

## HMO Fees from 1 April 2022 to 31 March 2023

There are 2 stages to the fee payment:

**Please note:** You can still choose to pay the 2<sup>nd</sup> Stage at the same time as the 1<sup>st</sup> Stage should you wish to do so.

**The first stage fee payment** will need to accompany the licence application.

**The second stage fee payment** will need to be received when the application is complete, enabling us to carry out the necessary checks to enable the notice of intention to issue the licence, but before the final decision to grant the licence is issued.

The Council will contact you (by email) to confirm when 2<sup>nd</sup> Stage fee is due. You must pay this within 14 days. Please note no licence will be issued without payment being received of the 2<sup>nd</sup> Stage fee. If you operate an HMO without a licence you may be subject to legal action by the Council.

### First HMO Application

Accredited Landlord	1st Stage Fee	2nd Stage Fee	Total
5-6 Persons accommodated	£675.00	£230.00	£905.00
7-8 Persons	£860.00	£289.89	£1,149.89
9-14 Persons	£1,250.00	£410.00	£1,660.00
15-19 Persons	£1,390.00	£460.00	£1,850.00
20-24 Persons	£1,530.00	£515.00	£2,045.00
25-29 Persons	£1,680.00	£565.00	£2,245.00
30 Persons	£1,840.00	£610.00	£2,450.00
Additional Persons charged at (each)	£70.00		£70.00

Non- Accredited Landlord	1st Stage Fee	2nd Stage Fee	Total
5-6 Persons accommodated	£845.00	£285.00	£1,130.00
7-8 Persons	£1,030.00	£340.00	£1,370.00
9-14 Persons	£1,510.00	£505.00	£2,015.00
15-19 Persons	£1,630.00	£540.00	£2,170.00
20-24 Persons	£1,780.00	£590.00	£2,370.00
25-29 Persons	£1,965.00	£655.00	£2,620.00
30 Persons	£2,145.00	£710.00	£2,855.00
Additional Persons charged at (each)	£ 70.00		£70.00

**How long is my licence valid for?**

HMO licences are valid for up to 5 years (and conditions will be attached to it). The decision on whether to grant the full 5 years rests solely with the Council. The Council will normally only issue a licence for a period of 1 Year for all of the following cases:

Your application follows an investigation made by the Council
Your application follows a request made by the Council for you to apply
Where a property should in the opinion of the Council have been licensed previously
There is evidence of previous poor management of a HMO
Your property in the opinion of the Council needed significant improvements before a licence could be considered

Please also note that the council reserves the right to still take relevant legal action against a landlord who has failed to secure a relevant licence.

### Renewal of HMO Application:

Licence holders renewing a licence for the same property will be charged a 'renewal fee', which is lower than the full HMO application licence fee, provided their application is received within time (i.e. their existing licence has not expired). If an application for renewal is received and is either incomplete or received outside the time the full application fee will apply.

Accredited Landlord	1st Stage Fee	2nd Stage Fee	Total
5-6 Persons accommodated	£460.00	£160.00	£620.00
7-8 Persons	£635.00	£200.00	£835.00
9-14 Persons	£1,030.00	£350.00	£1,380.00
15-19 Persons	£1,160.00	£385.00	£1,545.00
20-24 Persons	£1,310.00	£430.00	£1,740.00
25-29 Persons	£1,465.00	£490.00	£1,955.00
30 Persons	£1,620.00	£540.00	£2,160.00
Additional Persons charged at (each)	£ 35.00		£ 35.00

### Renewal

Non- Accredited Landlord	1st Stage Fee	2nd Stage Fee	Total
5-6 Persons accommodated	£635.00	£200.00	£835.00
7-8 Persons	£815.00	£270.00	£1,085.00
9-14 Persons	£1,290.00	£425.00	£1,715.00
15-19 Persons	£1,410.00	£470.00	£1,880.00
20-24 Persons	£1,565.00	£515.00	£2,080.00
25-29 Persons	£1,720.00	£570.00	£2,290.00
30 Persons	£1,870.00	£620.00	£2,490.00
Additional Persons charged at (each)	£35.00		£35.00

**Licence Fee variation:** (for example limited to change of manager):  
We do not charge a fee for varying licences.

**Fee Reduction per property for a landlord / manager for additional HMOs:**  
£70 reduction accredited landlord and £70 reduction non-accredited.  
This will be applied to the 2nd stage fee (not the 1st stage).

## **Refunds**

There will be not normally be any refunds on HMO application fees.

Any refund will be at the discretion of the Council and are limited to the following two scenarios:

- Refunds of 1<sup>st</sup> Stage fees where a duplicate application has been made for a property or
- Where on review of an application (at 1<sup>st</sup> Stage) it is decided that the property does not need a license at the time of application (for example, it falls under one of the exemptions).

The refund will be up to 50% of the 1<sup>st</sup> stage fee paid and 100% of any 2<sup>nd</sup> stage fee paid.  
The remainder of the fee will be retained by the Council for the administrative work that has been involved.