

<b>Licensing Fees with effect from 1 April 2012. To be reviewed during 2017</b>	
New Licence application fee for a 5 person HMO. The licence will usually be 5 years from the date of issue with a minimum of 2 years**	£750
Additional person fee for each additional person for a licence	£25
Licence renewal application fee for 5 person properties that comply with the following conditions: <ul style="list-style-type: none"> <li>• Properties must comply with the Council's standards or have existing arrangement approved from the first licence.</li> <li>• There are no changes from the original licence other than complying with licence conditions and standards or improvements over and above standards</li> <li>• The application is made before expiry of the previous licence</li> <li>• Licensee and Manager to be as per expiring Licence with any variations as approved within the licence period.</li> </ul> The licence will usually be for a term of 5 years from the date of expiry of the previous licence	£430
Additional person fee for each additional person for a licence renewal	£10
Fee where the application for a full licence is overdue by 2 months**	£150
New licence where the licence is taken over by another landlord or another family member etc. It is a new licence but to take it over for remainder of the licence period.	£360*
Withdrawal of licence application before the licence has been issued - applies to licence application and licence renewal application, additional person fee, but does not apply to overdue fee.	50% refund

Notes:

\* If the existing licence is in the last few years it will be more beneficial to apply for a new 5 year licence (£750 + £25 per person over 5 persons)

\*\*Licences will usually be for 5 years. Where a licence is not applied for before occupation, subject to a minimum period of 2 years, the licence will be timed to expire 5 years from the date the licence should have been issued, if the licence had been applied for at the appropriate time