

Havering Property Licensing

Schedule of Fees, Charges and Discounts



1. Payment of fees

1.1. The licence fee is payable in two parts.

1.2. Part A will be payable on submission of the application and will cover the cost of processing and the administration in determining the eligibility of the application. Should the application be refused or rejected by the Council or withdrawn by the applicant this first Part A payment will not be refunded.

1.3. Part B will be payable once the application has been assessed and the decision is made to grant the licence. This will cover the administration, management, and enforcement of the licensing functions for the scheme.

1.4. The final licence will not be issued until the full fee has been paid.

2. Licence fees

Licence type	Part A	Part B	Total fee
Selective	£570	£380	£950
Additional HMO	£840	£560	£1400

3. Discounts

Nature of discount	Amount (Selective)	Amount (Additional)
EPC rating C and above	£75 off Part B	£75 off Part B
Accredited landlord	£100 off Part B	£100 off Part B
Multi-dwelling	£100 off Part A	£100 off Part A

3.1. The table below shows discounts and their effect on the total **selective** licence fee payable.

Selective Licence Discount	Description	Discount	Part A	Part B	Total payment after discount
EPC	Properties must have an EPC rating of C or above	£75 (off Part B)	£570	£305	£875
Accredited Landlord	Landlords accredited or members of specified schemes (Refer to 3.3 below)	£100 (off Part B)	£570	£280	£850
Multi-dwelling	Applicable where multiple properties are: <ul style="list-style-type: none"> a. In common ownership and management control. b. Contiguous with each other in the same block or building. c. All applications are made at the same time. 	£100 (off Part A) Part A fee will be payable at the full rate for the first flat. Discount will be applied in respect of applications relating to the 2nd, 3rd properties etc.	£470	£380	£850

3.2. The table below shows discounts and their effect on the total **additional HMO** licence fee payable.

Additional HMO Licence Discount	Description	Discount	Part A	Part B	Total payment after discount
EPC	Properties must have an EPC rating of C or above	£75 (off Part B)	£840	£485	£1325
Accredited Landlord	Landlords accredited or members of specified schemes (Refer to 3.3 below)	£100 (off Part B)	£840	£460	£1300
Multi-dwelling	Applicable where multiple properties are: <ol style="list-style-type: none"> In common ownership and management control. Contiguous with each other in the same block or building All applications are made at the same time. 	£100 (off Part A) Part A fee will be payable at the full rate for the first flat. Discount will be applied in respect of applications relating to the 2nd, 3rd properties etc.	£740	£560	£1300

3.3. Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £100 discount (from Part B payment):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £100 discount (from Part B payment):

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

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

3.5. Discounts **will not** be applicable where the Council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property.

3.6. Refer to **section 6** for 'Discounts applied - practical examples'

4. Licence variation fees

Action	Applicable fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None

5. Other fees and charges

Action	Applicable fee
Change of licence holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the Council	Part A payment
Application withdrawn by the applicant	Part A payment
Temporary exemption notice (TEN) made by the Council	None
Application received following the expiry of a TEN made by the Council	New application fee
Additional fee for processing paper applications	£117.10

6. Discounts applied: practical examples

The examples below illustrate the calculation of the total amount payable after discounts are applied, using a selective licence fee of **£950 (£570 for Part A; £380 for Part B)**.

The same principles will apply when calculating the total additional HMO licence fee after any discounts have been applied.

Key	Nature of discount	Amount (Selective)	Amount (Additional)
EPC	EPC rating C or above	£75 off Part B	£75 off Part B
ACLL	Accredited landlord	£100 off Part B	£100 off Part B
MD	Multi-dwelling	£100 off Part A	£100 off Part A

6.1. Scenario A

An EPC discount is applicable for applications for properties that hold an EPC rating of B or above.

Scenario A	Property	Discount	Part A	Part B	Total fee
Landlord applies for a licence for one property. The property has an EPC rating of C	1	Part B reduced by £75 (£75 EPC)	£570	£305	£875
		Total	£570	£305	£875

6.2. Scenario B

Applicants may also apply for EPC and accredited landlord discounts where applicable. Refer to Scenario B below.

Scenario B	Property	Discount	Part A	Part B	Total fee
Landlord is accredited. The landlord has three properties. Each property is in a different part of the designated area. Properties 1 and 2 have an EPC rating of D. Property 3 has an EPC rating of C.	1	Part B reduced by £100 (£100 ACLL)	£570	£280	£850
	2	Part B reduced by £100 (£100 ACLL)	£570	£280	£850
	3	Part B reduced by £175 (£100 ACLL) + (£75 EPC)	£570	£205	£775
		Total	£1710	£765	£2475

6.3. Scenario C

Applicants may also apply for a multi-dwelling discount where multiple properties in the same building are owned and under the control of the same person. A multi-dwelling discount will be applied in respect of applications relating to the 2nd, 3rd properties etc.

Scenario C	Property	Discount	Part A	Part B	Total fee
Landlord is accredited. The landlord has four flats in a building converted into self-contained flats. Properties 1 and 2 have an EPC rating of D. Properties 3 and 4 have an EPC rating of C.	1	Part B reduced by £100 (£100 ACLL)	£570	£280	£850
	2	Part A reduced by £100 (£100 MD) Part B reduced by £100 (£100 ACLL)	£470	£280	£750
	3	Part A reduced by £100 (£100 MD) Part B reduced by £175 (£100 ACLL) + (£75 EPC)	£470	£205	£675
	4	Part A reduced by £100 (£100 MD) Part B reduced by £175 (£100 ACLL) + (£75 EPC)	£470	£205	£675
		Total	£1980	£970	£2950