

Proposed fees and charges for Additional HMO Licensing scheme.

The application and granting of a licence will be subject to the payment of a fee. The licence fee paid by the applicant must be reasonable and proportionate to the cost of the authorisation (licensing) procedure and shall not exceed the cost of the authorisation (licensing) procedure. Licence fees can only be used to recover costs and should not be used to make a profit.

Fees for licence applications take into account all of the council's costs in administering and carrying out its licensing functions. The fee will be split into two parts, Part 1 covers the costs of processing, administration and validation of the application, including initial inspection; Part 2 of the fee comprises a contribution towards the running costs of the scheme and exercising other licensing functions, including compliance and enforcement of licences issued.

1. Proposed fees

Type	Part 1	Part 2	Total fee payable (on successful application)
House or flat in multiple occupation (section 254)	£1,318	£252	£1,570
Common parts (section 257)	£1,318	£252	£1,570
Purpose built student accommodation	£1,318	£65	£1,383

The Part 1 fee will be due when the licence application is made, and Part 2 will become due at the point we decide to grant the licence.

Examples of typical scenarios

- A leaseholder letting a four-bedroom flat to 'sharers' (a flat in multiple occupation (FMO)). The total fee will be £1,570.
- A freeholder of a house converted into flats, (where s257 requirements are met) and each one is privately rented and occupied by a single household, where the freeholder has no responsibility for issues within the flats. The total fee will be £1,570.

2. Proposed discount

Landlord Accreditation

A discount of £100 will be deducted from the final Part 2 fee for licence holders who are members of a landlord accreditation scheme which requires them to meet a code of conduct and complete a training course. The discount will apply for private landlords who:

- a) are the proposed licence holder; and
- b) own the licensable property; and
- c) have completed training to become an accredited landlord*. This requires landlords to meet a code of conduct and complete a training course.

NB: Companies and managing agents (even if accredited) do not qualify for the £100 discount. Only private landlords who are accredited and have an accreditation number are eligible for the discount. Proof of up-to-date accreditation must be provided to qualify for this discount.

3. Refunds

Property not licensable

If the property is not licensable (for example if the property is not in Camden or it is not an HMO) then the applicant will be notified and the fee paid will be refunded.

Applications withdrawn or refused

Where a valid application for a licence does not progress beyond the initial phase (for whatever reason) the Part 1 fee is *non-refundable*. Where applicants have elected to pay both the Part 1 and Part 2 fees upfront and the application is later withdrawn or refused, the applicant will be refunded the Part 2 fee.

Invalid applications

A valid licence application must contain the following:

- A fully completed application form, including the “fit and proper” declaration
- Correct fee
- Gas safety certificates (if applicable)
- A valid Electrical Installation Condition Report (EICR) issued within the last 5 years and issued by an approved electrical competent person who is registered as specifically competent to carry out electrical inspection and testing
- Accurate floor plans and room dimensions

If an incomplete application is received the applicant will be contacted and asked to provide further information/documents. However, if the applicant fails to provide the required information within the stated period, the application will be rejected as not ‘duly made’. Any fee paid for a rejected application will be refunded to the applicant. Alternatively, an incomplete application may result in a **one-year licence*** being

issued – see below.

****Reduced term licences***

Generally, licences will be granted for a five-year period but in certain circumstances, the licence period may be reduced to one year. There is no reduction in the fee for issuing a one-year licence as fees are based on the costs involved in processing the application and not the length of the licence term. See [Camden's Private Sector Housing Enforcement Policy](#).

4. Other charges

We will not charge for:

- change of details of any existing licence holder, manager, owner, mortgagor, freeholder or leaseholder such as change of address.
- change of mortgagor, owner, freeholder and leaseholder (unless they are also the licence holder or manager).
- variation or revocation of licence.
- change of manager (unless they are also the licence holder)
- Temporary Exemption Notices (TENs)