

Appendix E - Fees

Application Type	Total Fee	Part A	Part B	Additional Unit Fee (over 5 units)	Discount (if applicable for accredited landlords)
New Application – section 254 HMO (HMO with shared facilities)	£975	£705	£270	£25	10% of licence fee
New Application – section 257 HMO	£1,240	£980	£260	N/A	10% of licence fee
Advice visit	£150				

This fee reflects cost recovery only and has been reviewed since the consultation in line with all costs known at this stage.

Registered charities providing accommodation solely for vulnerable persons will be required to apply for a licence but will not be charged a fee.

Accredited Landlords who fail to apply within three months of the start of the scheme will not be eligible for a discount, nor where unlicensed HMOs are brought to the attention of the landlord by the council.

Instalment payments are not available.

If the licence is revoked on the holder's request before the end of the licence period, then no compensation will be paid for the unused part of the licence.

Landlord Accredited Fee Discount

We want to recognise efforts undertaken by landlords to ensure they are fully aware of their legal responsibilities, and that they are managing their properties in a satisfactory manner. Therefore, a discount will be available to any landlord who is accredited with the London Landlord Accreditation Scheme (LLAS), or any recognised, professional trade organisation for landlords such as the National Residential Landlords Association (NRLA), or employs a named manager who either is Safeagent^[1], or Propertymark approved and holds a Level 3 Award in Residential Letting and Property Management - England & Wales. Membership of such bodies includes opportunities to undertake competent training on the management of rented accommodation.

^[1] Amended following Consultation

Landlords will need to state their accreditation number to receive a discount. Fees will be paid online, and details of how to do this will be provided alongside the application form. The full fee must be paid in order for the licence to be issued.