**Mandatory HMO licensing fees**

**2017-2018**

**The HMO licence fee must accompany your licence application otherwise your application will be deemed incomplete and the licence will not be processed. You can make payment by credit/debit card by calling:**

**Jennice Hart on 0208 726 6000 Ext: 61450**

**Instructions:**

There is a flat fee of £250 per habitable room.

If the property has a separate lounge that could be used for habitation you will need to include this in the number of rooms. If there are more than 20 rooms, the maximum fee will be capped at £5,000.

**Note**: There is no charge for accommodation used by the landlord, only if it is self-contained.

**Variations to existing licences:**

Once a HMO licence has been issued, the following variations can apply, for which there are no fees.

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| **Proposed Licence Variation** | **Variation Application Fee** |
| Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc  | No fee |
| Change of mortgagor, 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 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, change of condition  | No fee |
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**Note**: An HMO licence cannot be transferred to anyone else. If the licence holder no longer wishes to hold the HMO licence, they must notify the local authority who will revoke the licence and inform all interested parties.

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| **Other fees and charges** |  |
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| These fees are applicable as appropriate per property in relation to licence applications, or where the property is currently licensed. |
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| **Application type** | **Application fee and charge** |
| Revocation of licence | No fee |
| Application to licence following revocation of licence | New application fee |
| Application refused by the council | Initial Application fee with no refund |
| Application withdrawn by the applicant | Initial Application fee with no refund |
| Temporary Exemption Notice (TEN) made by the council | No fee |
| Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council | New Application fee |