

Licensing Fees for Houses in Multiple Occupation (HMOs)

In setting the HMO licence fees, the council must follow certain principles established by the European Services Directive (ESD). The fees are intended to offset the cost to the Authority of administering the licencing 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 your 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 help in submitting an application this will be provided upon payment of a higher fee through our assisted licensing process. General advice is provided at no extra cost.

The current fee structure is as follows:

| Fee Type (for both Additional and Mandatory Licensable HMOs) | Total Fee Amount (VAT not applicable) | Confirmation of the amount of each fee payable |
|---|--|---|
| New Licence fee up to 5 units of accommodation (paper application) for 5 years | £1,386.00 | Fee 1 : £640.00 |
| | | Fee 2: £746.00 |
| Assisted New Licence fee up to 5 units of accommodation (paper application) for 5 years | £1,477.00 | Fee 1: £747.00 |
| | | Fee 2: £730.00 |
| Renewal fee up to 5 units of accommodation (paper application) for 5 years | £1,220.00 | Fee 1: £474.00 |
| | | Fee 2: £746.00 |
| Assisted Renewal fee up to 5 units of accommodation (paper application) for 5 years | £1,266.00 | Fee 1: £520.00 |
| | | Fee 2: £746.00 |
| Extra unit of accommodation over 5 units (per unit) | | £26.50 |
| Fee associated with abortive visit to an HMO | | £77.50 |
| Licence holder changing nominated manager (manager to complete Fit and Proper Person declaration) | | £0 |
| Recovery fee for dishonoured cheque | | £53.90 |

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| Discount for accredited landlords | | 10% |
| Discount for registered charities | | 10% |
| HMO Licensing pre inspection refund (to cover preliminary administration costs) | | Fee 2 will not be charged and a refund will be considered if a property has not been inspected. £59 will be retained of Fee 1 to cover the Council's administrative costs. |
| HMO Licensing post inspection refund when the property is found not to be licensable (to cover preliminary administration costs and inspection) | | £170 |
| Refund clarification for revocations | | Where an HMO licence is revoked there is no refund |
| HMO Licensing additional fee for failure to pay 2nd HMO licensing fee within 48 hours of request | | £15.50 on top of fee 2 |