

Appendix 4: FEES AND CHARGES FOR ADDITIONAL HMO LICENSING.

	Prospective Licence Holder	Category	Fee	Property Type	Note
1	Controls whole building. Application Fee				Person or company has control of common parts and all flats or units in the building. Does not include purpose built blocks of flats
a		Whole HMO	£300	Any HMO Building	
b		Add Units within HMO	£30 per unit	All individual letting units or dwellings	
c		Discount for Accreditation	£95 will be deducted from a+b total		The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard
	Controls whole building. Licence Fee				
d		Whole HMO	£150	Any HMO Building	
e		Add Units within HMO	£15 per unit	All individual letting units or dwellings	
2	Controls common parts and one or more lettings or units of accommodation. Application Fee				Person or company has control of common parts and some flats or units in the building. Does not include purpose built blocks of flats.
a		Whole HMO	£300		
b		Add Units (where licence holder responsible) within HMO	£30 per unit		
c		Discount for Accreditation	£95 will be deducted from a+b total		The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard
	Controls common parts and one or more lettings or units of				

	accommodation. Licence Fee				
d		Whole HMO	£150		
e		Add Units (where licence holder responsible) within HMO	£15 per unit		
3					
3	Controls common parts of building only. Application Fee				Does not include common parts of purpose built blocks
a		Common Parts only	£300	Generally the Freeholder of a house divided into self-contained units will only be responsible for activities in common parts	
b		Discount for Accreditation	£95 will be deducted from a+b total		The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard
	Controls common parts of building only. Licence Fee				
a		Common Parts only	£150	Generally the Freeholder of a house divided into self-contained units will only be responsible for activities in common parts	
4.					
4.	Controls a flat which is an HMO. Application Fee				Known also as a Flat in Multiple Occupation (FMO)
a		Whole Flat	£300		
b		Units within Flat	£30 per unit		
c		Discount for Accreditation	£95 will be deducted from a+b total		The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's

					London Rental Standard
	Controls a flat which is an HMO. Licence Fee				
d		Whole Flat	£150		
e		Units within flat	£15 per unit		
5. Change in Licence Holder. HMO has not reached required standard.					
		Any HMO	All fees and discounts as above		
6 Change in Licence Holder- HMO has reached required standard. Application Fee					
a		Any HMO	£300 and any discounts		
	Change in Licence Holder- HMO has reached required standard. Licence Fee				
b		Any HMO	£150		
7. Licence holder responsible for whole HMO which is purpose built student accommodation. Application Fee					
a		Whole HMO	£300		
b		Units within HMO	£3 per unit		
c		Discount for Accreditation	£95 will be deducted from a+b total		The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard
	Licence holder responsible for whole HMO which is purpose built student accommodation. Licence Fee.				
d		Whole HMO	£150		
e		Units within HMO	£2 per unit		

Licence Application Fees

What is an HMO?

Separate advice is given on the types and structures of buildings that are considered HMOs for the purposes of additional licensing. The draft fees identified assume that properties are relevant HMOs.

The Licence Applicant

The licence applicant will be the person who is most appropriate person to be the licence holder. For licence holders charged the “Application Fee” and the “Licence Fee” There are a number of scenarios that could apply in relation to the total fees charged for successful applications, these include:

- A freeholder of a house converted into flats each occupied by a single household, where the freeholder has no responsibility for issues within flats. The freeholder will pay a total fee of £450.
- A freeholder of a house converted into flats each occupied by a single household where the freeholder owns or manages some or all the flats. The leaseholder will pay a total fee of £450 plus the relevant unit charge for the number in the freeholder’s control. In this case, the freeholder who controls and rents out 3 flats within the building will pay a total fee of £585. Made up of £450 plus £135 (3 times £45).
- A leaseholder owning a flat divided into units and let to more than one household within a house will be the owner of a “Flat in Multiple Occupation” (FMO). The leaseholder will pay a total fee of £450 plus the relevant charge for the number of units within the house. E.g. the leaseholder who controls and rents out 4 rooms within the flat will pay a total fee of £630. Made up of £450 plus £180 (4 times £45).

Fee Basis

Fees levels are based on a range of anticipated timed activities involved in the processing of licence applications and ancillary operations in line with Section 63 Housing Act 2004.

Where an application for a licence does not progress beyond the initial phase for whatever reason (the administrative processing of the licence application and in most cases, the initial inspection), the applicant will only be charged the “Application Fee”.

The “Licence Fee” is for levied for other actions that the Council may be required to undertake during the life of licences issued, or where licences should have been issued and require enforcement activity. This fee may, for example, be levied in

anticipation that the council will take enforcement action, such as the making of an Interim Management Order on a licensed or unlicensed property, or simply that a proportion of licences will need to be varied.

Income from licensing fees will be used only for licensing and ancillary purposes as enabled by the Housing Act 2004.

Fees identified in the table will be kept under review.

The Accreditation Discount.

This discount will not be applied if the Council is required to chase, remind or take enforcement action to ensure a landlord makes a licence application or arranges a licence application to be made.