

Licensing Fees

In setting the licence fees, the council must follow certain principles established the European Services Directive (ESD). The fees are intended to offset the cost to the Authority of administering the licensing scheme. They are split between costs incurred before and after licence issue. Fee 1 is paid with your licence application and fee 2 is paid at the time of inspection, once the Inspecting Officer has confirmed that a licence can be issued.

The full fee is payable if the licence has to be re-issued as a result of a change of licence holder.

Where the landlord requires additional help this will be provided for upon payment of a higher fee through an **Assisted Licensing** process. General advice is provided at no extra cost.

Accordingly, the current fee structure is:

Fee Type (for both Additional and Mandatory Licensable HMOs)	Fee Amount (VAT not applicable)	Fees are payable in 2 parts
New Licence fee up to 5 units of accommodation (paper application) Per HMO	£1,202	Fee 1 payment: £580 Fee2 payment: £622
Assisted New Licence fee up to 5 units of accommodation (paper application) Per HMO	£1,314	Fee 1 payment: £692 Fee 2 payment: £622
Renewal fee up to 5 units of accommodation (paper application) Per HMO	£1,028	Fee 1 payment: £406 Fee 2 payment: £622
Assisted Renewal fee up to 5 units of accommodation (paper application) Per HMO	£1,066	Fee 1 payment: £444 Fee 2 payment: £622
Fee associated with an abortive visit Per HMO	£75	
Each extra unit of accommodation over 5 units (assuming a standard fee is for up to a 5 room HMO) Per unit	£26	
Licence holder changing nominated manager (manager has to complete a Fit & Proper Person declaration) Per request	£0	
Recovery fee for dishonoured cheque Each	£52	
Discount for accredited landlords Per HMO	10.00%	
Discount for registered charities Per HMO	10.00%	