

SCHEDULE OF FEES AND CHARGES

The licence fee is payable in two instalments. Part A of the licence fee must be paid when an application is submitted. Part B of the fee will be charged to the credit/debit card when the licence is ready to be issued.

Selective (single household properties)	Part A	Part B	Total
	£250	£500	£750

Additional HMO (3 or 4 occupants)	Part A	Part B	Total
	£300	£1000	£1300

Mandatory HMO (5 or more occupants)	Part A	Part B	Total
up to 5 bedrooms	£500	£1000	£1500
6 to 7 bedrooms	£600	£1000	£1600
8 to 10 bedrooms	£700	£1000	£1700
11 to 15 bedrooms	£800	£1000	£1800
16 to 19 bedrooms	£900	£1000	£1900
20 or more bedrooms	£1000	£1000	£2000

Section 257 HMO	Part A	Part B	Total
	£400	£700	£1100

DISCOUNTS (APPLIED TO PART B)

£75 discount for Accredited Landlords

If you are an accredited landlord you are entitled to a £75 discount. You must supply your certification with your application to receive the discount. The list of LB Ealing currently recognised accredited organisations are:

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- Safeagent

Or if you are a full member of:

- Property Mark / Association of Residential Letting Agents (ARLA)

£50 discount for properties with a Property Energy Performance rating of A-C

If your property has a rating of A-C, you may be entitled to a £50 discount. You must supply a valid Energy Performance Certificate and it must have been carried out by an approved EPC assessor who must be fully accredited, qualified and insured.

10% discount for multiple flats in a block

This applies to selective licences only. If the licenceholder makes an application at the same time for two or more flats in the same building under the same ownership there is a 10% discount. Accredited landlord and EPC discounts will be applicable to the first flat only.

PLEASE NOTE FOR ALL LICENCE TYPES

1. Applications without the Part A payment and all the required valid documents will be closed after 14 days.
2. Part A of the licence fee must be paid when an application is submitted. Part B of the fee will be charged to the licenceholders credit/debit card when the licence is ready to be issued.
3. Licences will generally be issued for five years, but may be issued for a reduced term. The Council will look at the circumstances of each case and will take account of any factors relating to the proposed licence holder/manager or to the management or financial arrangements, or the use, condition or occupation of the property itself that indicate that it would not be appropriate to grant a full-term licence. If this is proposed, the licence holder will have the opportunity to make representations.
4. For renewal of one-year licences, the Council will check if there have been any justified complaints regarding disrepair or management over the previous 12 months. If there have not been any valid complaints received regarding disrepair or poor management, a 5-year licence will then be issued. A new inspection may be undertaken.
5. If a property is found to have been unlicensed for more than 3 months before an application is made, the licence will be issued for a reduced term of one year.
6. Licences are not transferable. If a person wants to become the new licence holder for a property, the current licence will be revoked and the new proposed licence holder must apply and pay for a new licence to enable 'fit and proper' checks to be completed.
7. If a renewal is not made within 1 month of expiry, the new licence will be issued for a further one year only.
8. A property is exempt from licensing:
 - If it is controlled or managed by a local housing authority, a registered social landlord, the police, the fire brigade, or Health Service Body.
 - If the owner occupier has one or two lodgers.
 - Where a landlord lets to close relatives.
 - Where a Temporary Exemption Notice is in place.

(Please see the section on Exemptions for further information).

9. There is no refund if the application is refused, withdrawn or revoked.

ADDITIONAL CHARGES

Action	Fee
Applications submitted in paper form	£100 (added to Part A)
Council assistance to complete an application form	Application fee plus an additional £50
Temporary Exemption Notice (TEN)	None

Variation to Licence	Fee
Change of address details of any licence holder, manager, owner, mortgagor, freeholder, leaseholder etc	None
Change of mortgagor, owner, freeholder, leaseholder, manager (unless they are also the licence holder or manager)	None
Increase in the number of occupiers and/or households, by increasing the number of habitable rooms.	Additional £50 per habitable room
Reduction in the number of maximum occupiers and/or households for licensing purposes	None
Change of name (marriage/divorce/deed poll)	None
Revocation, refusal, or variation of licence instigated by the Council	None