

Private Sector Housing Fees



Chargeable services	Fee
HMO licensing	
New HMO licence - up to 5 persons	£375.00*
Renewal of an existing HMO licence Up to 5 persons - must be the same licence holder	£300.00*
Additional person over 5	£30.00 each
<i>Example: New licence application for an HMO with 7 occupants. £375 + £60 (for two additional people over five) = £435</i>	
For landlords who are members of a recognised accredited scheme or landlord association	10% discount when proof of membership is provided with the application
Enforcement Notices	
Notices under Part 1 of the Housing Act 2004 (excluding Hazard Awareness notices)	£266**
Discretionary Inspections	
Immigration clearance survey (per visit)	£92.50
Additional charges	
Hourly rate	£35

Charging Policy

- *The Council reserves the right to charge additional fees where additional work is required, for example, to ensure a property is correctly licenced. This may include but not exclusively, return of an incomplete application form, officer and administration time in chasing late applications and extra site visits to assist completing forms and associated documents.
- **This fee is subject to change based on the hourly rate to ensure it accurately reflects the cost.
- HMO licences are not transferable and relate to the named licence holder and property. If a property is sold or changes hands, or if the most appropriate person to hold the licence changes, then a new licence and new fee is required.
- HMO licences are issued for a maximum of 5 years. Where a licence is issued for a shorter period or is revoked before it expires, no discount or refund will be given.
- An HMO licence will not be issued until the council has received a valid application and relevant payment.
- No refund of the HMO licence fee will be given unless the Council is legally obliged to do so.
- The fee schedule will be reviewed periodically to take account of current costs.