

Additional HMO licensing fees

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Early bird fee (Additional Licensing only): £150

- Flat fee 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 months of the Additional Licensing scheme. Not applicable to mandatory HMO licences because that scheme is already in force.
- No further discounts apply during the qualifying period.

Additional HMO licensing:

- **Part 1 fee:** £130 covers the processing of the application which will be collected upon application and is non-refundable.
- **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:** £390 plus a charge of £130 per additional bedroom (or self-contained flat) over 3

Discounts

Only one discount per application. Not applicable during flat-fee period.

- Discount for accredited landlords*: **£130**
- EPC discount - where the application is accompanied by an EPC showing the property to have a rating of Band C or above: **£130**

Other

- Fee for production of floor plan by the council (HMOs only): **£242 + VAT = £290.4**
- Fee for copy of register: **£45 + VAT = £54**
- Renewal fee: **as licence fee**
- Online applications: **no additional fee**
- Paper applications additional charge: **£45 + VAT = £54**

Note

All licence fees are made up of two parts:

- the first £130 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

A minimum fee of £130 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)
- 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 examples

3 bed HMO applied during discount qualifying period : £150

- Accredited landlord – no discount: **£0**
- EPC band C or above – no discount: **£0**
- Total: **£150**

3 bed HMO applied after first 3 months of the scheme

- Part 1: **£130**
- Part 2: **£390**
- Total: **£520**

4 bed HMO applied after first 3 months of the scheme

- Part 1: **£130**
- Part 2 - up to 3 beds £390 plus £130 for additional bedroom over 3: **£650**