

## APPENDIX 5

### Selective Property Licensing Fees

#### The Fee

Our proposal as with our existing licensing scheme is that the grant of a licence will be subject to the payment of a fee. The proposal is to set fees for licence applications taking into account all of the Council's costs in administering and carrying out its licensing functions

The Proposed licence fee has been set using assumptions about the level of income the fees will generate, based on the number of properties that we expect to be licensed during the life of the schemes and the proportion of those that will qualify for an early bird discount (a reduced fee for those landlords who apply early to reward their compliance).

Staffing and other resources necessary to administer, run and enforce the scheme been included to calculate the overall cost of licensing.

#### Discounts

**Early Bird** – A reduced fee for prompt or early licence applications. This is to encourage landlords to comply with their obligation to licence their rented homes at the earliest opportunity by making an application within a 3 month window which usually starts on the lead up to the scheme becoming operational.

**Accreditation Discount** -We have proposed a discount fee for landlords who are trained by an accredited association again to encourage landlords and agents to obtain this certification and become more professional.

#### Licence Duration

Licences will granted for the duration of the scheme (up to 5 years) unless we have concerns about the management, use and conditions or occupation of the property, in which case we may grant a licence for a shorter period.

The proposed schedule of fees and associated charges is set out below:

<b>Selective Licensing</b>	
<b>Early Bird Selective Licensing Fee</b> Selective Licensing fee for a 5- year licence - applicants applying before the licensing designation comes into force ( <b>50% discount</b> )	<b>£250</b>
<b>Full Selective Licensing Fee</b> Selective Licensing fee for a 5-year licence – applicants applying after the designation comes into force.	<b>£600</b>