



## LICENCE FEES - 2018 DESIGNATION

**If you require this information in a different format, for example large print, audio or in different languages, please let us know.**

### Fee Amounts

In accordance with the Housing Act 2004 section 87 (7), the fee amounts are based on:

- a) The staff time taken to process the application;
- b) The costs of delivering the designation, including staffing, on costs, and internal recharges.

The Council wants a Selective Licensing fee structure that rewards landlords who comply in a timely manner and will also look to recoup its additional costs where landlords fail to come forward during the licensing timescales or provide incomplete applications which require additional work from the team.

The Council is not permitted to make a profit/surplus from the scheme, and to ensure that the fees remain reasonable and proportionate it will regularly review the cost of running the scheme and the projected revenue stream from licences.

This might mean that the fees charged may need to be adjusted upwards or downwards in future depending upon whether the applications received deviate from the assumed profiles.

The fee structure for the selective licence scheme is as follows:

Application fee - £500 per property (this payment must accompany your application); and

Annual fee - £120 per property per year or part year

**Full payment\*\* must be made within 30 days of written confirmation from the Council that the application will be approved otherwise there will be no discount and no licence. The licence will only be issued upon receipt of the Application fee and the Annual fee by the Council (or where structured fee payments have been agreed).**

An applicant will be charged the full annual fee(s) from the date that the property first became licensable (i.e. the first date within the life of the designated Area that the property was rented out without a licence). Where the application is made in the last quarter of the licensing year, a 25% discount may be applied to that year's annual fee (licensing years begin on the first day of the designation coming into effect and on the anniversary of this date each year thereafter – until the end of the designation).. This discount would only be applicable where no additional officer time had been spent in researching or monitoring the

property, prior to the application being submitted and where an earlier application was not possible.

The licence holder or applicant will be invoiced with the Annual fee payments due to be paid on the 5<sup>th</sup> March each year.

We will only give you a refund of the application fee if you have made a duplicate application or you made an application for an exempted property by mistake.

Where a licence is refused or revoked, the applicant or licence holder will not be entitled to any refund of fees and will still be required to pay any outstanding charges linked to the application.

The costs covered by the 'Application fee' include the initial set up of the scheme, the development, determination and production of policies and procedures, the administration and management of the scheme, provision of advice and guidance and material for the website and on-costs.

The costs covered by the 'annual fee' include compliance, monitoring, enforcement activities and additional inspections.

### **Fee Discounts**

The following discounts will apply:

Discounts to be deducted from the total (application + annual) fee to be paid

Applicable discounts	
Discounts to be deducted from the above standard fee	
<p>A discount of £200 will be applied to the overall cost of the above fee if the applicant submits a fully completed application form with all requested documentation and full payment within 3 calendar months of the designation coming into effect.</p> <p>After the first 3 months of the designation, a discount of £200 will be applied to the overall cost of the above fee if the applicant submits a fully completed application form with all requested documentation and full payment within 3 calendar months of the property being rented out for the first time.</p>	£200
<p>A discount of £50 will be applied to the overall cost of the above fees if the applicant/ Landlord is a full member of NLA, RLA or other recognised national agency or group.</p>	£50

<b>MULTIPLE PROPERTIES – DISCOUNT TO OWNERS FOR 2<sup>nd</sup> AND SUBSEQUENT APPLICATIONS</b>	£50
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**NB** Applicants will only be entitled to these discounts where a full and complete valid application has been submitted within the first 3 calendar months of the designation and/or within 3 calendar months of the property being rented out for the first time.

Entitlement to these discounts is also conditional upon payment being made as set out in this policy (\*\*see above).

Please note owners/applicants who have failed to pay their previous licensing costs in full will not be eligible for any of the above discounts or to pay in instalments. This includes applications relating to licensable properties that should have been licensed by the current owner(s) under the 2012 scheme but the owner(s) failed to do so.

### **Further Information**

If you would like more information or think that a decision we have made is wrong please contact the Private Rented Team at:

Private Rented Team  
Regeneration and Housing  
Scaitcliffe House  
Ormerod Street  
Accrington  
BB5 0PF

or at

Email: [selectivelicensing@hyndburnbc.gov.uk](mailto:selectivelicensing@hyndburnbc.gov.uk)

or by telephone on 01254 388111.

December 2017