

Property Licensing Schemes

Schedule of Fees & Charges

The licence fee is payable in two instalments. On submission of the application the first instalment of 30% of the total amount payable (after applicable discounts or charges) will be due to cover the processing of the application form.

Should the application be refused or rejected by the council or withdrawn by the applicant this first instalment payment will not be refunded.

Once the application has been assessed and the decision is made to grant the licence, the second instalment of 70% of the total amount payable (after applicable discounts or charges) will be due within seven days of notification.

Applicants who accredited under any accreditation scheme approved by the GLA under the London Rental Standard will receive an additional £75 discount.

Applicable accreditation schemes are as follows:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

1. Mandatory Licensing

Licences will be issued for a maximum of five years. We may issue a licence for a shorter period of time if we have concerns about the management of the property.

| Flat fee | Number of Habitable Rooms | Additional £30 per Habitable Room | Total Fee (before applicable discounts or charges) |
|-----------------|----------------------------------|--|---|
| £1,100 | 1 | £30 | £1,130 |
| £1,100 | 2 | £60 | £1,160 |
| £1,100 | 3 | £90 | £1,190 |
| £1,100 | 4 | £120 | £1,220 |
| £1,100 | 5 | £150 | £1,250 |
| £1,100 | 6 | £180 | £1,280 |
| £1,100 | 7 | £210 | £1,310 |
| £1,100 | 8 | £240 | £1,340 |
| £1,100 | 9 | £270 | £1,370 |
| £1,100 | 10 | £300 | £1,400 |

Applicants who are sent two warning letters will be charged an additional 25% finder's fee.

2. Additional Licensing

Licences will be issued for a maximum of five years. We may issue a licence for a shorter period of time if we have concerns about the management of the property.

| Flat fee | Number of Habitable Rooms | Additional £30 per Habitable Room | Total Fee (before applicable discounts or charges) |
|-----------------|----------------------------------|--|---|
| £1,100 | 1 | £30 | £1,130 |
| £1,100 | 2 | £60 | £1,160 |
| £1,100 | 3 | £90 | £1,190 |
| £1,100 | 4 | £120 | £1,220 |
| £1,100 | 5 | £150 | £1,250 |
| £1,100 | 6 | £180 | £1,280 |
| £1,100 | 7 | £210 | £1,310 |
| £1,100 | 8 | £240 | £1,340 |
| £1,100 | 9 | £270 | £1,370 |
| £1,100 | 10 | £300 | £1,400 |

Applicants who are sent two warning letters will be charged an additional 25% finder's fee.

3. Selective Licensing

Licences will be issued for a maximum of five years. We may issue a licence for a shorter period of time if we have concerns about the management of the property.

| | |
|--|-------------|
| Applicants who apply after the commencement date of the licensing designation (On or after 1st January 2017) | £500 |
| Applicants who apply after the commencement date and are sent two warning letters will be charged an additional 25% finder's fee (After 1st January 2017) | £625 |

4. Selective Licensing (Building containing self-contained flats)

These fees are only available to applicants who control two or more flats within the same building, i.e. are entitled to receive the rack rent for the flats, or would be entitled to receive it were the flats let at such a rent.

Licences will be issued for a maximum of five years. We may issue a licence for a shorter period of time if we have concerns about the management of the property.

| | |
|---|-------------------------|
| Fee effective as of 15 January 2018 | £350 per flat |
| Applicants who apply after 15 January 2018 and are sent two warning letters will be charged an additional 25% finder's fee per flat | £437.50 per flat |

Applicants who are accredited under any accreditation scheme approved by the GLA under the London Rental Standard will receive an additional £75 discount (**discount available to first flat only**)

5. Additional Charges (for all schemes)

| Action | Fee |
|---|--|
| Applications submitted in paper form (excluding Selective Licensing (Building containing self-contained flats)) | Application fee plus an additional £100 |
| Council assistance to complete an application form | £50 |

6. Renewal Licence Fees Applicable (for all schemes)

The renewal fee shall be the same as new applications.

7. Licence Variation Fees Applicable (for all schemes)

These fees are applicable where the property is already licensed.

| Variation To Licence | Fee |
|--|----------------------------|
| Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc. | None |
| Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager) | None |
| Reduction in the number of maximum occupiers and/or households for licensing purposes | None |
| Variation of licence instigated by the council | None |
| Change of licence holder | New application fee |
| Change of manager (unless they are also the licence holder) | 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 |

8. Other Fees and Charges Applicable (for all schemes)

| Action | Applicable Fee |
|---|--------------------------|
| Revocation of licence | None |
| Application to licence following revocation of licence | New application fee |
| Application refused or rejected by the council | First instalment payment |
| Application withdrawn by the applicant | First instalment payment |
| Temporary Exemption Notice (TEN) made by the council | None |
| Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council | New application fee |

Fees effective as of 15th January 2018