

## PRIVATE RENTED PROPERTY LICENSING SCHEMES

### SCHEDULE OF FEES & CHARGES

The licence fee is payable in two instalments. On submission of the application the first instalment of 30% of the total amount payable (after applicable discounts or charges) will be due to cover the processing of the application form.

Should the application be refused or rejected by the council or withdrawn by the applicant this first instalment payment will not be refunded.

Once the application has been assessed and the decision is made to grant the licence, the second instalment of 70% of the total amount payable (after applicable discounts or charges) will be due within seven days of notification.

#### 1. DISCOUNTS

##### Early bird

Applicants who apply within the first three months of the scheme commencement will receive a 25% discount.

A 25% discount will also be applicable for existing Additional HMO and Selective licence holders, where the property meets the requirements of the new scheme and the licence holder applies for a new licence within three months prior to the expiry date of their current licence.

##### Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £75 discount:

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £75 discount:

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)
- Safeagent

##### Property EPC rating of C or above

If your property has an EPC rating of C or above, you may be entitled to a £50 discount

- *A discount will not be applicable where the local authority has made two requests for additional supporting documents.*
- *A discount will not be applicable where the local authority has served a warning letter for failure to license the property.*
- *Discounts will be determined on receipt of full application and all supporting documents*

## 2. ADDITIONAL HMO LICENCE

Flat fee	Number of Habitable Rooms	Additional £50 per Habitable Room	Total Fee before applicable discounts or charges	Total Fee following Early Bird 25% discount
£1,100	2	£100	£1200	£900.00
£1,100	3	£150	£1250	£937.50
£1,100	4	£200	£1300	£975.00
£1,100	5	£250	£1350	£1012.50
£1,100	6	£300	£1400	£1050.00
£1,100	7	£350	£1450	£1087.50
£1,100	8	£400	£1500	£1125.00
£1,100	9	£450	£1550	£1162.50
£1,100	10	£500	£1600	£1200.00

## 3. SELECTIVE LICENCE

Standard Fee	Total Fee following Early Bird 25% discount
£750	£562.50

## 4. SELECTIVE LICENCE (BUILDING CONTAINING SELF-CONTAINED FLATS)

A discounted Selective licence fee is available to applicants who control two or more flats within the same building, i.e. are entitled to receive the rack rent for the flats, or would be entitled to receive it were the flats let at such a rent.

\*Accredited Landlord and EPC discounts will be applicable to the first flat only.

	APPLICATIONS RECEIVED WITHIN 3 MONTHS OF SCHEME IMPLEMENTATION	APPLICATIONS RECEIVED AFTER 3 MONTHS OF SCHEME IMPLEMENTATION
'Block' or 'Multiple Flat' application	Early Bird 25% discount	10% discount
	£562.50 per flat	£675.00 per flat

**5. ADDITIONAL CHARGES (FOR ALL SCHEMES)**

<b>Action</b>	<b>Fee</b>
Applicants who are sent two warning letters	<b>Application fee plus £25% additional late application fee</b>
Applications submitted in paper form (excluding Selective Licensing (Building containing self-contained flats))	<b>Application fee plus an additional £100</b>
Council assistance to complete an application form	<b>Application fee plus an additional £50</b>

**6. ADDITIONAL CHARGES FOR SELECTIVE LICENCE (BUILDING CONTAINING SELF-CONTAINED FLATS)**

<b>Action</b>	<b>Fee</b>
Applicants who are sent a warning letter will be charged the full fee	<b>£750 per flat</b>
Applicants who are sent two warning letters will be charged the full fee (£750) plus an additional 25% finder's fee per flat	<b>£937.50 per flat</b>

**7. RENEWAL LICENCE FEES APPLICABLE (FOR ALL SCHEMES)**

The renewal fee shall be the same as new applications.

**8. LICENCE VARIATION FEES APPLICABLE (FOR ALL SCHEMES)**

These fees are applicable where the property is already licensed.

<b>Variation to Licence</b>	<b>Fee</b>
Increase in the number of occupiers and/or households, through increasing the number of habitable rooms.	<b>Additional £50 per habitable room</b>
Change of licence holder's address	<b>None</b>
Change of manager's address	<b>None</b>
Change/appointment of manager	<b>None</b>
Change of name (marriage/divorce/deed poll)	<b>None</b>
Change in amenities	<b>None</b>

**9. OTHER FEES AND CHARGES APPLICABLE (FOR ALL SCHEMES)**

<b>Action</b>	<b>Applicable Fee</b>
Revocation of licence	<b>None</b>
Application to licence following revocation of licence	<b>New application fee</b>
Application refused or rejected by the council	<b>First instalment payment</b>
Application withdrawn by the applicant	<b>First instalment payment</b>
Temporary Exemption Notice (TEN) made by the council	<b>None</b>
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	<b>New application fee</b>

**Licences will be issued for a maximum of five years.**

**We may issue a licence for a shorter period of time if we have concerns about the management of the property.**