

## Appendix 2

### Licensing Fees

#### Licence Fees

**1.1** Licences will last for **5 years** unless the Council has concerns about the management, use, condition or occupation of the property, in which case the Council may grant a licence for a shorter period, the licence fee being the standard rate.

**1.2** Where the Council takes enforcement action, the licence may be revoked. If this happens a new application will have to be made and a new licence fee paid.

**1.3** Licences are not transferable. If a person wants to become the new licence holder for a property, they must apply for a new licence, and pay a new licence fee.

#### Application Fees

**2.1** Licence fees will be taken in two parts.

- Part A will be taken upon application and will cover the cost to process and determine the application. The application fee is non-refundable, regardless of whether the application is successful.
- Part B will be taken once the Council has determined to grant a licence and will cover the administration, management and enforcement of the scheme.

**2.2** Any forms received without payment (or where incorrect or deficient information is supplied) will not constitute a valid application. Full payment must be received and cleared to form a valid application.

## Enforcement Charges and penalties

**3.1** There are separate fees for specific enforcement action, charged under section 49 of the Housing Act 2004.

**3.2** The Council will use civil penalty notices where appropriate as an alternative to prosecution. The maximum penalty is £30,000 per offence.

### Selective and Additional HMO Licence Applications (New or Renewal)

	Properties with one family or household, or 2 unrelated people (Selective Licence)	Houses in Multiple Occupation (Additional Licence)
Applicants who apply <u>before</u> the start date	All applicants will be required to pay Part A £250 and Part B £150 for up to a five year licence	All applicants will be required to pay Part A £250 and Part B £550 for up to a five year licence
Applicants who apply <u>on or after</u> the start date	All applicants will be required to pay Part A £400 and Part B £350 for up to a five year licence	All applicants will be required to pay Part A £400 and Part B £850 for up to a five year licence

Service	Cost
Change of licence holder The fee for changing the licence holder is the same as the full fee for the licence.	New licence fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.	Free
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	Free
Variation of licence instigated by the council	Free

Reduction in the number of maximum occupiers and/or households for licensing purposes	Free
Change of manager (unless they are also the licence holder)	Free
Change of manager if they are also the licence holder	New Licence Fee
Revocation of licence	Free
Application to licence following revocation of licence	New Licence Fee
Application refused by the council	Part A Licence fee with no refund  Part B Licence fee will be refunded to the applicant if this has been paid
Application withdrawn by the applicant prior to the issuing of the Property licence and Part B Licence fee being taken	Part A Licence fee with no refund
Application made in error e.g. duplicate	A refund of any licence fees paid will be made
Properties that cease to be licensable during the licensing process (prior to the Property Licence being granted)	Part A Licence fee with no refund.  Part B Licence fee will be refunded to the applicant if this has been taken
Reprinting of lost licence (electronic version)	£12
You are refused planning permission for an additional or mandatory licence following the issuing of the property licence	Part A & B Licence fee with no refund

Change to licence type - single dwelling is re-let as a House in Multiple Occupation	All applicants will be required to pay Part A £250 and Part B £550 for up to a five year licence
Change to licence type - House in Multiple Occupation is re-let as a single dwelling	£150

Our fees are not connected to the length of a licence. If you cancel your licence before it expires, we cannot give you a refund for any unused time.

Enforcement Charges	Applicable Fee
Enforcement action under Part 1 of the Housing Act 2004 relating to any property (charged under the Housing Act 2004 section 49)	£750