

Fees and Charges 2023/24

Department:	Growth and Regen
AGrowth and Regena:	Private Sector Housing

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2023/24	Charges 2024/25	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)
Private Sector Housing										
Growth and Regen	EH 1 Completion of Works	Private Sector Housing	To carry out work(s) in default of a notice recipient	Per case	All costs to be recorded on an hourly rate up to £104.57 from non compliance visit and charged accordingly plus reasonable cost of works	All costs to be recorded on an hourly rate up to £84 from non compliance visit and charged accordingly plus reasonable cost of works	£20.57	-19.67%	Local Government (Miscellaneous Provisions) Act 1982	Statutory cost recovery
Growth and Regen	EH 2 Completion of Works	Private Sector Housing	Empty Property Agency Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	15% of the cost of the building works, or 12.5% of the cost of the building works if the cost of the work is above £75k and 10% if the cost of the work is over £100k. Minimum fee £250	£47.01	23.16%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 3 Completion of Works	Private Sector Housing	Voluntary Works In Default Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	All costs to be recorded on an hourly rate up to £84 from non compliance visit and charged accordingly. 10% discount then made. Plus reasonable cost of works	NA	NA	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 4 Home Improvement Agency Environmental Health	Private Sector Housing	Enquiry including historical data multiple addresses	Each	£0.00	£0.00	£0.00	0.00%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary
Growth and Regen	EH 5 Housing Reports	Private Sector Housing	Inspection of house in multiple occupation and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£367.69 plus hourly rate of up to £104.57 for revisits and/or additional advice	£496 plus hourly rate of up to £84 for revisits and/or additional advice outside the scope of the original fee.	£128.31 £20.57	34.90% -19.67%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 6 Housing Reports	Private Sector Housing	Housing Consultation fee	Each	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£106 (additional fees charged over two hours at up to £84/hour)	£13.47 £20.57	-11.27% -19.37%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 7 Housing Reports	Private Sector Housing	Rent Repayment Order Support Service	Each	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£106 (additional fees charged over two hours at up to £84/hour)	£13.47 £20.57	-11.27% -19.37%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 8 Housing Reports	Private Sector Housing	Inspection of single occupied dwelling and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£293.46 plus hourly rate of up to £104.57 for revisits and/or additional advice	£338 plus hourly rate of up to £84 for revisits and/or additional advice outside the scope of the original fee	£44.54 £20.57	15.18% -19.67%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 9 Housing Reports	Private Sector Housing	HMO Set Up Advice Service	Each	£537.05 plus hourly rate of up to £104.57 for revisits and/or additional advice	£518 plus hourly rate of up to £84 for revisits and/or additional advice outside of scope of original fee	£19.05 £20.57	-3.55% -19.67%	Local Government Act 2003 Localism Act 2011	Discretionary
Growth and Regen	EH 11 Housing Act	Private Sector Housing	Waiver of fee for notices i.e. Improvement Notice - Suspended	Each	Fee waived if accreditation secured with the London Landlord Accreditation Scheme	Fee waived if accreditation secured with the London Landlord Accreditation	NA	NA	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 12 Housing Act	Private Sector Housing	Service of an Improvement Notice	Each	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £84/hour.	£0.00 £19.49	0% -18.83%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 13 Housing Act	Private Sector Housing	Service of a Suspended Improvement Notice	Each	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £84/hour.	£0.00 £19.49	0% -18.83%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 14 Housing Act	Private Sector Housing	Service of a Prohibition Order	Each	£514.17 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£700 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £84/hour.	£185.83 £19.49	36.14% -18.83%	section 49 Housing Act 2004	Statutory Discretionary

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Growth and Regen	EH 15 Housing Act	Private Sector Housing	Service of a Suspended Prohibition Order	Each	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£700 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £84/hour.	£194.64 -£19.49	38.52% -18.83%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 16 Housing Act	Private Sector Housing	Service of an Emergency Prohibition Order	Each	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£700 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £84/hour.	£194.64 -£19.49	38.52% -18.83%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 17 Housing Act	Private Sector Housing	Service of a Demolition Order	Each	Cost of administration up to hourly rate of £104.57 plus reasonable cost of works	Cost of administration up to hourly rate of £84 plus reasonable cost of works	-£20.57	-19.67%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 18 Housing Act	Private Sector Housing	Taking Emergency Remedial Action	Each	£506.63 plus the reasonable cost of work	£655 for standard construction plus hourly costs up to £84/hour for tower blocks plus the reasonable cost of work	£148.37	29.29%	Sch. 3 Para. 8 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 19 Housing Act	Private Sector Housing	Add on fee to notice/order cost if electrical certificate is obtained	Each	Actual fee plus administration costs of up to £60.42/hour	Actual fee plus administration costs of up to £53/hour	-£7.42	-12.28%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 20 Housing Act	Private Sector Housing	Add on fee to notice/order cost if a gas certificate is obtained	Each	Actual fee plus administration costs of up to £60.42/hour	Actual fee plus administration costs of up to £53/hour	-£7.42	-12.28%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 21 Housing Act	Private Sector Housing	Add on fee to notice/order cost if legal advice is obtained e.g. to interpret leasehold/freehold responsibilities	Each	Actual fee plus administration costs of up to £60.42/hour	Actual fee plus administration costs of up to £84/hour	£23.58	39.03%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 22 Housing Act	Private Sector Housing	Add on fee to notice/order cost if a structural engineers report is obtained	Each	Actual fee plus administration costs of up to £60.42/hour	Actual fee plus administration costs of up to £53/hour	-£7.42	-12.28%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 22b Housing Act	Private Sector Housing	Add on fee to notice/order cost if a fire engineers report or similar is required in relation to enforcement	Each	Actual fee plus administration costs of up to £60.34/hour	Actual fee plus administration costs of up to £84/hour	£23.66	39.21%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 23 Housing Act	Private Sector Housing	Copying grant files and postage	Each	£11.15	£11.15	£0.00	0.00%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 24 Housing Act	Private Sector Housing	Review of Suspended Prohibition Order	Each	£382.78	£261.00	-£121.78	-31.81%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 25 Housing Act	Private Sector Housing	Review of Suspended Improvement Notice	Each	£376.98	£261.00	-£115.98	-30.77%	section 49 Housing Act 2004	Discretionary
Growth and Regen	EH 26 Housing Act	Private Sector Housing	Hazard Awareness Notice	Each	£347.98	£592.00	£244.02	70.13%	section 49 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 28 HMO Licensing (mandatory and additional)	Private Sector Housing	HMO Licence fee (mandatory and additional) up to 5 units of accommodation for 5 years	Per HMO (F1+F2)	£1,546	£1,512	-£33.83	-2.19%	section 63 Housing Act 2004	Statutory Discretionary
				Fee 1	£714	£857	£143.20	20.06%		
				Fee 2	£832	£655	-£177.03	-21.28%		
Growth and Regen	EH 32HMO Licensing (mandatory and additional)	Private Sector Housing	HMO Licence fee (mandatory and additional) up to 5 units of accommodation for 1 year	Per HMO (F1+F2)	£930	£988	£57.83	6.22%	section 63 Housing Act 2004	Statutory Discretionary
				Fee 1	£697	£857	£159.92	22.94%		
				Fee 2	£233	£131	-£102.10	-43.80%		
Growth and Regen	EH 36 Mandatory, Additional and Selective HMO Licensing	Private Sector Housing	Discount for accredited landlords	Per property	10% off fee 1	10% off fee 1	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 37 Mandatory, Additional and Selective HMO Licensing	Private Sector Housing	Discount for registered charities	Per HMO	10% off fee 1	10% off fee 1	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary
Growth and Regen	EH 38 HMO Licensing (mandatory and additional)	Private Sector Housing	Renewal fee (mandatory and additional) up to 5 units of accommodation for 5 years	Per HMO (F1+F2)	£1,360.68	£1,354.00	-£6.68	-0.49%	section 63 Housing Act 2004	Statutory Discretionary
				Fee 1	£528.66	£699.00	£170.34	32.22%		
				Fee 2	£832.03	£655.00	-£177.03	-21.28%		

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Growth and Regen	EH 42 HMO Licensing (mandatory and additional)	Private Sector Housing	Renewal fee (mandatory and additional) up to 5 units of accommodation for 1 year	Per HMO (F1+F2)	£894.49	£830.00	-£64.49	-7.21%	section 63 Housing Act 2004	Statutory Discretionary	
					Fee 1	£529.78	£699.00	£169.22			31.94%
					Fee 2	£364.71	£131.00	-£233.71			-64.08%
Growth and Regen	EH 47 Mandatory and Additional HMO Licensing	Private Sector Housing	Each extra unit of accommodation over 5 units (assuming a standard fee is for up to a 5 room HMO)	Per unit	£29.56	£30.00	£0.44	1.50%	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 48 Mandatory, Additional and Selective HMO Licensing	Private Sector Housing	Licence holder changing nominated manager	Per request	£0.00	£0.00	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 49 Mandatory, Additional and Selective HMO Licensing	Private Sector Housing	Change in Licence holder	Per request	new application fee as per EH28 - EH35, above	standard new application fee	NA	NA	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 50 Mandatory, Additional and Selective HMO Licensing	Private Sector Housing	Recovery fee for dishonoured cheque	Each	£0.00	£0.00	NA	NA	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 51 Mandatory and Additional HMO Licensing	Private Sector Housing	HMO Licensing pre inspection refund (to cover preliminary administration costs)	Each licence	Fee 2 will not be charged and a refund will be considered if a property has not been inspected. £65.81 will be retained of Fee 1 to cover the Council's administrative costs.	Fee 2 will not be charged and a refund will be considered if a property has not been inspected. £294 will be retained of Fee 1 to cover the Council's administrative costs where the property was licensable on application and processing work completed by the Council.	£228.19	347.00%	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 52 Mandatory and Additional HMO Licensing	Private Sector Housing	HMO Licensing post inspection, where no paperwork is drafted refund (to cover preliminary administration costs and inspecting officer costs)	Each licence	Fee 2 will not be charged. £314.52 will be retained of Fee 1 to cover the Council's administrative costs.	If the property is not licensable and application made in error a full refund will be given. £501 will be retained of Fee 1 to cover the Council's administrative costs where the property was licensable on application and processing work and inspection completed by the Council.	£186.48	59.29%	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 53 Mandatory and Additional HMO Licensing	Private Sector Housing	HMO Licensing post inspection refund when the property is found not to be licensable (to cover preliminary administration costs, inspection and drafting)	Each licence	Fee 2 will not be charged. £189.61 will be retained of Fee 1 to cover the Council's administrative costs.	If the property is not licensable and application made in error a full refund will be given. Fee 1 maintained to cover the Council's administrative costs where the property was licensable on application, processing work, inspection and document drafting completed by the Council. Fee 2 not charged	NA	NA	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 54 Mandatory and Additional HMO Licensing	Private Sector Housing	Refund clarification for revocations	Each licence	Where an HMO licence is revoked there is no refund	Where an HMO licence is revoked there is no refund	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	
Growth and Regen	EH 56 Selective Licensing	Private Sector Housing	Selective Licensing (following designation - Burnt Oak, Colindale North and Colindale South)	Each Licence	scheme not designated	£750.00	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	
					Fee 1		£376.00	£0.00			0.00%
					Fee 2		£374.00	£0.00			0.00%
Home Improvement Agency											
Growth and Regen	EH 152 Home Improvement Agency	Care and Repair	Full Home Improvement Agency service	Each	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at; less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £275 (ex VAT)	Fees based on the cost of the works (excluding extended warranties) and a sliding scale with a decreasing percentage rate for each £5,000, with the exception of the second £5,000. The rates are as follows: £0 to £5000 - 20% £5000 to £10,000 - 22.5% £10,000 to £15,000 - 17.5% £15,000 to £20,000 - 15% £20,000 to £25,000 - 12.5% £25,000 to £30,000 - 10% £30,000 plus - 7.5% Minimum fee £500 (ex VAT)	increase of £225 to minimum fee	there is no straightforward percentage increase in fees, as this is a new model on which to charge fees.	The Housing Renewal Grants (Services and Charges) Order 1996	Statutory Discretionary	