

Appendix 5 – The Fee Structure

1. The HMO Licensing Fee Structure

The licensing fee is set at £208.00 per household unit.

The following fee structure applies.

	<u>Fee Reduction</u>	Reduction per HMO
1	Provision of scale drawing plans of property	£100
2	Application submitted within a Council defined time limit	£100
3	Membership of London Landlord Accreditation Scheme	£100
	<u>Factors to reduce licence duration from initial 5 year period. (Shortest Period 1 Year)</u>	Reduction in Licence Period (Years)
4	Not a Member of 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 correctly 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 HMO licence	3

Other factors which will be taken into account

- a Compliance with Building Regulations
- b Provision of all necessary certificates up to date e.g. gas, electrical, energy performance certificates (where required) etc.
- c Provision of written tenancy or licence agreements
- d Existence of significant hazards

