

SELECTIVE LICENSING

SCHEDULE OF FEES & CHARGES

1. PAYMENT OF FEES

- 1.1. The licence fee is payable in two parts.
- 1.2. Part A will be payable on submission of the application and will cover the cost of processing and the administration in determining the application. Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.
- 1.3. Part B will be payable once the application has been assessed and the decision is made to grant the licence. This will cover the administration, management, and enforcement of the licensing functions for the scheme.
- 1.4. The final licence will not be issued until the full fee has been paid.

2. LICENCE FEE

- 2.1 The licence fee is set out in the table below.

Part A	Part B	Total Fee
£160	£480	£640

3. DISCOUNTS

- 3.1. Early bird
Applicants who apply three months prior to scheme commencement will receive a 20% discount.
- 3.2. Accredited Landlords
If you are **accredited** under one of the following schemes, you may be entitled to a 20% discount:
 - London Landlord Accreditation Scheme (LLAS)
 - National Residential Landlords Association (NRLA)
 - UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a 20% discount:

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)
- Safeagent

3.3. Eligible Charities

If you are **an eligible charity**, you may be entitled to receive a 50% discount on the TOTAL fee.

‘Eligible charity’ means Corporations, organisations or bodies which are charities, including almshouses, whose charitable objectives include the provision of housing (a) let at below-market rent and (b) that is specially designed or adapted to meet the needs of the disabled, the elderly or the infirm or of other persons having a protected characteristic within the meaning of the Equality Act 2010.

3.4. The table below shows discounts and their effect on the total fee payable

	Discount	Part A	Part B	Total payment after discount
Early Bird	20%	£160	£352	£512
Accredited landlord	20%	£160	£352	£512
Eligible charities	50%	£160	£160	£320

Notes:

- 1.) Any discounts stated will apply to the **total fee**, however, **£160** in all cases is **payable on submission of the application** (Part A). Therefore, any discount from the **total fee** would hence be deducted from the balance due when paying Part B. *For example, if you qualify for the Early Bird discount of 20%, this entitles you to £128 discount (20% of £640). You would then pay £160 for Part A as normal and the £128 discount would be deducted from the balance due in Part B; which leaves £352 payable (£480 - £128).*
- 2.) Only one discount will apply per application, for example, the applicant cannot apply both the Early Bird and Accredited Landlord discounts simultaneously if they qualify for both, the maximum discount in this case would be 20%.

4. LICENCE VARIATION FEES

4.1 These fees are applicable where the property is already licensed.

Variation to Licence	Fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	None

Reduction in the number of maximum occupiers and/or households for licensing purposes	None
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5. OTHER FEES AND CHARGES

Action	Applicable Fee
Change of Licence Holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	First instalment payment
Application withdrawn by the applicant	First instalment payment
Temporary Exemption Notice (TEN) made by the council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee

Licences will be issued for a maximum of five years.

We may issue a licence for a shorter period of time if we have concerns about the management of the property.