

Appendix 4 – Fee Structure and Payment Arrangements

1. Licensing Fees 2019-24

The following licence fees have been calculated based on the activity and costs relating to each element of the licensing process and subsequent management of the licence and scheme. These fees are consistent with the process for calculating the HMO licensing fees for 2019/20 as per the Fees and charges agreed in February 2019 by the Cabinet and Council.

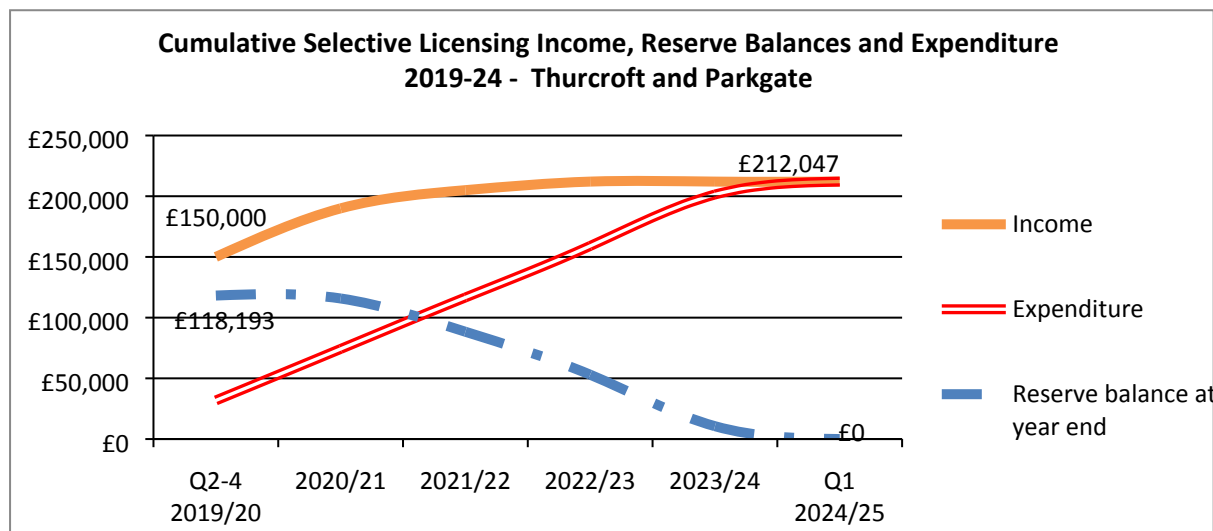
Total licence fee per house	£521	
> Application fee element	£68	<i>Non-refundable, paid with the application</i>
> Maintenance fee element	£453	<i>Paid once a draft licence has been granted, can be spread by direct debit over 12 months</i>
Additional Unit maintenance fee	£132	<i>Applicable where there is an additional letting unit in the same building/house under the same ownership</i>
Rebate for early applications with fully compliant property	£127	<i>Available if the landlord applies within 12 weeks of the property being licensable, has no hazards which warrant intervention by the Council, and are found to be fully compliant with the statutory licence conditions (conditions 1-4).</i>
Late Application penalty fee	£136	<i>Paid with application fee - non-refundable</i>

Income estimate on 407 Houses £212,047

Basic funding per financial year £42,409

2. Income and Expenditure plan

The chart below shows the income and expenditure profile for the scheme which is anticipated over the 5 year programme. The bulk of income will be received in the first financial year, with the surplus held in reserve for use in the last 4 years of the scheme. The service will operate a trading account with all costs and expenses for the provision of the services met by the licensing fees. The budget will balance to £0 at the end of the designations.



3. Payment Arrangements

- a) This is additional information describing the payment and licensing terms which accompany the licensing fee.
- b) If a property remains unlicensed for more than 12 weeks after it becomes licensable, then a late application penalty fee of would be payable in addition to the application fee and there would be no reduction in maintenance fees. The late payment penalty covers costs of investigations in order to secure licensing and the likely increased regulatory burden that property or landlord is likely to cause.
- c) Landlords may be able to benefit in full from the reductions described in the fee structure in the report if they apply within 6 months of the decision to designate the areas or within 12 weeks of purchasing a property after the scheme becomes live.
- d) The refund/reduction in the maintenance fee described in the report is only available where a licence has been applied for within 12 weeks of the property becoming licensable. The non-refundable application fee covers the cost application handling, an initial property risk assessment, a single reminder for documentation/signatures and the licensing decision process.
- e) Applications will be assessed for completeness and if incomplete applications are not resolved within 4 weeks of the applicant being notified of errors or omissions, they will be rejected without assessment. The application fee will be payable again with any resubmitted application.
- f) Where a licence is refused, the application fee will need to be paid again with any new application. Instalment arrangements for licence fees will only be available if applications are received within 12 weeks of the property becoming licensable.