

Appendix 5
HMO Licensing
Fee Structure

Licensing Fees

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

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 Part A Part B	£500 No Fee
Additional Licensing fee for a 5-year licence – applicants applying after the designation comes into force. Part A Part B	£500 £600
Other Fees	
Paper applications Part A	£100
Application refused by the council – no refund of Part A fee	No refund
Revocation of Licence – No refund of Part A or B	No refund
Application to licence following revocation of licence	Full Application fee
Application withdrawn by the applicant Part A	No refund
Any property which has over 10 units within its dwelling will be charged an additional rate per unit. Part A	£50 per unit
The Licensing fee for a property will be capped regardless of the number of units at (Part A and Part B fees together)	£6,000
Discounts	
Member of a Landlord Accreditation Scheme Valid membership number and certificate must be provided. Part A	£50

Licence fees will be split based on the licensing process and procedure known as:-
Part A – Licensing Process taken at the point on application
Part B – Inspection / compliance checking taken when the Licence is issued.