

Fee Structure for all Licences from 1st November 2023

Selective Licence Fee	
Part 1 element (application & processing)	£250
Part 2 element (enforcement)	£650
Total licence fee	£900

Selective Licence Fee – Block Licence	
Part 1 element (application & processing)	
Standard Fee for Block Licence	£250
Additional fee per dwelling	£250
Part 2 element (enforcement)	
Standard Fee for Block Licence	£650
Additional fee per dwelling	£650
Total licence fee for the block licence	£900
Total Licence fee for each Additional dwelling	£900

Additional and Mandatory HMO Licence Fee	
Part 1 element (application & processing)	£300
Part 2 element (enforcement)	£700
Total licence fee	£1000

Mandatory HMO Renewal Licence Fee	
Part 1 element (application & processing)	£250
Part 2 element (enforcement)	£650
Total licence fee	£900

Discounts

Accreditation	£100
Valid Application submitted within one month of property purchase (new licenses only)	£50
EPC rating of C and above	£100

Other Fees and Charges

Accreditation reinspection following failed inspection	£50
Temporary Exemption Notice (TEN)	£0
Variation of an existing licence e.g., change of address, mortgagee etc	£0
Change of licence holder to a new manager who is the most appropriate person to hold the licence and the property owner remains the same (with prior approval of licensing team with the sole purpose of improving management arrangements)	
Selective Licence Fee	£250
Additional and Mandatory HMO Licence Fee	£300
To apply for a Selective licence for a property which has an existing HMO licence but where that existing licence is no longer applicable to the property (for example, where the number of occupants has changed since the granting of the initial licence)	£250
To apply for an HMO licence for a property which has an existing Selective licence but where that existing licence is no longer applicable to the property (for example, where the number of occupants has changed since the granting of the initial licence)	£300