

Appendix A - Nottingham City Council Housing Licensing Scheme
Guidance in relation to Refunds

Set out in the table below is guidance on refunding/not charging for 2nd payments in specific, limited circumstances.

Stage of licence application	Reasons	Action
Draft licence issued but not paid Part B Fee	1. Sold or no longer licensable 2. Up for sale (not tenanted) 3. Up for sale (tenanted)	1. No 2nd payment required as part B costs identified in paragraph 4 are no longer applicable. Formally write to the applicant, proposed licence holder, manager and all relevant parties stating that the current application is considered to be withdrawn due to the current application not reflecting the current status of the property. 2. No 2nd payment required as part B costs identified in paragraph 4 are no longer applicable. Formally write to the applicant, proposed licence holder, manager and all relevant parties confirming the property is no longer licensable. 3. Full 2nd Payment required (TEN not applicable)
Draft licence issued and paid Part B Fee but final licence not issued	1. Sold or no longer licensable 2. Up for sale (not tenanted)	1. Refund 2nd payment in full less £40 admin fee once correspondence received confirming circumstances. Formally write to the applicant, proposed licence holder, manager and all relevant parties confirming the withdrawal of the licence application. Part B costs identified in paragraph 4 are no longer applicable. 2. Refund 2nd payment less £40 admin fee once confirmation of situation received. Formally write to the applicant, proposed licence holder, manager and all relevant parties confirming the withdrawal of the licence application.

	<p>3. Up for sale (tenanted)</p>	<p>Log Property for an enforcement check in 2 months.</p> <p>New application required if Property is not sold and re-let. Part B costs identified in paragraph 4 are no longer applicable.</p> <p>3. No refund allowed - proceed to issue final licence (TEN not applicable)</p>
<p>Final licence issued but change of circumstances has happened</p>	<p>1. Sold or no longer licensable</p> <p>2. Up for sale (not tenanted)</p> <p>3. Up for sale (tenanted)</p>	<p>No refunds in all scenarios</p>