

Selective licensing proposals

Proposed Schedule of Fees, Charges and Discounts



SELECTIVE LICENSING

SCHEDULE OF FEES, CHARGES & 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 Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.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 FEE

- 2.1 The licence fee is set out in the table below.

Part A	Part B	Total Fee
£650	£273	£923

3. DISCOUNTS

3.1. Accredited Landlords

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

- London Landlord Accreditation Scheme (LLAS)
- 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):

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)
- Safeagent

- 3.2. The following table shows discounts and their effect on the total fee payable

	Discount	Part A	Part B	Total payment after discount
Accredited landlord	£75	£650	£198	£848

Discounts will apply to the **total fee**; however, **£650** in all cases is **payable on submission of the application** (Part A). Therefore, any discount from the **total fee** will be deducted from the balance due when paying Part B.

4. LICENCE VARIATION FEES

4.1 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	Applicable Fee
Change of Licence Holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	Part A payment
Application withdrawn by the applicant	Part A payment
Temporary Exemption Notice (TEN) made by the council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee