

Appendix 5

Licensing Fees

Licence Fees

- 1.1 Licences will last for **5 years** unless the Council has concerns about the management, use, condition or occupation of the property, in which case the Council may grant a licence for a shorter period, the fee being the standard rate.
- 1.2 Where the Council takes enforcement action, the licence may be revoked. If this happens a new application will have to be made and a new licence fee paid.
- 1.3 Licences are not transferable. If a person wants to become the new licence holder for a property, they must apply for a new licence, and pay a new licence fee.

Application Fees

- 2.1 Application fees cover the Council's costs of processing, administration and validation of the application for a licence. The Part A application fee is due when an application for a license is made and application fees are non-refundable, regardless of whether the application is successful.
- 2.2 Any forms received without payment (or where incorrect or deficient information is supplied) will not constitute a valid application. Full payment must be received and cleared to form a valid application.
- 2.3 Once the license application has been processed and has been approved. The Part B fee will be payable before the licence is issued.

NOTE: If the full payment is not received the license cannot be issued. This will mean that you are unlicensed and could receive an unlimited fine if prosecuted.

Enforcement Charges and penalties

- 3.1 There are separate fees for specific enforcement action, charged under section 49 of the Housing Act 2004.
- 3.2 The Council will use civil penalty notices where appropriate as an alternative to prosecution. The maximum penalty is £30,000 per offence.

Licence Fees Applicable Fee

	Discount rate (available up to 28 February 2018)	Standard rate (applicable from 1 March 2018)
Part A	£412.50	£550
Part B *	£350	£350

*A 10% discount on the Part B fee **only** is available to accredited landlords. To qualify certificates and membership numbers must be supplied at time of application and be from one of the following schemes:-

- **NLA – National Landlords Association**
<https://www.landlords.org.uk/>
- **RLA – Residential Landlords Association**
<https://www.rla.org.uk/>
- **LLAS – London Landlords Accreditation Scheme**
<http://www.londonlandlords.org.uk/>
- **NALS – National Approved Letting Scheme**
<http://www.nalscheme.co.uk/>

Licensing Actions Applicable Fee

Revocation of licence	No fee
Application to licence following revocation of licence	Application fee
Application refused by the council	Part A Application fee with no refund
Application withdrawn by the applicant	Application fee with no refund
Application made in error e.g. duplicate	A refund of any fees paid will be made
Properties that cease to be licensable during the licensing process	Part A Application fee with no refund