

Property Licencing fees and Charges

Selective Licence Fee	
Part 1 element (application & processing)	£175
Part 2 element (enforcement)	£475
Total licence fee	£650

Mandatory and Additional HMO Licence Fee	
Part 1 element (application & processing)	£220
Part 2 element (enforcement)	£530
Total licence fee	£750

Mandatory HMO Licence Renewal Fee	
Total Licence Fee	£575

Block Selective Licence Fee	
Part A element (application & processing)	
Standard Fee	£175
Additional fee per dwelling	£150
Part B element (enforcement)	
Standard fee	£475
Additional fee per dwelling	£475

Block Licence Worked Example - One building containing 10 separate flats	
Part A element (application & processing)	
Standard Fee	£175
Additional fee per flat	£150 (x10)
Total	£1675
Part B element (enforcement)	
Standard fee	£475
Additional fee per flat	£475 (x10)
Total	£5225
Total Fee	£6900

Other Fees and Charges	
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	£80

The licence fee will be ring-fenced, and has been set up to take into account all of the Council's costs in administering and enforcing the licensing scheme, including:

- * Administration – the actual cost of producing the licence.
- * On Costs – accommodation, supplies and services, IT services and equipment, finance and legal costs, recruitment costs.
- * Enforcement & compliance costs – staffing costs, travel, property inspections, enforcement action including against landlords operating without a licence.

The fee will be split into 2 parts. The first part payable at the time of application, and the second part to be paid once the licence has been granted.

No discounts are proposed in the fee structure. Landlords who fail to apply or have a history of non-compliance will be issued a 1-year licence. This will ensure non-complaint landlords are more closely regulated. A full fee will be required each year when a licence is renewed.

Financial Presumptions

Staffing levels are based on an assumed time taken to carry out relevant activities such as: processing applications; compliance inspections; targeting of unlicensed properties;

compliance activities; tenant & landlord support and specialist support such as communications, legal advice and IT support. This is all additional resource to solely deliver this scheme and does not replace existing activity.

The first part of the fee (application and processing) includes all costs associated with processing the application such as staffing, a proportion of IT equipment and training. The second part of the fee (enforcement) covers the cost associated with property inspections, dealing with complaints and compliance enforcement.

The fee is calculated on the presumption that approximately 90% of the premises we think require a licence will be licensed within the 5-year period. The 10% allows for properties not actually requiring a licence or for properties which may not be identified during compliance and enforcement checks. Only assuming 90% helps mitigate the risk of needing to increase fees mid-scheme to cover expenditure.

The level of fees received does not take into account any one-year licences, as this is unpredictable and potentially leaves us at risk of needing to increase fees mid-scheme. Should there be a substantial number of one-year licences issued, the fees received will be used for enforcement activity for those properties along with support to those Landlords to improve.

There is an assumed level of staff required for what we believe the scheme will entail, the anticipated expenditure and the level of licences granted. To minimise the risk of needing to increase fees mid-scheme, the level of staff will be either reduced or increased accordingly to ensure the scheme covers the costs of delivery only.

No discounts are offered. This is partly to simplify the fee structure. It ensures the fee structure is fair and transparent for all licence holders, throughout the lifetime of the scheme. It also works on the presumption that all landlords are compliant, with financial penalties in place for those landlords who fail to comply.

Activity	Total Cost over 5 Years
Employee and Related Costs including phones, accommodation, transport etc	£8,060,141
IT Investment	£233,264
Equipment & Supplies & Services	£86,632
Training including IT for the new software.	£85,000
Total Costs	£8,465,037