

Appendix 2

Proposed Schedule of Fees and Charges for Selective and Additional Licensing

Fee per property or unit of accommodation

A 50% discount for a five-year licence will be offered for a 3-month period

Selective Licensing	
Selective Licensing fee for a 5- year licence - applicants applying before the licensing designation comes into force (50% discount)	£250
Selective Licensing fee for a 5-year licence – applicants applying after the designation comes into force.	£500
Additional Licensing (HMOs outside of the Mandatory Licensing scheme)	
Additional Licensing Fee for a 5-year licence - applicants applying before the licensing designation comes into force (50% discount)	£104. Per unit of accommodation
Additional Licensing fee for a 5-year licence – applicants applying after the designation comes into force.	£208. Per unit of accommodation
Other Fees (fees apply to both Selective and Additional licensing unless otherwise stated.	
Paper applications	£100
Assistance with completing the application form	£60
Assistance with completing the application form, including the drawing of floor plans (<i>HMOs only</i>)	£390
Change of licence holder – new application fee	£500 Selective licensing / £208 per unit of accommodation for HMOs
Application refused by the council – no refund	

Temporary Exemption Notice	£30.00
Variation of Licence period* (<i>see below</i>)	£500 Selective licensing / £208 per unit of accommodation for HMOs

* Variation of Licence

The licence period may also be varied from 1 year to 5 years depending on the level of compliance. The full licencing fee will be payable for the duration of the licence. Factors taken into account will be e.g.

- landlords who have failed to licence voluntarily
- failing to have planning permission
- Council tax arrears
- providing false information.
- for failing to manage their property effectively

This variation will be applied along with any enforcement action that is required and will result in the property requiring re-licensing when that time period has expired.