Selective Licensing Fee Structure:

1 September 2026 to 31 March 2027

Licence Fee (single family dwellings- One household)

A flat fee applies regardless of property size.

Fee Element	Amount
Part 1 - Application processing fee (non-refundable)	£122.00
Part 2 - Monitoring and enforcement fee (Not collected if application is unsuccessful)	£366.00
Total Licence Fee	**£488.00**

1 application required per property

Note: Discounts and other fees can be found on page 5

Additional Licensing Fee Structure

1 September 2026 to 31 March 2027

Section 257 HMO's A Section 257 HMO is a building that has been converted into self-contained flats where the conversion does not comply with the relevant Building Regulations standard, and less than two-thirds of the flats are owner-occupied. Such properties are classified as Houses in Multiple Occupation (HMOs) under the Housing Act 2004 and must comply with all applicable HMO licensing requirements, including the Management of Houses in Multiple Occupation (Additional Provisions) (England) Regulations 2007. Where a property meets these criteria, a Section 257 HMO licence is required

Section 257 HMO Licence Fees

1. Freeholder with Control of Common Parts and All Flats

One licence application is required covering the building, with each self-contained flat recorded as a unit under that licence. Each of those self-contained units require a licence.

Fee Element (per flat)	Amount
Part A	£122.00
Part B	£366.00
Total per flat	**£488.00**

Example

A converted block containing **10 self-contained flats** that does not have Building Regulations approval from 1991 or a later equivalent standard would require a single licence application.

- Number of units: 10 + 1 For the common parts
- Fee per unit: £488
- **Total licence fee: £5,368**

2. Freeholder with Control of Common Parts and Some Flats

Where some flats are leased and rented out:

- The freeholder applies for the self-contained units under their control.
- The licence application is submitted for the block (common parts).
- Each self-contained unit under the freeholder's control attracts a fee of **£488**.

Note: Leaseholders who control their own self-contained unit must apply for a **Selective Licence** for that unit if it is located within a designated Selective Licensing area.

Example:

Number of units in control by freeholder: 2+ 1 For the common parts

- **Fee per unit**: £488
- **Total licence fee:** £1464

Fee Element	Amount
Part A	£122.00
Part B	£366.00
Total per Additional HMO Licence Fee	**£488.00**

3. Freeholder with Control of Common Parts Only

Where all flats have been sold on long leases and are rented out:

This licence applies to the common parts of the building only and one licence is issued.

Fee Element	Amount
Part A	£122.00
Part B	£366.00
Total per Additional HMO Licence Fee	**£488.00**

Additional Licensing (Small HMOs)

Applies to: HMOs with no more than 4 occupants from 2 or more households.

Where occupancy exceeds 4 occupants from 2 or more households, an application must be made for Mandatory Licensing, which attracts a different fee (see Mandatory Licensing fees).

Licence Fees

Part A Fee

- £122
- Covers the processing of the application.
- Payable upon submission of the application.
- Non-refundable.

Part B Fee

- Covers monitoring and enforcement.
- Payable before the licence is issued.
- Refundable if the application is unsuccessful.

Total Licence Fees

Property Size	Total Fee	Part A	Part B
Up to 3 bedrooms	**£488**	**£122**	**£366**
Up to 4 bedrooms	**£610**	**£122**	**£488**

Additional bedrooms:
For properties with more than 3 bedrooms, a charge of £122 per additional bedroom applies up to a maximum of 4 bedrooms (under additional licencing)

Discounts

Only one discount can be applied per application.

Discount Type	Amount
Accredited landlord*	**£122**
EPC discount (where the application is accompanied by an EPC showing the property has an energy rating of Band C or above)	**£122**

Other Discounts:

Discounts

Only **one discount** may be applied per application.

Accredited Landlord Discount

£122 discount

The following accreditation schemes are recognised by the Council:

- National Residential Landlords Association (NRLA)
- Association of Residential Letting Agents (ARLA)
- Association of Residential Managing Agents (ARMA)
- Royal Institution of Chartered Surveyors (RICS)
- National Association of Estate Agents (NAEA)
- Safe agent

Applicants must provide their membership or registration number during the application process.

EPC Discount

£122 discount

Available where the application is accompanied by a valid Energy Performance Certificate (EPC) showing the property achieves an EPC rating of **Band C or above**.