

London Borough of Lewisham

Selective and HMO Licensing
Fee structure for licence applications

Fee Structure for Applications for HMO Licence

The fee structure for both Mandatory and Additional licence applications are the same. The fees stated below are per lettable unit¹.

Discount Type	Part 1 ² fee element – processing and determination of application	Part 2 ³ fee element – administration, management and enforcement of the scheme
Standard Fee	£250	£250
Early bird application⁴	£250	£150
Accredited Landlord	£250	£150
Transfer from existing additional licence⁵	£250	-
Eligible Charity⁶	£250	-
Eligible Portfolio Landlord⁷	£250	On application
Very large HMOs (15+ lettable units)	£250	On application

Refund Policy

No refunds are provided if the application is refused for any reason or if the property reverts to a property that no longer needs a licence before the term of the existing licence is complete.

A partial refund may be provided if an application is withdrawn before a decision has been made, dependent on the costs incurred by the council.

¹ A room that could be occupied as living accommodation by a household or part of a household that does not form part of the common parts of the property.

² Payable on application for a licence

³ Payable before a licence is issued. The final licence will not be issued until the full fee has been paid.

⁴ Early bird applications are made those made before the official scheme go live on 4th August 2020.

⁵ See Application to transfer an existing additional licence issued under the previous scheme to the new additional licensing scheme section in [Policy relating to the grant of full term licences](#)

⁶ '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.

⁷ An 'eligible portfolio landlord' is a person or company applying for licenses on multiple properties at the same time. These properties must consist in total fifteen or more (15+) lettable units.

Fee Structure for Applications for Selective Licence

The fees stated below are per property.

Discount Type	Part 1 ⁸ fee element – processing and determination of application	Part 2 ⁹ fee element – administration, management and enforcement of the scheme
Standard Fee	£160	£480
Early bird application¹⁰	£160	£352
Accredited Landlord	£160	£352
Eligible Charity¹¹	£160	£160
Eligible Portfolio Landlord¹²	£160	On application

Refund Policy

No refunds are provided if the application is refused for any reason or if the property reverts to a property that no longer needs a licence before the term of the existing licence is complete.

A partial refund may be provided if an application is withdrawn before a decision has been made, dependent on the costs incurred by the council.

⁸ Payable on application for a licence

⁹ Payable before a licence is issued. The final licence will not be issued until the full fee has been paid.

¹⁰ Early bird applications are made those made before the official scheme go live (date to be published).

¹¹ '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.

¹² An 'eligible portfolio landlord' is a person or company applying for licenses on multiple properties at the same time. These properties must consist in total fifteen or more (15+) lettable units.