

# Appendix 3

## Fees and Charges



Introduction

**HILLINGDON**  
LONDON

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Section 63 of the Housing Act 2004 allows the Council to require that the licence application be accompanied by a fee fixed by the authority.

The HMO licensing fees are set to cover the cost of administering the licensing schemes functions (administration and enforcement) under the Housing Act 2004.

The legal requirement is that fees are split in two parts, however, applicants have the option of making the full payment at the time of making the application. The grant of a licence will be subject to the payment of the full fee.

The proposed licence fee has been set using assumptions about the level of income the fees will generate, based on the number of properties that we expect to be licensed during the life of the schemes, the activities involved. Staffing and other resources necessary to administer, run and enforce the scheme have been included to calculate the overall cost of licensing. Our fees will be kept under review.

Licences will normally be granted for the duration of the scheme (up to 5 years). Where we have concerns about the management and use or occupation of the property, we may grant a licence for a shorter period, usually for 1 year. The reason for a shorter period will always be given with the Housing Act 2004, schedule 5 notices proposing to grant, and granting the licence.

The schedule of proposed fees and associated charges is set out below:

## 1. Proposed HMO licence application fee

### Payment of Licence Fees

1.1 The application and granting of a licence will be subject to the payment of a fee. The proposed licence fee is payable in two parts.

1.2 Part 1 of the fee will be payable on submission of the licence application and will cover the costs of processing and determining the application. Should the application be refused or rejected by the Council, or withdrawn by the applicant, this Part 1 payment will not be refunded.

1.3 Part 2 of the fee is payable when the Council has determined to grant a licence and will cover the administration, management, and enforcement of the licensing functions for the scheme.

## 2. PROPOSED FEES

Application Type	Total Fee	Administrative Fee (Part A)	Enforcement Fee (Part B)
ADDITIONAL HMO NEW APPLICATION – SECTION 254 HMO (HMO WITH SHARED FACILITIES)	£1401	£934	£467
<b>Other Fees</b>			
Revocation of licence	NO REFUND		
Application to license following revocation of licence	FULL FEE		
Application refused by the Council	FULL ADMINISTRATION FEE WITH NO REFUND		
Application withdrawn by the applicant	FULL ADMINISTRATION FEE WITH NO REFUND		
Application made in error	FULL REFUND		
Properties where licence revoked, at request of landlord before expiry of licence period	NO REFUND for unspent period of licence		

### 3 PROPOSED DISCOUNTS

Category	Description	Discount	
Accredited landlord or managing agent	Landlords or managing agents accredited by or members of specified schemes (refer to 3.1 below)	10%	

#### 3.1 Accredited Landlords and Managing Agents

If you are accredited under one of the following schemes, you may be entitled to a 10% discount (from Part 2 payment):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)
- British Landlords Association (BLA)
- Property Mark
- Safe Agent

3.2 Discounts will be determined on receipt of a complete application and provided that up-to-date certification is submitted. The discount applies to the total fee. In all cases, a fee of £934 is payable on submission of the application (Part 1) and any discount will be deducted from the balance due when paying Part 2.

3.3 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.

3.4 Discounts cannot be considered once a licence application has been determined and a licence granted.