



Mandatory Licensing of Houses in Multiple Occupation

Fee Structure

HMOs with up to and including 4 lets - £600
HMOs with up to and including 6 lets - £650
HMOs with up to and including 8 lets - £700
HMOs with up to and including 10 lets - £750
HMOs with more than 10 lets - £750 plus £10 per additional let

Fit & Proper Person Check

The local Authority must be satisfied that the person applying for an HMO licence is a “fit and proper person” to hold a licence. The test is applied to any person managing the premises and any director or partner in a company or organisation which owns or manages an HMO.

Fit & Proper person check for licence holder - £30
Fit and Proper person check for manager (if not the licence holder) - £30

NB You only need one fit and proper person check irrespective of the number of licences you hold or properties you manage.

Where an application is refused on the grounds that the applicant is not deemed fit and proper to be the licence holder, a new application may be submitted by a different manager at a cost of £30 to reflect the cost of undertaking the required additional fit and proper person check.

Support Service

A support service is available to enable owners to successfully submit a licence application. For an additional fee of £50 paid in advance, a landlord will be allocated a named officer to assist in completing an application form with associated documentation.

In most circumstances, a licence will run for **5 years** from the date of issue after which time a licence will need to be renewed and a further fee will be required at that time.

Licences will be **non transferable** and relate to a named person and property. No refund will be given following receipt of an application.

A licence **will not** be issued until a complete application and full payment has been received by the Local Authority.