



Private Rented Property Licensing Schedule of Fees and Charges

Page 2	1. Initial Licence Fees Applicable
Page 2	2. Renewable Licence Fees Applicable
Page 2	3. Variation Application Licence Fees Applicable
Page 3	4. Other Application Licence Fees Applicable

1. Initial Licence Fees Applicable

- 1.1 All fees are applicable on application for a licence. All Licences will expire on the 31st August 2019 unless the London Borough of Barking and Dagenham has issued an annual licence.

The proposed fee and licence duration structure is set out below:-

Applicants who apply before the commencement date of the licensing designations	£180.00 for duration of the scheme
Applicants who apply before the commencement date of the licensing designations and are landlords with previous management contraventions or are of concern*	£500 for a one year licence
Applicants who apply after the commencement date of the licensing designations	£500 for the duration of the scheme
Applicants who apply after the commencement date and are of concern*	£500 for a one year licence

- 1.2 Where the London Borough of Borough of Barking and Dagenham has had to take enforcement action, the licence may be revoked or varied by LBBDD and require a new licence to be applied for.

2. Renewal

- 2.1 The renewal fee shall be the same as a new applications (full rate)

3. Variation Application Licence Fees Applicable

Proposed Licence Variation	Variation Application Fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc	No fee
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Variation of licence instigated by the Council	No fee
Change of licence holder	£500.00
Change of manager (unless they are also the licence holder)	No fee
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision	No fee

4. Other Fees and Charges Applicable

4.1 These fees are applicable as appropriate in relation to licensing applications, or where properties are licensed.

Action	Applicable Fee
Revocation of licence	No fee
Application to licence following revocation of licence	£500.00
Application refused by the Council	Application fee with no refund
Application withdrawn by the applicant	Application fee with no refund
Application made in error	No fee, and a refund will be made

*A Person of concern is a person who has or is being investigated for fraud relating to tenancies or is subject to enforcement action or prosecution relating to contraventions under the Housing Acts and associated regulations