

08/07/2024

# Gateshead Council Selective & Additional HMO Licensing Consultation Evidence Pack

## Appendix 4 - Schedule of Proposed Fees, Charges and Discounts

## Private Rented Property Licensing Schemes

### Schedule of Proposed Fees, Charges and Discounts

#### 1. Payment of Fees

- 1.1 The licence fee is payable in two parts.
- 1.2 Part A will be payable on submission of the application and will cover the cost of processing and the administration in determining the eligibility of the application. Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.
- 1.3 Part B will be payable once the application has been assessed and the decision is made to grant the licence. This will cover the administration, management, and enforcement of the licensing functions for the scheme.
- 1.4 The final licence will not be issued until the full fee has been paid.

#### 2. Licence Fees

Type of Licence	Part A	Part B	Total fee payable
<b>Additional HMO</b>	£585.80	£390.50	£976.30
<b>Selective</b>	£510	£340	£850

#### 3. Discounts

- 3.1 Discount on **additional HMO licence fee**

Additional HMO Licence Discount	Description	Discount	Part A	Part B	Total Payment after discount
<b>Accredited Landlord</b>	Landlords accredited by or members of specified schemes (refer to 3.3 below)	£75	£585.80	£315.50	£901.30

3.2 Discounts on **selective licence** fee

Selective Licence Discount	Description	Discount	Part A	Part B	Total Payment after discount
<b>Accredited Landlord</b>	Landlords accredited by or members of specified schemes (refer to 3.3 below)	£75	£510	£265	£775
<b>Earlybird discount</b>	If applying within 3 months of scheme commencement	£75	£510	£265	£775
<b>Multi-property discount</b>	Where multiple properties are owned and under the control of the same person, and applications are all made at the same time  *Discount will be applied in respect of applications relating to the 2 <sup>nd</sup> , 3 <sup>rd</sup> properties etc.	£10	£510	£330	£840*

3.3 Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £75 discount (from Part B payment):

- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £75 discount (from Part B payment):

- ARLA Propertymark
- Royal Institution of Chartered Surveyors (RICS)
- Guild of Letting and Management
- Guild of Property Professionals

3.4 Discounts will be determined on receipt of full application and all supporting documents.

3.5 Discounts **will not** be applicable where the council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property.

#### 4. Licence Variation Fees

These fees are applicable where the property is already licensed

Variation to Licence	Fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None

#### 5. Other Fees and Charges

Action	Charge
Revocation of licence	No Fee
Application to licence following revocation of licence	New application Fee
Application refused by the Council	Part A payment
Application withdrawn by the applicant	Part A payment
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	Part A payment
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 (if application is returned or missing information needs to be pursued)	£25 added to fee

Action	Charge
Phased payment plan (per property)	£25 per additional request
Charge for failing to return requested property/licence information mid scheme	Application Fee
Caution issue (as an alternative to prosecution)	£300
Public register – request for paper copy	£50
<p>Enforcement action under Part 1 of The Housing Act 2004 relating to a licensed property (charged under s49 of The Housing Act 2004)</p> <p><i>NB Once an invoice is issued, this charge becomes a local land charge on the property</i></p>	<p>The fees and charges are set out in the council's fees and charges register, and this is available online on the council's website:</p> <p><a href="#">Fees and charges - Gateshead Council</a></p>