

**London Borough of Croydon.  
Licensing of Mandatory Houses in Multiple Occupation fee structure.**

There are two fees to pay (see table below):

1. Part A fee. The fee on application covers the cost of administration and inspection. This payment is based on the number of rooms being let and should be made with the application.
2. Part B fee. The fee on grant of licence covers the cost of the overall management of the HMO licences. This payment is payable just before the licence is granted.

Once a HMO licence is granted, a refund will only be given in exceptional circumstances and at the Council's discretion, as the fees are calculated to cover our costs, which may have already been incurred. No reduced licence fee is available.

<b><u>Licence fee structure</u></b>			
Fee maximum £5,907			
<b>Licence issued for up to 5 years</b>	<b>Total Fee</b>	<b>Part A</b>	<b>Part B</b>
Fee per habitable room (e.g. bedroom or living room)	£295	£177	£118

<b><u>Licence fee structure</u></b>			
<b>Licence issued for 1 year</b>	<b>Total Fee</b>	<b>Part A</b>	<b>Part B</b>
Fee per habitable room (e.g. bedroom or living room)	£201	£177	£24

One Year Licence - for when the council determine a licence for less than 5 years should be granted. This will allow higher levels of monitoring or a licence holder needs time to get his/ her property management in order. At the end of one year a new application will be needed. The council may refuse to issue a licence or issue a licence of a further one year or five year period.

<b>HMO Advisory visit</b>	<b>Total Fee</b>	<b>£236</b>
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A HMO advisory visit is for a landlord who is thinking of renting an empty property as a house in multiple occupation. A visit from a Private Sector Housing Team officer can offer advice, a full inspection which includes the calculation of room sizes. To conclude a schedule of works is produced covering what is required to bring the property up to the full HMO standard.

Eligibility for a licence is to be considered in line with the Sustainable Communities, Regeneration and Economic Recovery Enforcement Policy and the policy relating to the granting of a licence.

**Other fees and charges:** These fees are applicable as appropriate in relation to licensing applications, or where properties are licensed.

<b><u>Licensed Premises Proposed Licence Variation</u></b>	<b><u>Variation Application Fee</u></b>
Change of address details of any existing licence holder, manager, owner, mortgagee, freeholder, leaseholder etc.	No fee
Change of mortgagee, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Variation of licence instigated by the council	No fee
Change of licence holder (e.g. following sale)	Application fee
Change of manager (unless they are also the licence holder)	No fee
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision	No fee

<b><u>Action</u></b>	<b><u>Applicable Fee</u></b>
Processing of Temporary Exemption Notice	No fee
Return of incomplete application. [licence remains not duly made]	No fee, and a refund of the Part A fee [if taken] will be made.
Revocation of licence	No refund of application fee
Application to licence following revocation of licence	Application fee
Application refused by the council	Part A application fee not refunded
Application withdrawn by the applicant	Part A application fee not refunded
Application made in error and not granted e.g. duplicate or exempt.	No fee, and a refund of the Part A fee will be made.
Non-payment of the Part B payment	Licence will be determined as not duly made. No refund of Part A fee.
Providing support with licence application	No fee
Properties that cease to be licensable during the licensing process (as when planning permission subsequently refused)	No refund of application fee
Enforcement action under Part 1 of the Housing Act 2004 relating to a licensed property (Charged under The Housing Act 2004, Section 49)	A separate charge for action, currently £531 for notice with additional £103.50 per hazard.