

Statement of Fees, Charges and Discounts

Fee Structure

Licence fees will be taken in two parts.

- 1) Part A will be taken upon application and will cover the cost to process and determine the application, including the initial compliance audit inspection. The application fee is non-refundable, regardless of whether the application is successful.
- 2) Part B will be taken once the Council has determined to grant a licence and will cover the administration, management and enforcement of the scheme.

Licences will be issued from the date of application, and they will not be issued until the full fee has been paid.

Fee Level

The cost of new applications, including renewals:

Type of licence	Part A	Part B
Selective	£650	£300
Additional HMO	£1000	£400

Any application made without payment (or with missing/deficient documents or incorrect information) will not constitute a valid application. Full payment of Part A must be received and cleared to form a valid application.

Applicants who have submitted an incomplete application will have 2 months to supply any information requested by the Council. Failure to do so will result in the application being rejected, and a new application must be made. For a new application, the Part A fee will be payable again.

Licences are not transferable. If a person wants to become the new licence holder for a property, they must apply and pay for a new licence to enable 'fit and proper' checks to be completed.

Licences will generally last for 5 years. In some cases, if the Council has concerns about the management, use, condition or occupation of the property, the licence may be issued for a reduced term, and if this is proposed, the licence holder will have the opportunity to make representations. In such cases the same fee would apply on renewal.

If a property is found to have been unlicensed for more than 3 months before an application is made, the licence will be issued for a reduced term of one year. If a renewal is not made within 1 month of expiry, the new licence will be issued for a further one year only.

The Council will review the position annually to ensure the scheme costs are met by the fees.

Fee Discounts

We will be offering discounts to recognise best practice. This will be awarded in two tiers based on accreditations status and meeting the required property standards during the compliance audit inspection. All properties are intended to be inspected within six months of application. Guidance will be provided in advance of the inspection on how to prepare for the inspection to maximise the chances of qualifying for the discount. If licenceholders disagree with a decision to not award a discount they can contact the service to make representations.

Tier	Requirements	Amount
Silver compliance award	Satisfactory rating from compliance audit inspection (property meets the standards when inspected)	Discount on the Part B fee of £200
Gold compliance award	Landlord accredited* AND Satisfactory rating from compliance audit inspection (property meets the standards when inspected)	Discount on the Part B fee of £250

* List of currently recognised accredited organisations:

- 1) London Landlord Accreditation Scheme (LLAS)
- 2) National Residential Landlord Association (NRLA)
- 3) British Landlords Association (BLA)
- 4) Safeagent
- 5) Propertymark
- 6) UK Association of Letting Agents (UKALA)

This list will be updated if further organisations provide a similar level of accredited training and landlord support in the future.

Variation Fees

Service	Cost
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc	Free
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	Free
Reduction in the number of maximum occupiers and/or households for licensing purposes	Free
Variation of licence instigated by the council	Free
Change of manager (unless they are also the licence holder)	Free
Reprinting of lost licence (electronic version)	£15
Revocation of licence	Free
Application for licence following revocation of licence	Full application fee
Application refused by the council	Full application fee with no refund
Application withdrawn by the applicant	Full application fee with no refund
Application made in error by someone out of borough	No fee, and a refund will be made

Mandatory HMO Licence Fees*

For each application for a 5-year licence	Application Fee – Part A	Part B Payment	Fee for assistance with application (including form completion)
Up to 5 habitable rooms	£1000	£500	£170
6 to 9 habitable rooms	£1000	£600	£180
10 to 14 habitable rooms	£1000	£700	£190
15 to 19 habitable rooms	£1000	£800	£200
20 or more habitable rooms	£1000	£1000	£210

**Not in the scope of the proposed new schemes.*