

# Additional HMO Licensing Consultation

**Schedule of proposed licence fees,  
charges and discounts**



## Additional HMO Licensing

### Schedule of Proposed Fees, Charges and Discounts

#### 1. Payment of Licence Fees

- 1.1 The application and granting of a licence will be subject to the payment of a fee. The proposed licence fee is payable in two parts.
- 1.2 Part 1 of the fee will be payable on submission of the licence application and will cover the costs of processing and determining the application. Should the application be refused or rejected by the Council, or withdrawn by the applicant, this Part 1 payment will not be refunded.
- 1.3 Part 2 of the fee is payable when the Council has determined to grant a licence and will cover the administration, management, and enforcement of the licensing functions for the scheme.

#### 2. Proposed Licence Fee

Part 1	Part 2	Total Fee
£800	£650	£1450

#### 3. Proposed Discounts

Category	Description	Discount	Part 1	Part 2	Total payment after discount
<b>Accredited landlord</b>	Landlords accredited by or members of specified schemes (refer to 3.1 below)	<b>£50</b>	£800	£600	£1400
<b>EPC</b>	Properties must have an EPC rating of C or above	<b>£100</b>	£800	£550	£1350

### 3.2 Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £50 discount (from Part 2 payment):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)
- British Landlords Association (BLA)

If you are a **member** of one of the following schemes, you may be entitled to a £50 discount (from Part 2 payment):

- Association of Residential Letting Agents (ARLA PropertyMark)
- Safeagent

3.3 Managing and Letting Agents who are accredited but are not the licence holder are not eligible for the **Accredited Landlords' Discount** when making an application on the licence holder's behalf.

3.4 Discounts will be determined on receipt of a complete application and provided that up-to-date certification is submitted. The discount applies to the **total fee. In all cases**, a fee of **£800** is **payable on submission of the application** (Part 1) and any discount will be deducted from the balance due when paying Part 2.

3.5 Discounts **will not** be applicable where the Council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property.

3.6 Discounts cannot be considered once a licence application has been determined and a licence granted.

3.7 Refer to **section 6** for fees and discounts - worked example scenarios.

#### 4. Licence Variation Fees

4.1 These fees are applicable where the property is already licensed

Variation of licence	Fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None

#### 5. Other Fees and Charges

Action	Applicable Fee
Change of licence holder	New application fee
Revocation of licence	None
Application to licence following revocation of a licence	New application fee
Application refused or rejected by the Council	Part 1 payment
Application withdrawn by the applicant	Part 1 payment
Temporary Exemption Notice (TEN) made by the Council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the Council	New application fee
Properties that cease to be licensable during the licensing process (prior to the Licence being granted)	Part 1 Licence fee with no refund. Part 2 Licence fee will be refunded to the applicant if this has been taken
Licensed HMOs that are subsequently refused planning permission	No refund of Part 1 or 2 fee
Licensed HMOs that subsequently cease to be let before licence expires	No refund of Part 1 or 2 fee
<i>(Our fees are not connected to the length of a licence. If you cease letting or wish to cancel your licence before it expires, we cannot give you a refund for any unused time)</i>	

## 6. Fees and discounts – worked example scenarios

### 6.1 Accredited Landlord Discount

6.1.1 An accredited landlord discount of £50 is available to those landlords who are accredited to a specified scheme (see section 3.2). Refer to **Scenario A** below.

6.1.2 Accredited landlords may also apply for EPC discount where applicable. Refer to **Scenario B** below.

Scenario A	Property	Discount	Part 1	Part 2	Total Fee
Landlord is accredited and has one HMO in designated area	1	Part 2 reduced by £50	£800	£600	£1400

Scenario B	Property	Discount	Part 1	Part 2	Total Fee
Landlord is accredited and has three HMOs, in the designated area.	1	Part 2 reduced by £50	£800	£600	£1400
	2	Part 2 reduced by £50	£800	£600	£1400
One of the HMOs ('property 3') has an EPC rating of B; the others are EPC D	3	Part 2 reduced by £150 (£50 + £100)	£800	£500	£1300
		<b>Total</b>	<b>£2400</b>	<b>£1700</b>	<b>£4100</b>

6.2 EPC Discount

6.2.1 An EPC discount of £100 is applicable where properties have an EPC rating of C or above. Refer to **Scenario C** below.

6.2.2 Accredited landlords may also apply for an EPC discount where applicable. Refer to **Scenario D** below.

Scenario C	Property	Discount	Part 1	Part 2	Total Fee
Landlord has one HMO in designated area which has an EPC rating of C	1	Part 2 reduced by £100	£800	£550	£1350

Scenario D	Property	Discount	Part 1	Part 2	Total Fee
Landlord is accredited and has three HMOs, in the designated area.  All three properties have an EPC rating of B	1	Part 2 reduced by £150 (£50 + £100)	£800	£500	£1300
	2	Part 2 reduced by £150 (£50 + £100)	£800	£500	£1300
	3	Part 2 reduced by £150 (£50 + £100)	£800	£500	£1300
		Total	£2400	£1500	£3900

HMO licensing fees and charges will be subject to an annual review.