



## Appendix 3

### FEE STRUCTURE FOR HMO LICENSING

	<b><u>Fee Reduction</u></b>	<b>Reduction per HMO</b>
1	Provision of scale drawing plans of property	£50
2	Application submitted within a Council defined time limit	£100
3	Membership of London Landlord Accreditation Scheme	£100
	<b><u>Factors to reduce licence duration from initial 5 year period. (Shortest Period 1 Year)</u></b>	<b>Reduction in Licence Period (Years)</b>
4	Not a member of the London Landlord Accreditation Scheme	1
5	Failure to comply with previous HMO licence condition (where applicable)	2
6	Failure to comply with Planning requirements	1
7	Building incorrectly rated for Council Tax	2
8	Failure to comply with HMO Regulations	1
9	History of justified complaints about landlords' premises	1
10	Failure to voluntarily apply for an HMO licence	3

**Other factors which will be taken into consideration and may lead to an additional one year's reduction in total are:**

- Non-compliance with Building Regulations
- Failure to provide all necessary certificates and reports during the previous licence period
- Presence of significant health and safety risks
- Failure to provide written tenancy or licence agreements
- Any other factor which affects the applicant's rating as a 'fit and proper' person.