

Residential Property Licensing Fees



Licences will generally be issued for a 5 year period. Fee structure itself is subject to annual review in scale of charges.

Mandatory and Additional HMO Licensing	Licence fee
Up to 3 bedrooms	£488
Plus a charge per additional bedroom (or self-contained flat) over 3	£122
Selective Licensing	
Flat-fee Regardless of property size	£488
Early bird fee (Additional and Selective Licensing)	
Flat-fee Regardless of property size	£150
Completed full applications (with all relevant supporting documentation, certificates and the correct fee) submitted and received by the Council in the three month period prior to the commencement of the Additional and Selective schemes. No discount on mandatory HMO licences because the scheme is already in force.	
No further discounts apply during this 3 month period	
Discounts (only 1 discount per application)	
Discount for accredited landlords*	£122
EPC discount Where the application is accompanied by an EPC showing the property to have a rating of Band C or above	£122
Other	
Fee for production of floor plan by the council (HMOs only)	£228 + VAT = £273.60
Fee for copy of register	£43 + VAT = £51.60
Renewal fee	As licence fee
Online applications	No additional fee
Paper applications additional charge	£43 + VAT = £51.60

Note: All licence fees are made up of two parts - the first £122 of each fee covers the processing of the application which is not refundable and the remainder of the fee covers monitoring and enforcement which is refundable to unsuccessful applicants. Only one payment will be taken covering both parts of the fee.

***Accredited landlords**

A discount is available where the Landlord or manager of the property is a member of a trade body, recognised by the Council, which regulates its members through a Code of Management Practice, such as:

- National Residential Landlords Association (NRLA)
- Association of Residential Letting Agents (ARLA)
- the Association of Residential Managing Agents (ARMA)
- the Royal Institute of Chartered Surveyors (RICS)
- the National Association of Estate Agents (NAEA)
- Safeagent

The Membership/Registration number will be required during the application process.