

APPENDIX B

HMO Licence Application**Example of - additional costs* that can be incurred if submitted application is not complete**

1. Property is already known to the Housing Team and plan of layout of property is already available to be sent to the Landlord.	
2. Property is not known to the Housing Team and Landlord requests Authority to visit property and prepare required plan	£208.20*
3. Landlord does not make full and valid application. It is necessary to return the application to the landlord.	£20.82*
4. Property is not known to the Housing Team. Checks with Planning/Building control have to be carried out.	£6.94*
5. Landlord not known to the Housing Team. There is cause to doubt that he/she is a fit and proper person. Further checks required.	£20.82*
6. Property is not known to the Housing Team. There is need to carry out verification visit.	

Total: **£256.78**

Basic HMO fee (£395.00) ref. Appendix A
plus additional costs (Nos. 2 to 5: £256.00)

Total cost: £651.00