

## Appendix 3 – 2017 HMO Licensing Fees and Charges

### Tariff Chart

	Standard 1 Year	Advanced 3 Years	Professional 5 Years
<b>Previous Licence Holders and renewals</b>  From <sup>1</sup> <b>£400</b>	<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must have previously held an HMO Licence</li> <li>• Must apply within grace period<sup>3</sup></li> </ul>	<b>As Standard, plus:</b> <ul style="list-style-type: none"> <li>• Fire Safety Risk Assessment</li> <li>• Up to date certification (gas safety, electrical safety)<sup>4</sup></li> <li>• Full planning permission held for HMO use</li> <li>• Have a good record of compliance with housing legislation<sup>5</sup></li> </ul>	<b>As Advanced, plus:</b> <ul style="list-style-type: none"> <li>• Must adhere to Private Rented Sector Code of Practice<sup>6</sup></li> <li>• Self-certification<sup>7</sup></li> <li>• All flats must have EPC rating of E or above</li> <li>• Must provide a declaration of suitable management</li> <li>• Managers to be bound by the conditions of the licence.</li> </ul>
<b>New Licence Holders</b>  From <sup>1</sup> <b>£400</b>	<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Must have acquired the property since the end of the previous HMO licensing scheme</li> <li>• Must apply within grace period<sup>3</sup></li> </ul>		
<b>Unlicensed HMOs<sup>2</sup></b>  From <sup>1</sup> <b>£1,000</b>	<b>Criteria:</b> <ul style="list-style-type: none"> <li>• Where proposed licence holder failed to licence HMO under previous scheme <i>or</i></li> <li>• Failed to apply within grace period<sup>3</sup></li> </ul>	Not available	

- <sup>1</sup> A Selective Licensing surcharge may be payable if one or more rented flats for which a licence is required is present. The fee will be that as set for the Selective Licensing Scheme presently in operation. If a rented flat has the benefit of a Selective Licence then no surcharge is required.
- <sup>2</sup> This is the fee levied for such properties and is not to be confused with penalties for failure to apply for a licence.
- <sup>3</sup> Refers to the period of 4 months beginning with the date on which any new licensing scheme launches or for new licence holders (a) within two months of the licence holder acquiring the full title to the property or (b) within two months of the property becoming a licensable HMO.
- <sup>4</sup> Supporting documents required;
  - Gas Safety Certificate (if gas supply present)
  - Electrical Safety Certificate (undertaken in the last 5 years)
  - Portable Appliance Testing (if electrical appliances provided to tenants)
  - Fire Alarm System Testing
  - Emergency Lighting System Testing
- <sup>5</sup> All licence applications made on time, no outstanding licence conditions, no justified service requests (current complaints about the property we are taking action to resolve), all certificates provided up to date, no issues with other council departments
- <sup>6</sup> [http://www.rics.org/Global/Private\\_Rented\\_Sector\\_code\\_PGguidance\\_amended\\_July\\_2015.pdf](http://www.rics.org/Global/Private_Rented_Sector_code_PGguidance_amended_July_2015.pdf)
- <sup>7</sup> Self-certification requires applicants to undertake to;
  - Provide all copies of certificates as required
  - Adhere by the principles of the Private Rented Sector Code of Practice (see <sup>6</sup> above)
  - Have arrangements in place with suitably qualified and competent trades people for the maintenance / repair of the property

**Further notes;**

The application process is 'online'; the Council can assist with applications for an additional charge of £ 100.

The Council can provide an advisory visit to the property to advise on licensing requirements. The charge for any advisory visits is £ 150 per visit.

Duplicate / lost licences are provided at £ 25 per licence.

Licence fees are not refundable for unused licence periods. Refunds may be given in extraneous circumstances where it can be demonstrated that a respective property was not an HMO.

No payments by instalments are accepted, fees must be paid at the time of application.

Registered Charities operating and managing properties are exempt from the licensing fees, but not the requirement to be licensed.