

Selective licensing fee structure

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Selective licensing early bird fee

Flat fee: £150

- Regardless of property size.
- Completed full applications (with all relevant supporting documentation, certificates and the correct fee) submitted and received by the council in the first three month period of the Selective Licence scheme.
- No further discounts apply during this 3 month period.

Selective licensing fee

- **Flat-fee** regardless of property size.
- **Part 1:** covers the processing of the application which will be collected upon application and is non-refundable - **£122**

Plus

- **Part 2:** covers monitoring and enforcement, and will be collected prior to issue of the licence and is refundable to unsuccessful applicants - **£366**

Discounts – one per application

- Discount for **accredited landlords*** - **£122**
- **EPC discount:** where the application is accompanied by an EPC showing the property to have a rating of band C or above – **£122**

Other

- Fee for copy of register: **£43 + VAT = £51.60**
- Renewal fee: **as licence fee**
- Online applications: **no additional fee**
- Paper applications additional charge: **£43 + VAT = £51.60**

Note

All licence fees are made up of two parts:

- the first £122 of each fee covers the processing of the application which is not refundable
- the remainder of the fee covers monitoring and enforcement which is refundable to unsuccessful applicants

A minimum fee of £122 applies to all applications

Licences will generally be issued for a maximum 5 year period. The fee for each property requiring a licence will be calculated based on the number of months remaining that the scheme has to run, from the date of application.

For example, if you buy a property which requires a licence, in year 3 of the scheme then your licence will be issued for the remaining 2 years and the fee will be two-fifths of the 5-year fee relevant at the time of application.

Properties which are found to be operating without a licence when one is required will be:

- liable to legal proceedings
- required to pay the full five-year licence fee
- issued with a licence for a shorter period - the remaining period of the scheme

Fee structure itself is subject to annual review and may include inflationary increases, in scale of charges.

*Accredited landlords

A discount is available where the landlord or manager of the property is a member of a trade body, recognised by the council, which regulates its members through a code of management practice, such as:

- National Residential Landlords Association (NRLA)
- Association of Residential Letting Agents (ARLA)
- the Association of Residential Managing Agents (ARMA)
- the Royal Institute of Chartered Surveyors (RICS)
- the National Association of Estate Agents (NAEA)
- Safeagent

The membership / registration number will be required during the application process.

Examples

1) 4 bed property applied during first 3 months of the scheme: £150

- Accredited landlord – no discount: £0
- EPC band C or above – no discount: £0

Total: £150

2) 4 bed property applied after first 3 months of the scheme

- Part 1: **£122**
- Part 2: **£366**

Total: £488

3) 5 bed property applied after first 3 months of the scheme

- Part 1: **£122**
- Part 2: **£366**
- Accredited landlord discount: **-£122**
- EPC band C or above – only one discount applies: **£0**

Total: £366