

Selective licensing

Revised Schedule of Fees, Charges and Discounts



SELECTIVE LICENSING

SCHEDULE OF FEES, CHARGES & 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 Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.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 FEE

- 2.1 The licence fee is set out in the table below.

Part A	Part B	Total Fee
£650	£273	£923

3. DISCOUNTS

Category	Description	Discount	Part A	Part B	Total payment after discount
Accredited Landlord	Landlords accredited or members of specified schemes (Refer to 3.1 below)	£75	£650	£198	£848
EPC	Properties must have an EPC rating of C or above	£50	£650	£223	£873

Category	Description	Discount	Part A	Part B	Total payment after discount
Multi - dwelling	<p>Applicable where multiple properties are:</p> <ol style="list-style-type: none"> In common ownership and management control. Contiguous with each other in the same block or building All applications made at the same time. <p>Part A fee will be payable at the full rate for the first flat.</p> <p>*Discount will be applied in respect of applications relating to the 2nd, 3rd properties etc</p>	£100	£550	£273	£823*

3.1. Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £75 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 £75 discount (from Part B payment):

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

3.2 Refer to **Appendix 1** for fees and discounts - worked example scenarios

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

3.4 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.

4. LICENCE VARIATION FEES

4.1 These fees are applicable where the property is already licensed.

Variation to Licence	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 Temporary Exemption Notice (TEN) made by the council	New application fee

Fees and Discounts - Worked example scenarios

1. Accredited Landlord Discount

- 1.1 An accredited landlord discount of £75 is available to those landlords who are accredited to a specified scheme (see section 3.1). Refer to Scenario A below.
- 1.2 Accredited landlords may also apply for EPC discount where applicable. Refer to Scenario B Below.
- 1.3 Accredited landlords may also apply for multi-dwelling discount where applicable (where multiple properties in the same building are owned and under the control of the same person). However, where a multi-dwelling application is made an accredited landlords discount will only be applicable to the first property. Refer to Scenario C below.

Scenario A	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has one property in designated area	1	Part B reduced by £75	£650	£198	£848
		Total	£650	£198	£848

Scenario B	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has three properties. Each property is in different parts of the designated area. One property ('Property 3') has an EPC rating of B, the others are EPC D.	1	Part B reduced by £75	£650	£198	£848
	2	Part B reduced by £75	£650	£198	£848
	3	Part B reduced by £125 (£75 + £50)	£650	£148	£798
		Total	£1950	£544	£2494

Scenario C	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has four flats in a building converted into self-contained flats. Properties 1 and 2 have an EPC of D. Properties 3 and 4 have an EPC rating of B.	1	Part B reduced by £75	£650	£198	£848
	2	Part A reduced by £100	£550	£273	£823
	3	Part A reduced by £100 Part B reduced by £50	£550	£223	£773
	4	Part A reduced by £100 Part B reduced by £50	£550	£223	£773
		Total	£2300	£917	£3217

2. EPC Discount

- 2.1 An EPC discount of £50 is applicable where properties have an EPC rating of C or above. Refer to Scenario D Below.
- 2.2 Accredited landlords may also apply for EPC discount where applicable. Refer to Scenario E Below.
- 2.3 An EPC discount will be applied to all applicable flats within a multi dwelling property. Refer to Scenario F Below.

Scenario D	Property	Discount	Part A	Part B	Total Fee
Landlord has one property in designated area which has an EPC rating of C.	1	Part B reduced by £50	£650	£223	£873
		Total	£650	£223	£873

Scenario E	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has three properties. Each property is in different parts of the designated area. All 3 properties have an EPC rating of B	1	Part B reduced by £125 (£75 + £50)	£650	£148	£798
	2	Part B reduced by £125 (£75 + £50)	£650	£148	£798
	3	Part B reduced by £125 (£75 + £50)	£650	£148	£798
		Total	£1950	£444	£2394

Scenario F	Property	Discount	Part A	Part B	Total Fee
Landlord has four flats in a building converted into self-contained flats. Properties 1 and 2 have an EPC of B. Properties 3 and 4 have EPCs of D	1	Part B reduced by £50	£650	£223	£873
	2	Part A reduced by £100 Part B reduced by £50	£550	£223	£773
	3	Part A reduced by £100	£550	£273	£823
	4	Part A reduced by £100	£550	£273	£823
		Total	£2300	£992	£3292

3. Multi Dwelling Properties and Discounts

- 3.1 A Multi Dwelling discount (where multiple properties in the same building are owned and under the control of the same person) of £100 will be applied in respect of applications relating to the 2nd, 3rd properties etc. Refer to Scenario G below.
- 3.2 Part A fee will be payable at the full rate for the first flat. Refer to Scenario G below.
- 3.3 Accredited landlord discount will only be applied to first property (where applicable). Refer to Scenario H below.
- 3.4 EPC discount will be applicable to all properties within block that have an EPC rating of C and above. Refer to Scenario I below.

Scenario G	Property	Discount	Part A	Part B	Total Fee
Landlord has four flats in a building converted into self-contained flats.	1	None	£650	£273	£923
	2	Part A reduced by £100	£550	£273	£823
	3	Part A reduced by £100	£550	£273	£823
	4	Part A reduced by £100	£550	£273	£823
		Total		£2300	£1092

Scenario H	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has four flats in a building converted into self-contained flats.	1	Part B reduced by £75	£650	£198	£848
	2	Part A reduced by £100	£550	£273	£823
	3	Part A reduced by £100	£550	£273	£823
	4	Part A reduced by £100	£550	£273	£823
		Total		£2300	£1017

Scenario I	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has two flats in a building converted into self-contained flats. Properties 1 and 2 have and EPC of C.	1	Part B reduced by £125 (£75 + £50)	£650	£148	£798
	2	Part A reduced by £100 Part B reduced by £50	£550	£223	£773
		Total		£1200	£371