



Private Rented Property Licensing Proposals

Schedule of Proposed Fees, Charges and Discounts

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1. Split Fee

We will take licence fees in two parts:

Part A will be taken when you apply. This will cover the costs of processing and deciding whether to grant or refuse the application. Should the application be refused by the council or withdrawn by the applicant this first Part A payment will not be refunded.

Part B will be taken once your application has been processed and we have not got any outstanding representations in respect of a proposal to grant a licence. This will cover the scheme's wider administration, management and enforcement costs.

For the avoidance of doubt, we will not refund any fees if you decide to sell or stop letting your property after you've applied.

2. Proposed Licence Fees

Type of Licence	Part A	Part B	TOTAL
Selective Licence	£300	£595	£895
Additional HMO Licence	£600	£600	£1,200

3. Proposed Discount on selective licence fee

	Nature of discount	Amount
Selective Licence	Multi-dwelling discount for licence applications (where multiple properties in the same building are owned and under the control of the same person)	Part A fee reduced by £125 in respect of applications relating to the 2nd, 3rd etc. Flat in a block with the Part A fee payable at the full rate for the first flat.
	PRS property with an EPC of B or above	Full selective licence fee reduced by £295 (from Part B payment)

	Discount for certain charities	Part B fee reduced to £100
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The table below shows discounts and their effect on total selective licence fee payable.

Selective Licence Part A - £300 Part B - £595 Total fee - £895		
Discount type	Discount	Total Licence fee after discount
Multi-dwelling	Part A reduced by £125	£770
EPC of B or above	Full fee reduced by £295	£600
Charities	Part B reduced to £100	£400

4. Proposed discount on Additional HMO fee

	Nature of discount	Amount
Additional HMO Licence	Multi-dwelling discount for licence applications (where multiple properties in the same building are owned and under the control of the same person)	Part A fee reduced by £125 in respect of applications relating to the 2nd, 3rd etc. Flat in a block with the Part A fee payable at the full rate for the first flat.
	PRS property with an EPC of B or above	Full additional HMO licence fee reduced by £400 (from Part B payment)

The table below shows discounts and their effect on total additional HMO licence fee payable.

Additional HMO Licence		
Part A - £600		
Part B - £600		
Total fee - £1,200		
Discount type	Discount	Total Licence fee after discount
Multi-dwelling	Part A reduced by £125	£1,075
EPC of B or above	Full fee reduced by £400	£800

5. Other Fees and Charges:

These fees are applicable where the property is already licensed

Variation of licence	Fee
Variation of licence instigated by the council	None
Change of mortgagee, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	None
Change of manager (unless they are also the licence holder)	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision	None

Other fees and charges	Fee
Change of licence holder	New Licence Application Fee
Revocation of licence	No fee, no refund
Application to licence following revocation of a licence	New Licence Application Fee
Application refused or rejected by the council	Part A Licence Application fee
Application withdrawn by the applicant	Part A Licence Application fee
Application for Temporary Exemption Notice (TEN) made to the council (whether application granted or refused)	No Fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New Licence Application Fee
Administration charge – e.g. address no longer licensable but no work undertaken by authority to process	£170 (all licence types)
Fast track application service	+£120 (selective) +£225 (additional)

6. Fees and Discounts – Worked example scenarios for Selective Licensing fees.

Scenario A	Property	Discount	Part A	Part B	Total Fee
Landlord has one property in designated area which has an EPC rating of C.	1	None	300	595	895

Scenario B	Property	Discount	Part A	Part B	Total Fee
Landlord has three properties. Each property is in different parts of the designated area. One property ('Property 3') has an EPC rating of A, the others are EPC D.	1	None	300	595	895
	2	None	300	595	895
	3	Full fee reduced by £295 (from Part B payment)	300	300	600

Scenario C	Property	Discount	Part A	Part B	Total Fee
Landlord has all five flats in a building converted into self-contained flats. Properties 4 and 5 have an EPC of B, the other 3 properties have EPCs of C	1	None	300	595	895
	2	Part A reduced by £125	175	595	770
	3	Part A reduced by £125	175	595	770
	4	Part A reduced by £125, Part B by £295	175	300	475
	5	Part A reduced by £125, Part B by £295	175	300	475
		Total		1,000	2,385