

## APPENDIX A

**HMO LICENSING – CALCULATION OF LICENCE FEE**

5. Detailed assessment to decide whether the application is valid. Would include checking validity of gas safety certificates and whether sufficient detail has been provided within the application. Past history of HMO checked against property file. Database updated	£27.76	£13.88
6. Check application details/property file to ascertain whether sufficient information provided to establish whether the applicant is a fit and proper person. (If further checks required, refer to “additional costs on page 3)	£27.76	£6.94
7. Based on the information supplied decide level of fee to be charged. Prepare invoice & send to applicant with covering letter. Database updated.	£27.76	£13.88
8. Appropriate fee paid by applicant (either by post or in person to cash office). Receipt provided and payment processed. Private Sector Housing team advised. Property file and database updated.	£27.76	£27.76
9. Check application details/plan of property to ascertain whether the HMO is suitable. Decide priority for HMO inspection programme. Prepare schedule of conditions. (If further checks required, refer to “additional costs” on	£27.76	£27.76

	<b>page 3)</b>		
	<b>10. Applicant is a fit and proper person and the HMO is suitable. Prepare HMO licence certificate and accompanying documentation and covering letter.</b>	<b>£27.76</b>	<b>£13.08</b>
	<b>11. Details of licence checked and certificate signed. Licence sent to applicant</b>	<b>£27.76</b>	<b>£6.94</b>
	<b>12. Database and public register updated</b>	<b>£27.76</b>	<b>£6.94</b>
	<b>13. Re-visits carried out during the term of licence to check compliance with the conditions of the licence.</b>	<b>£27.76</b>	<b>£222.08</b>

<b>Total licence fee</b>	<b>£395.00</b>
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( Detailed information held on file - Private Sector Housing Team)