

Selective Landlord Licensing fees

Early Application Fee	£550 (complete application received prior to scheme live date, or before licensable property is purchased/managed mid scheme)
Standard Fee	£750 (complete application received within 28 days of becoming licensable)
Standard Fee Plus	£850 (complete application received more than 28 days of property becoming licensable and reminder sent)
Late Application Fee	£1000 (complete application received more than 28 days of becoming licensable and application had to be pursued on multiple occasions)
Please note that the fees above include an initial application processing fee of £190. This is payable when an application is processed to the point of licence proposal/refusal. The remaining fee is then due on the grant of a licence.	
Licence fees can be paid in full or a payment plan (over 3 or 6 months depending on number of applications) can be created. Please ask a Licensing Officer for further information.	
Discounts	
Accredited property	£100 (18% discount from standard fee) <i>Unaccredited on application</i> – discount repaid if property accredited within agreed timescales and property meets standard for full licence duration (paid at expiry of licence)

	<i>Accredited at time of application - £50 upfront discount for properties already accredited and £50 paid at licence expiry if standard maintained)</i>
Accredited member of a National Landlords Association (or equivalent)	£100 up front discount for current accredited members/licence holder commits to and attends foundation course/joins association £65 additional discount at end of scheme if accredited status and association membership maintained for full licence duration
Multiple Properties (discount on the fit and proper element of a licence after the first application)	£10 per subsequent application
Licence Variations	
Change of address details of existing licence holder, manager, owner, mortgagee, freeholder, leaseholder etc.	No fee
Change of mortgage provider, freeholder and leaseholder (unless they are also the licence holder or manager)	No fee
Variation of Licence instigated by the Council	No Fee
Change of licence holder	Application fee
Change of manager (if not the licence holder), Change of manager (if the new manager is the most appropriate to be the licence holder, is an existing licence holder and the property owner remains the same)	No fee £50 administration fee
Charges	
Charge for provision of and receipt of a paper application (for applications received after online system becomes available)	£50

Charge for each incomplete/deficient application received	£25 (added to fee) (if application is returned or missing information needs to be pursued)
Phased payment plan (per property)	£25 per property (to be added to final invoice amount)
Charge for failing to return requested property/licence information mid scheme	£25 per additional request
Caution issue (as an alternative to prosecution)	£300 (staff time, caution issue)
Public register – request for paper copy	£50

Action	Applicable Fee
Revocation of licence	No fee
Application to licence following revocation of licence	Application fee
Application refused by the Council	Application fee (£190) with no refund
Application withdrawn by the applicant	Application fee (£190) with no refund
Application made in error e.g. duplicate/property not required to be licensed	No fee, refund will be made
Properties that cease to be licensable during the licensing application process	Application fee (£190) with no refund
Enforcement action under Part 1 of The Housing Act 2004 relating to a licensed property (charged under s49 of The Housing Act 2004)	£350 per legal Notice served (under review) NB Once an invoice is issued, this charge becomes a local land charge on the property.