

## **COMPULSORY HMO LICENSING FEES**

Runnymede has set a fee level that reflects the actual cost of administering an HMO licensing scheme in the Borough.

### **To keep the administrative costs down and fees proportionate the Council:**

- i. Has not included a multiplier to generate a fee for the specific number of rooms;
- ii. Will only carry out one "Fit and Proper" person test on a landlord with more than one licensable property;
- iii. Will differentiate fees depending on amount of work needed required to issue the licence;
- iv. Will charge a fee that covers the period of the licence and raise fee levels if it is found, perhaps by systematic audit checks, that standards do not meet those set out at application and require further action/ intervention.

It is recognised in the fee structure that landlords have a role to play in keeping costs reasonable by co-operating with the Council and providing information up front and in the right format.

### **The Fee Structure**

The Council has ensured that the fee structure is simple and straightforward. The fee covers the term of the licence (5 years). The basic fee structure is as follows:

- i. **Basic Fee - £630**
- ii. **Assisted Application or Undeclared HMO - £777**

\* The licensing fee is non-refundable if the property ceases to become a licensable HMO at any point after it has been issued.

### **Fee Adjustments**

- i. A reduction of £74 will be applied where an applicant owns more than one licensable HMO dwelling as the 'Fit and Proper' part of the assessment will need to be undertaken once only.
- ii. Where an application is refused on the grounds that the applicant is not deemed 'Fit and Proper' to be the license holder, a new application may be submitted by a different manager at a cost of £74 to reflect the cost of undertaking the required additional 'Fit and Proper person' checks.
- iii. Assisted applications include applications that require substantial assistance from Council officers to complete a full application and circumstances where incomplete applications are submitted that require additional officer time to resolve.