

Housing Licensing – Mandatory and Additional Fee Structure

Table 1 – Application Fee

Licence Fees For Mandatory & Additional		
Description	Comments	Fees
Standard	<ul style="list-style-type: none"> • For non-accredited landlords • application fee up to 9 bedrooms 	1st Payment £890 2nd Payment £440 Total £1330
Less Compliant	<ul style="list-style-type: none"> • For non-accredited landlords • application fee up to 9 bedrooms 	1st Payment £890 2nd Payment £830 Total £1720
Accredited	<ul style="list-style-type: none"> • The proposed licence holder is accredited with the Nottingham Standard (Either Unipol or Dash) • application fee up to 9 bedrooms 	1st Payment £615 2nd Payment £375 Total £990

Table 2 – Extra Fees

Extra fees will become payable during licence application process if any of the criteria detailed in the table below is met. These extra fees will be collected in addition to the 1st & 2nd part payment. The application will not be considered duly made until all extra fees have been paid with the 1st part payment or shall be payable on request.

Please note the fees in Table 2 are non-refundable

Extra Fee`s Payable		
Description	Comments	Fees
Extra Bedrooms Fee	<p>When an HMO has 10 bedrooms or more, an extra fee is applicable per bedroom.</p> <p>Applicable in addition to the 1st part payment in Table 1 and shall be payable on request.</p>	£25
Finder's Fee	<p>The finder's fee is applied where the Council has to do extra administrative and/or investigation work to identify an unlicensed HMO and bring it into the licensing regime.</p> <p>The application will not be processed until all fees have been paid in full.</p> <p>In accordance with the Council's Enforcement Policy, it is likely that enforcement action will be considered at this stage if there is evidence to prove operators have failed to licence a property operating as a HMO.</p> <p>Applicable in addition to the 1st part payment in Table 1 and shall be payable on request.</p>	£150
Fee for moving between mandatory / additional licencing (Part 2 of the Act) to selective licencing (Part 3 of the Act) or vice versa	<p>This fee is to recovery costs associated with the processing of a licence which will be issued under a different Part of the Housing Act 2004. Any new licence that is issued will run to same expiry date of the earlier licence.</p> <p>Please note – no fee will be payable for changes between mandatory / additional licencing, as these are under the same part of the Act (Part 2).</p> <p>Applicable in addition to the 1st part payment in Table 1 and shall be payable on request.</p>	25% of the appropriate application fee

Missed inspections	<p>Failure to attend an agreed inspection a charge shall be levied</p> <p>This fee shall be payable on request.</p>	£50
Extra Correspondence	<p>Where there is a requirement to enter into extra correspondence over and above the standard licensing process.</p> <p>This fee shall be payable on request.</p>	£30
Extra copy documentation	<p>Where a request is made for each duplicate/copy documents. The request will not be processed until this additional fee has been paid.</p> <p>This fee shall be payable on request.</p>	£30
Paper Application Form Request	<p>Paper application forms will remain available on request, a printed application forms will be printed and posted to a UK postal address a charge of £35 shall be required for each form.</p> <p>Please note that the application form is available free of charge on the Council website for download and printing or complete online.</p> <p>This fee shall be payable on request.</p>	£35
Paper Application Form Processing	<p>A charge of £65 shall be applied for each paper application submitted to cover the extra manual cost of processing.</p> <p>This fee shall be payable on request.</p>	£65
Part 1 Housing Act 2004	<p>Not all costs can be recovered from the licence fee.</p> <p>Under Part 1 of the Housing Act 2004 (section 49) the Council may charge for relevant costs linked to enforcement work.</p> <p>Please note that when an invoice is issued, this action becomes a local land charge registered against the Property.</p> <p>This fee shall be payable on request.</p>	£350
<p>Please note that no fee payments made by Cheques or Bankers Cheques will be accepted after the 31st December 2018.</p>		

Refunds Policy - relating to Licence Fee

Applicants will be entitled to a refund of licence fee payments in the following situations:

- on review of an application it is decided that the property does not need a license at the time of application (for example, it falls under one of the exemptions);
- a duplicate application is made;

Refunds will not be provided in the following situations:

- the property needs to be licensed at the time of application;
- the property is subsequently sold at any point during the application process;
- the Council refuses the application and does not grant a licence;
- the application is withdraw at any point during the application process;
- the Council revokes (takes away) the licence;
- the Council varies the licence and reduces the amount of time it remains operationally valid;
- the property is refused planning permission.

The fees are not connected to the length of a licence. If a licence is no longer required and the licence holder must requests a revocation to cancel the licence before it expires, the Council cannot give a refund for any unused time.

Table 3 - Variations to existing licences:

Once a HMO licence has been granted and issued, the following variations can be applied for, which no additional fees are charged.

Note: A licence cannot be transferred to anyone else. If the licence holder no longer wishes to hold the HMO licence, they must notify the local authority who will revoke the licence and inform all interested parties.

Proposed Licence Variation	Variation Application Fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.	No fee
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Variation of licence instigated by the council	No fee
Change of manager (unless they are also the licence holder)	No fee
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision, change of condition *Please note Planning permission may also be required for an increase in numbers of occupiers **Building Control approval may also be needed for any property alterations or improvements	No fee