

Licensing fees for self-contained flats

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Premises which have been converted to self-contained flats, where less than two-thirds of the self-contained flats are owner-occupied, and do not have 1991 Building Regulation (or later) approval, are deemed to be HMOs (under sec 257 of the Housing Act 2004) and, therefore, must comply with all legislative and licensing requirements relating to HMOs.

When the Additional Licensing Scheme is introduced, the following will apply.

Key

* **Early bird fee** is applied on the first, second and third month

** **Fee** is applied after expiration of early bird fee period

Examples on non mandatory HMOs

Freeholder with control over common parts and all flats

- **Applications and licenses:** One additional HMO licence application for flats and common parts. One licence issued.
- **Early bird fee*:** £150
- **Fee**:** Freeholder pays £488 for first 3 flats including the common parts plus £122 for each flat over 3.

Freeholder with control over common parts and some flats - some flats are leased and rented out

- **Applications and licenses:** Freeholder: one additional HMO licence application. Application for flats under his/her control and common parts. One licence issued.
- **Early bird fee*:** £150

- **Fee**:** Freeholder pays £488 for first 3 flats including the common parts plus £122 for each flat over 3.

Freeholder with control over common parts only - all flats sold off as leases and all rented out

- **Applications and licenses:** One additional HMO licence application for common parts only. One licence issued.
- **Early bird fee*:** £150
- **Fee**:** £488

Application process

To simplify the application process, during the early bird period, we're allowing applicants to submit a single application where:

- they have multiple flats (only) requiring a licence
- the flats are in the same block of flats or converted building

You will, however, need to submit the relevant documents/certification for **each** flat. We understand that there will be multiple documents needed to support your application and in this respect you will need to submit one set documents for a single flat (the lead flat) during the application process,

You can then email all other documentation for the remaining flats, separately to HMO.Hotline@luton.gov.uk, quoting the reference number obtained during the application process and the address of the property.

Please ensure that the documents are clearly marked indicating the full and correct address for each set of documents.

If you're unsure, or need further advice, please contact us through one of the mailboxes detailed above or telephone **01582 547222**.