

Licensing fees for self-contained flats

Selective licensing

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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](#)). Therefore, they must comply with all legislative and licensing requirements relating to HMOs.

When the Selective 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 of properties

Converted building not complying with 1991 Building Regulations (or later), within the Selective Licensing proposed area

- **Applications and licenses:**
 - one selective licence application for each flat rented out within the proposed area
 - no licence required for flats outside the proposed selective licensing area
 - one licence issued per flat
- **Early bird fee*:** £150 per flat
- **Fee**:** £488 per flat

Purpose built block, or converted building and complying with 1991 Building Regulations (or later), within the Selective Licensing proposed area

- **Applications and licenses:**
 - one selective licence application for each flat, which are rented out within the proposed area
 - no licence required for flats outside the selective licensing area
- **Early bird fee*:** £150 per flat
- **Fee**:** £488 per flat

Application process

You will need to submit the relevant documents/certification for **each** flat.

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

You can make one bulk payment for up to 8 flats on a credit card.

If you wish to pay for a larger number of flats at once, we can arrange for you to do so via bank transfer.

Please email your request to PSHEnforcement@luton.gov.uk

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