property element which has recently been improved by the Council that alteration or improvement will not fall under the Council's Compensation for Tenant Improvements Scheme and I would refer you to section 22.1 of your Tenancy Agreement.
- 26.** You must complete and return Sections 1 and 2 within this application in respect of your planned major or minor works. Failure to do so correctly will result in this application being returned to you as incomplete.
 - a. The Council will advise you on any sections that are incomplete.
 - b. You might be asked to provide the Council with more information and/or a pre-inspection may be required in which case your request will be noted as pending.
 - c. Once you have returned Sections 1 and 2 and signed agreement with all the information requested and any inspections have been completed, you will receive Sections 1 and 2 with the last boxes completed by the Council with an accompanying decision letter.
- 27.** Section 3 should be retained by the occupier for future reference.
- 28.** You must not start your work until written permission is granted.

SECTION 4

NOTES (TO BE RETAINED BY THE OCCUPIER):

Major works examples;

This form should be used to apply for any alterations or improvements to your home or garden that will involve works that would be considered as Major Works. Major alterations or improvements are works that could include but are not limited to;

- the demolition of any structure or wall on or in the property;
- the demolition of any structure or wall within the garden or curtilage of the property;
- any building works that affect the structure, layout or condition of the property and within the garden or curtilage of the property;
- Major works examples include;
 - installing a replacement kitchen or altering an existing kitchen;
 - installing a replacement bathroom or altering an existing bathroom;
 - installing a replacement heating system or altering an existing heating system;
 - installing replacement windows or doors;
 - installing replacement internal doors;
 - altering the layout of the property;
 - removing or constructing a dividing wall;
 - lowering the ceiling;
 - altering window and door openings;
 - constructing a conservatory or porch;
 - constructing a large shed, greenhouse, log cabin or outhouse within the garden or curtilage of the property in excess of 1900mm x 1300mm;
 - erecting large temporary structures such as gazebos, greenhouses or sheds in excess of 1900mm x 1300mm;
 - garden landscaping including;
 - constructing drives and driveways;
 - installing any form of garden decking;
 - laying patios and block paving.

Minor works examples;

This form can also be used for minor alterations or improvements. Minor alterations or improvements could include but are not limited to;

- erecting a TV aerial or satellite dish;
- electrical work such as;
 - installing an extractor fan or ventilation grille;
 - installing an alarm system or CCTV;
 - installing or altering internal or external lighting;
- installing or altering external fencing and gates;
- constructing a small shed, greenhouse, log cabin, gazebo or outhouse within the garden or curtilage of the property under 1900mm x 1300mm;
- installing any loft or cavity wall insulation;
- altering or boarding out of loft spaces;

- installing laminate or wooden flooring;
- installing or altering fire surrounds and hearths;
- installing an electric shower;
- external or communal decorating;
- undertaking minor plumbing work such as:
 - installing an outside garden tap;
 - altering pipework;
 - installing a shower;
 - replacing taps.

DRAFT

SECTION 5

ASBESTOS (TO BE RETAINED BY THE OCCUPIER):

- If you answered yes to the first question in the certification table page 4, you must make sure you have all the relevant information regarding 'asbestos containing materials within the area you plan to complete work'.
 - If an *Asbestos in the Home* booklet has not been provided with your returned approval, you must contact the Council's repairs section and request that one is sent to you.
 - You must read and follow the advice given in the *Asbestos in the Home* booklet provided to you before you begin your work.
 - If available, the Council will provide you with further asbestos information about your particular property including an asbestos report. If a report is not available, you are advised to seek a registered contractor to complete a survey for you.
 - You should follow the advice provided in any asbestos report that has been completed and provided to you for your property.
 - Further advice from the Health and Safety Executive on dealing with asbestos within the home can be obtained from the internet at: <http://www.hse.gov.uk/asbestos/>
 - If you need to dispose of any hazardous household waste including asbestos, acids, weed killer, etc. call the Essex County Council Recycling and Waste Helpline on 0845 603 7625 and say you have some household hazardous waste for disposal.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, i.e., have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics, you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. **All Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA.** An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics

- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details
<i>Your function, service area and team:</i> Housing and Property Directorate – Housing Strategy
<i>If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team:</i> Rehousing Team
<i>Title of policy or decision:</i> Tenant and Lessee CCTV Policy
<i>Officer completing the EqIA:</i> Keith Bowman <i>Email:</i> kbowman@eppingforestdc.gov.uk
<i>Date of completing the assessment:</i> XX August 2024

Section 2: Policy to be analysed Tenant and Lessee CCTV Policy	
2.1	<i>Is this a new policy (or decision) or a change to an existing policy, practice or project?</i> This is a new policy.
2.2	<i>Describe the main aims, objectives and purpose of the policy (or decision):</i> To establish a policy that supports the existing procedure for interim and permanent decants. Engaging with residents – The Policy will be considered by Council’s Tenant & Leaseholder Panel. Cost implications – None
2.3	<i>Who does or will the policy or decision affect?:</i> The policy will affect tenants and lessees. <i>Will the policy or decision influence how organisations operate?</i> No

2.4	<p><i>Will the policy or decision involve substantial changes in resources?</i></p> <p>No. The requirement for decant has always existed as potential cost to the Council and this Policy formalises the arrangements for decants.</p>
2.5	<p><i>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</i></p> <p>The Policy supports the following corporate outcomes:</p> <ul style="list-style-type: none"> • We will safeguard vulnerable people. Our teams will support residents in need, providing support and equality of opportunity in a district that is safe for everyone. • We will improve existing spaces and create new places for people to live, play, gain skills and do business. <p>(Source: Corporate key objectives 2023-2027)</p> <p>The Strategy is linked to the following EFDC policies and strategies:</p> <ul style="list-style-type: none"> • Corporate Plan 2023-2027 • Housing Strategy 2023-2027 • Tenancy Policy 2022-2027 <p>The Strategy pays due regard to the following:</p> <ul style="list-style-type: none"> • Epping Forest Health and Wellbeing Strategy 2022-2026 • The emerging Asset Management Strategy • The Social Housing (Regulation) Bill

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g., service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p><i>What does the information tell you about those groups identified?</i></p> <p>Census and related analysis provides a profile of Epping Forest and data that we collect from tenants and lessees shows:</p> <p>Ethnicity</p> <table border="1"> <thead> <tr> <th>Grouping</th> <th>Leaseholder</th> <th>Tenant</th> <th>Grand Total</th> </tr> </thead> <tbody> <tr><td>Asian Other</td><td></td><td></td><td>31</td></tr> <tr><td>Bangladeshi</td><td></td><td></td><td>7</td></tr> <tr><td>Black African</td><td>3</td><td></td><td>61</td></tr> <tr><td>Black Caribbean</td><td>1</td><td></td><td>47</td></tr> <tr><td>Black other</td><td></td><td></td><td>20</td></tr> <tr><td>Chinese</td><td></td><td></td><td>7</td></tr> <tr><td>Gypsy & Traveller</td><td></td><td></td><td>3</td></tr> <tr><td>Indian</td><td>1</td><td></td><td>11</td></tr> <tr><td>Mixed other</td><td>2</td><td></td><td>38</td></tr> <tr><td>Mixed white and black african</td><td></td><td></td><td>3</td></tr> <tr><td>mixed white and black Caribbean</td><td></td><td></td><td>8</td></tr> <tr><td>Not stated</td><td>940</td><td></td><td>1554</td></tr> <tr><td>Other Ethnic origin</td><td></td><td></td><td>39</td></tr> <tr><td>Pakistani</td><td></td><td></td><td>11</td></tr> <tr><td>White and Asian</td><td></td><td></td><td>11</td></tr> <tr><td>White British</td><td>138</td><td></td><td>4350</td></tr> <tr><td>White irish</td><td>1</td><td></td><td>25</td></tr> <tr><td>White other</td><td>5</td><td></td><td>153</td></tr> <tr> <td>Grand Total</td> <td>1091</td> <td>6379</td> <td>7470</td> </tr> </tbody> </table>	Grouping	Leaseholder	Tenant	Grand Total	Asian Other			31	Bangladeshi			7	Black African	3		61	Black Caribbean	1		47	Black other			20	Chinese			7	Gypsy & Traveller			3	Indian	1		11	Mixed other	2		38	Mixed white and black african			3	mixed white and black Caribbean			8	Not stated	940		1554	Other Ethnic origin			39	Pakistani			11	White and Asian			11	White British	138		4350	White irish	1		25	White other	5		153	Grand Total	1091	6379	7470
Grouping	Leaseholder	Tenant	Grand Total																																																																														
Asian Other			31																																																																														
Bangladeshi			7																																																																														
Black African	3		61																																																																														
Black Caribbean	1		47																																																																														
Black other			20																																																																														
Chinese			7																																																																														
Gypsy & Traveller			3																																																																														
Indian	1		11																																																																														
Mixed other	2		38																																																																														
Mixed white and black african			3																																																																														
mixed white and black Caribbean			8																																																																														
Not stated	940		1554																																																																														
Other Ethnic origin			39																																																																														
Pakistani			11																																																																														
White and Asian			11																																																																														
White British	138		4350																																																																														
White irish	1		25																																																																														
White other	5		153																																																																														
Grand Total	1091	6379	7470																																																																														
3.2	<p><i>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?</i></p> <p>It is impossible to forecast which customers, if any, will need to be decanted so consultation on this Policy will be carried out with the Tenant and Leaseholder Panel who will consider the document and appendices.</p>																																																																																
3.3	<p><i>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:</i></p> <p>See 3.2 above.</p>																																																																																

DRAFT

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age		H
Disability	Positive – the needs of all members of any household who may need decanting to alternative accommodation will be taken into account	L
Gender	Positive – the needs of all members of any household who may need decanting to alternative accommodation will be taken into account	L
Gender reassignment	Neutral – There is nothing to indicate that residents who fall within this group will be disproportionately affected by the strategy. Services will be sensitive to ensuring policies apply equally and fairly to residents who have or are undergoing gender reassignment.	L
Marriage/civil partnership	Neutral – There is nothing to indicate that residents who fall within this group will be disproportionately affected by the strategy. Some Independent Living schemes have some accommodation available for couples. Services will be sensitive to ensuring policies apply equally and fairly to all residents.	L
Pregnancy/maternity	Positive – the needs of all members of any household who may need decanting to alternative accommodation will be taken into account	L
Race	Neutral – There is nothing to indicate that residents who fall within this group will be disproportionately affected by the strategy. Services will be sensitive to ensuring policies apply equally and fairly to residents of all backgrounds.	L
Religion/belief	Neutral – There is nothing to indicate that residents who fall within this group will be disproportionately affected by the strategy. Services will be sensitive to ensuring policies apply equally and fairly to residents with varying beliefs.	L

Sexual orientation	<p>Neutral –</p> <p>There is nothing to indicate that residents who fall within this group will be disproportionately affected by the strategy.</p> <p>Services will be sensitive to ensuring policies apply equally and fairly to residents who may be impacted because of their sexual orientation.</p>	L
--------------------	---	---

DRAFT

Section 5: Conclusion		
		Tick Yes/No as appropriate
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/>
		<i>If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.</i>

Section 6: Action plan to address and monitor adverse impacts		
What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
N/A	N/A	N/A

Section 7: Sign off I confirm that this initial analysis has been completed appropriately. (A typed signature is sufficient.)	
Signature of Head of Service: Eleanor Green	Date:
Signature of person completing the EqIA: Keith Bowman	Date:

Advice
Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, e.g. after a consultation has been undertaken.