



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Should the application be refused or rejected by the council or withdrawn by the applicant this first instalment payment will not be refunded.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

Discounts

If you are **accredited** under one of the following schemes, you may be entitled to a £75 discount:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- National Approved Lettings Scheme (NALS)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £75 discount:

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)

A discount will not be applicable where the local authority has served a warning letter for failure to license the property.

Discounts will be determined on receipt of full application and all supporting documents

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.

Selective Licence Fee	£500
Applicants who are sent two warning letters will be charged an additional 25% finder's fee	£625

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

A discounted Selective licence fee is 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.

Selective licence 'block' or 'multiple flat' application discounted fee	£450 per flat*
Applicants who are sent a warning letter will be charged the full fee	£500 per flat
Applicants who are sent two warning letters will be charged the full fee (£500) plus an additional 25% finder's fee per flat	£625 per flat

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
Increase in the number of occupiers and/or households, through increasing the number of habitable rooms.	Additional £30 per habitable room
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	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 1st April 2021