

## Nottingham City Council Selective Licensing Scheme

### Guidance in relation to Refunds

Set out in the table below is guidance on refunding application fees in specific circumstances which relate to Selective Licensing Applications during the first six months of operating Nottingham's new Scheme. The guidance is in place and applies to applications made up to and including 31 January 2019. Where applications are submitted outside of this 6 month period, refunds in the following circumstances will not be considered.

This guidance has been put in place in order to be able to recognise that a small number of Landlords were not aware of the implementation of the Selective Licensing Scheme (and / or unaware they could apply for a temporary exemption) and have, since their awareness of the Scheme, quickly decided to remove their property from the private rented sector. There are also some landlords who are in the process of selling their property and/or applying for a temporary exemption (exempting the property from licensing) during which time the use of property will change and no longer require a licence.

Detailed below is guidance on what refund may be offered to specific landlords and is dependent upon how much work has been completed on a particular application at the point when the refund is requested. This recognises that the Council has a discretionary power to issue a refund but also that it needs to cover the administrative costs incurred.

Circumstances in which a refund will be considered:  (1)	Stage in application process  (2)	Level of Refund (3)
		The level of refund offered is worked out by reference to the amount of administration carried out on the application at the time it is withdrawn by the Landlord Applicant.  Please refer to column 2 for processing stages.
Property not licensable at time the application was made or when an application made for an exempt property by mistake.	n/a	Full refund as per the fee structure and will continue to be the refund position beyond the first six month period of the Scheme.
Duplicate Applications	n/a	Full refund as per the fee structure and will continue to be the refund position beyond the first six month period of the Scheme.
<b>Examples</b> <ul style="list-style-type: none"> <li>• Licence applied for, but property being re-possessed by the Lender;</li> <li>• Property was due to be rented out but subsequently the Landlord changed his/her mind before the Tenancy commenced;</li> <li>• Tenants have moved out and the Property is now unoccupied and is either up for sale or the owner is moving into the Property themselves. (unless the Applicant has been served notice to remove the property from licensing or there is an alleged illegal eviction being investigated, in which case no refund will be issued)</li> </ul>	1st part of licence fee paid but application not worked on	A full refund will be offered less £30 as an administration charge.
	1st part of licence fee paid, but the application has been progressed and worked on but no inspection of the Property has taken place.	A refund of the following will be offered: <ul style="list-style-type: none"> <li>• £200 refund if the applicant paid accredited licence fee.</li> <li>• £300 refund if the applicant paid the non-accredited licence fee.</li> </ul>
	1st part of the licence fee paid, the application has been progressed and worked on and an inspection of the Property has taken place.	No refund will be offered.
	Where a proposal to grant or refuse a licence notice has been issued or where a final Licence to grant or refuse has been issued.	No refund will be offered.