

**Proposed fee structure for CPRPL 2020
Croydon Private Rented Property Licence 2020 [CPRPL 2020]**

<u>Proposed Licence fee structure (per dwelling)</u>	Total Fee	Part A	Part B
Single dwelling licence (new application)	£350.00	£185.50	£164.50
Single dwelling licence (standard fee)	£750.00	£397.50	£352.50
Multi-let application (>1 dwelling) (new application)	£300.00	£159.00	£141.00
Multi-let application (>1 dwelling) (standard fee)	£650.00	£344.50	£305.50

All licences to be granted for 5 years which may extend post designation.
New application - a discounted fee for new applications received regarding premises who have been previously licenced with CPRPL 2015 OR first letting discounted for newly constructed dwellings or premises let for the first time (application within one month of tenancy commencing).

£50 additional charge to support applicant with application.

The fee for an Almshouse is £30 (Part A payment only).

<u>One Year Licence fee structure (per dwelling)</u>	Total Fee	Part A	Part B
Single dwelling licence (one year)	£468.00	£397.50	£70.50
Multi-let application (>1 dwelling) (one year)	£405.60	£344.50	£61.10

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

<u>Proposed Temporary Exemption Notice fee structure (per dwelling)</u>	Total Fee	Part A	Part B
Single dwelling TEN application	£100	n/a	n/a
Multi-let dwelling licence TEN application	£100	n/a	n/a

Other fees and charges.

These fees are applicable as appropriate in relation to licensing applications, or where properties are licensed.

<u>Licensed Premises Proposed Licence Variation</u>	<u>Variation Application Fee</u>
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 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

<u>Action</u>	<u>Applicable Fee</u>
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.
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 £650 for notice with additional £100 per hazard.