

Havering Property Licensing

Schedule of Proposed Fees, Charges and Discounts



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 eligibility of 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 Should the application be refused or rejected by the Council or withdrawn by the applicant this first Part A payment will not be refunded.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. Proposed licence fees

| Licence type | Part A | Part B | Total fee |
|-----------------------|--------|--------|-----------|
| Selective | £570 | £380 | £950 |
| Additional HMO | £840 | £560 | £1400 |

3. Proposed discounts

| Nature of discount | Amount (Selective) | Amount (Additional) |
|-------------------------------|--------------------|---------------------|
| EPC rating C and above | £75 off Part B | £75 off Part B |
| Accredited landlord | £100 off Part B | £100 off Part B |
| Multi-dwelling | £100 off Part A | £100 off Part A |

3.1. The table below shows discounts and their effect on the total **selective** licence fee payable.

| Selective Licence Discount | Description | Discount | Part A | Part B | Total payment after discount |
|----------------------------|--|---|--------|--------|------------------------------|
| EPC | Properties must have an EPC rating of C or above | £75 (off Part B) | £570 | £305 | £875 |
| Accredited Landlord | Landlords accredited or members of specified schemes (Refer to 3.3 below) | £100 (off Part B) | £570 | £280 | £850 |
| Multi-dwelling | Applicable where multiple properties are: <ul style="list-style-type: none"> a. In common ownership and management control. b. Contiguous with each other in the same block or building. c. All applications are made at the same time. | £100 (off Part A) Part A fee will be payable at the full rate for the first flat. Discount will be applied in respect of applications relating to the 2nd, 3rd properties etc. | £470 | £380 | £850 |

3.2. The table below shows discounts and their effect on the total **additional HMO** licence fee payable.

| Additional HMO Licence Discount | Description | Discount | Part A | Part B | Total payment after discount |
|---------------------------------|---|--|--------|--------|------------------------------|
| EPC | Properties must have an EPC rating of C or above | £75 (off Part B) | £840 | £485 | £1325 |
| Accredited Landlord | Landlords accredited or members of specified schemes (Refer to 3.3 below) | £100 (off Part B) | £840 | £460 | £1300 |
| Multi-dwelling | Applicable where multiple properties are: <ul style="list-style-type: none"> a. In common ownership and management control. b. Contiguous with each other in the same block or building c. All applications are made at the same time. | £100 (off Part A) Part A fee will be payable at the full rate for the first flat. Discount will be applied in respect of applications relating to the 2nd, 3rd properties etc. | £740 | £560 | £1300 |

3.3. Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £100 discount (from Part B payment):

- 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 £100 discount (from Part B payment):

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

3.4. Discounts will be determined on receipt of full application and all supporting documents.

3.5. Discounts **will not** be applicable where the Council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property.

3.6. Refer to **section 6** for 'Discounts applied - practical examples'

4. Licence variation fees

| Action | Applicable 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 |

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 | Part A payment |
| Application withdrawn by the applicant | Part A payment |
| Temporary exemption notice (TEN) made by the Council | None |
| Application received following the expiry of a TEN made by the Council | New application fee |
| Additional fee for processing paper applications | £117.10 |

6. Discounts applied: practical examples

The examples below illustrate the calculation of the total amount payable after discounts are applied, using a selective licence fee of **£950 (£570 for Part A; £380 for Part B)**.

The same principles will apply when calculating the total additional HMO licence fee after any discounts have been applied.

| Key | Nature of discount | Amount (Selective) | Amount (Additional) |
|-------------|-----------------------|--------------------|---------------------|
| EPC | EPC rating C or above | £75 off Part B | £75 off Part B |
| ACLL | Accredited landlord | £100 off Part B | £100 off Part B |
| MD | Multi-dwelling | £100 off Part A | £100 off Part A |

6.1. Scenario A

An EPC discount is applicable for applications for properties that hold an EPC rating of B or above.

| Scenario A | Property | Discount | Part A | Part B | Total fee |
|--|----------|---------------------------------|-------------|-------------|-------------|
| Landlord applies for a licence for one property. The property has an EPC rating of C | 1 | Part B reduced by £75 (£75 EPC) | £570 | £305 | £875 |
| | | Total | £570 | £305 | £875 |

6.2. Scenario B

Applicants may also apply for EPC and accredited landlord discounts where applicable. Refer to Scenario B below.

| Scenario B | Property | Discount | Part A | Part B | Total fee |
|--|----------|--|--------------|-------------|--------------|
| Landlord is accredited. The landlord has three properties. Each property is in a different part of the designated area. Properties 1 and 2 have an EPC rating of D. Property 3 has an EPC rating of C. | 1 | Part B reduced by £100 (£100 ACLL) | £570 | £280 | £850 |
| | 2 | Part B reduced by £100 (£100 ACLL) | £570 | £280 | £850 |
| | 3 | Part B reduced by £175 (£100 ACLL) + (£75 EPC) | £570 | £205 | £775 |
| | | Total | £1710 | £765 | £2475 |

6.3. Scenario C

Applicants may also apply for a multi-dwelling discount where multiple properties in the same building are owned and under the control of the same person. A multi-dwelling discount will be applied in respect of applications relating to the 2nd, 3rd properties etc.

| Scenario C | Property | Discount | Part A | Part B | Total fee |
|---|----------|--|--------------|-------------|--------------|
| Landlord is accredited. The landlord has four flats in a building converted into self-contained flats. Properties 1 and 2 have an EPC rating of D. Properties 3 and 4 have an EPC rating of C. | 1 | Part B reduced by £100 (£100 ACLL) | £570 | £280 | £850 |
| | 2 | Part A reduced by £100 (£100 MD) Part B reduced by £100 (£100 ACLL) | £470 | £280 | £750 |
| | 3 | Part A reduced by £100 (£100 MD) Part B reduced by £175 (£100 ACLL) + (£75 EPC) | £470 | £205 | £675 |
| | 4 | Part A reduced by £100 (£100 MD) Part B reduced by £175 (£100 ACLL) + (£75 EPC) | £470 | £205 | £675 |
| | | Total | £1980 | £970 | £2950 |