

Appendix 4

Property Licensing

Schedule of Proposed Fees, Charges and Discounts

London Borough of Hackney



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 Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.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.
- 1.5. Licences will be granted for the duration of the scheme (up to 5 years) unless we have concerns about the management, use, condition or occupation of the property, in which case we may grant a licence for a shorter period.
- 1.6. Where we take enforcement action, the licence may be revoked or varied to a shorter term. If the licence is revoked, and the property continues to be rented out, a new application will have to be made and a new licence fee paid at the standard rate.
- 1.7. Licences are not transferable. If a person wants to become the new licence holder for a property, they must apply for a new licence, and pay a new licence fee.

2. Licence Fees

Licence Type	Part A	Part B	Total Fee
Selective	£555	£370	£925
Additional HMO	£840	£560	£1,400

3. Discounts

Nature of discount	Amount (Selective)	Amount (Additional)
EPC B and above	£100 off Part B	£100 off Part B
EPC C	£50 off Part B	£50 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 (£555)	Part B (£370)	Total payment after discount
EPC B and above	Properties must have an EPC rating of B or above	£100 (off Part B)	£555	£270	£825
EPC C	Properties must have an EPC rating of C	£50 (off Part B)	£555	£320	£875
Accredited Landlord	Landlords accredited or members of specified schemes (Refer to 3.3 below)	£100 (off Part B)	£555	£270	£825
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 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.	£455	£370	£825

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 (£840)	Part B (£560)	Total payment after discount
EPC B and above	Properties must have an EPC rating of B or above	£100 (off Part B)	£840	£460	£1300
EPC C	Properties must have an EPC rating of C	£50 (off Part B)	£840	£510	£1350
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 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)

- 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 Temporary Exemption Notice (TEN) made by the council	New application fee
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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 **£925 (£555 for Part A; £370 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)
EPCB	EPC B and above	£100 off Part B	£100 off Part B
EPCC	EPC C	£50 off Part B	£50 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 B or above discount is applicable where a property has an EPC rating of B or above.

Scenario A	Property	Discount	Part A	Part B	Total Fee
Landlord has one property with an EPC rating of B	1	Part B reduced by £100	£555	£270	£825
	Total		£555	£270	£825

6.2. Scenario B

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

Scenario B	Property	Discount	Part A	Part B	Total Fee
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The landlord is accredited and has three properties, each in a different part of the designated area. Properties 1 and 2 have and EPC rating of D. Property 3 has an EPC rating of B.	1	Part B reduced by £100 (£100 ACLL)	£555	£270	£825
	2	Part B reduced by £100 (£100 ACLL)	£555	£270	£825
	3	Part B reduced by £200 (£100 ACLL) + (£100 EPCB)	£555	£170	£725
		Total	£1,665	£710	£2,375

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 and has four flats in a building converted into self-contained flats. Property 1 has an EPC rating of D. Property 2 has an EPC rating of C. Properties 3 and 4 have an EPC rating of B.	1	Part B reduced by £100 (£100 ACLL)	£555	£270	£825
	2	Part A reduced by £100 (£100 MD) Part B reduced by £150 (£100 ACLL) + (£50 EPCC)	£455	£220	£675
	3	Part A reduced by £100 (£100 MD) Part B reduced by £200 (£100 ACLL) + (£100 EPCB)	£455	£170	£625
	4	Part A reduced by £100 (£100 MD) Part B reduced by £200 (£100 ACLL) + (£100 EPCB)	£455	£170	£625
		Total	£1,920	£880	£2,750