

HMO licensing fees

As at 1 April 2023

Author: Private Sector Housing

Contact: HMO.Hotline@luton.gov.uk

Version: 1.0 (published)

Last updated: April 2023

Contents

Fee structure	2
Fee calculation examples	3

Fee structure

All licences are issued once property has attained the required standard and is renewable every five years. Fee structure itself is subject to annual review in scale of charges.

Property	Licence fee
Part 1 fee Covers the processing of the application which will be collected upon application and is non-refundable.	£122
Plus	+
Part 2 fee Covers monitoring and enforcement, and will be collected prior to issue of the licence and is refundable to unsuccessful applicants	
Up to 3 bedrooms	£366
Plus a charge per additional bedroom (or self-contained flat) over 3	£122
Discounts (only 1 discount 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 production of floor plan by the council	£228 + VAT = £273.60
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 will be collected upon application and not refundable. The remainder of the fee covers monitoring and enforcement, and will be collected prior to issue of the licence and is refundable to unsuccessful applicants.

Licences will generally be issued for a maximum 5 year period.

Properties which are found to be operating without a licence when one is required, will be liable to legal proceedings.

Fee structure itself is subject to annual review 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)
- Association of Residential Managing Agents (ARMA)
- Royal Institute of Chartered Surveyors (RICS)
- National Association of Estate Agents (NAEA)
- Safeagent

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

Fee calculation examples

1. 3 bedroom HMO

- Part 1: **£122**
- Part 2: **£366**
- Total: **£488**

2. 5 bedroom HMO

- Part 1: **£122**
- Part 2 up to 3 beds £366 plus £122 for each bedroom over 3: **£610**
- Accredited landlord discount: **-£122**
- EPC band C or above – only one discount applies: **£0**
- Total: **£610**