

SELECTIVE LICENSING SCHEME - FEE STRUCTURE 2019

TABLE 1 – INDIVIDUAL PROPERTY LICENCE - APPLICATION FEE(S)

Description	Comments	Fee
Individual Property Licence Standard Fee	This fee is applicable to applications made by non-accredited landlords	1 st payment (Part A) £520 2 nd payment (Part B) £370 Total £890
Individual Property Licence Accredited Landlord Fee	This fee is applicable where the proposed Licence Holder is accredited with the Nottingham Standard (through either Unipol, ANUK or DASH)	1 st payment (Part A) £485 2 nd payment (Part B) £185 Total £670

TABLE 2 – Block Licence Application Fee(s)

Description	Comments	Fee
Block Licence Application Standard Fee	<p>This fee is applicable to an applicant who wishes to apply for a Block Licence, but who is not an accredited Landlord by one of the Council's recognised providers.</p> <p>The applicant must read and ensure that their application can meet the conditions set out within the Council's Policy for applications for Block Licences [insert weblink].</p> <p>Note: for the purposes of the Executive Board Report. The Policy is shown at Appendix 1.</p>	<p>Standard Initial Block Base Fee - £2720 which comprises of the following:</p> <p>1st payment (Part A) - £1,195 2nd payment (Part B) - £1,525</p> <p>Standard Fee per dwelling within the Block Building is £425 which comprises of:</p> <p>1st payment (part A) - £260 per flat 2nd payment (part B) - £165 per flat</p> <p>Note: Please refer to the Policy at Appendix 1 for worked examples on how the above fees are used to calculate an overall fee for the Block Building Licence.</p>
Block Licence Application Fee for Accredited Landlord	<p>This fee is applicable where the proposed Licence Holder is accredited with the Nottingham Standard (through either Unipol, ANUK or DASH).</p> <p>The applicant must read and ensure</p>	<p>Accredited Landlord - Initial Block Base Fee - £2025</p> <p>1st payment (Part A) - £1,195 2nd payment (Part B) - £830</p>

Description	Comments	Fee
	<p>that their application can meet the conditions set out within the Council's Policy for applications for Block Licences [insert link].</p> <p>Note: for the purposes of the Executive Board Report. The Policy is shown at Appendix 1.</p>	<p>Accredited Landlord per dwelling within the Block Building licence fee is £385 which comprises of:</p> <p>1st payment (part A) - £255 per flat</p> <p>2nd payment (part B) - £130 per flat</p> <p>Note: Please refer to the Policy at Appendix 1 for worked examples on how the above fees are used to calculate an overall fee for the Block Building Licence.</p>

TABLE 3 – PREVIOUS SELECTIVE LICENSING APPLICATION FEES BY DATE

Date	Other information	Fee
August 2018 – now	Non- accredited fee	1 st Payment (Part A) £460 2 nd Payment (Part B) £320 Total £780
	Accredited Fee	1 st Payment (Part A) £360 2 nd Payment (Part B) £120 Total £480

TABLE 4 – Other applicable fees

Applicable fees will become payable during licence application process if any of the criteria detailed in the table below is met. These fees will be collected in addition to the 1st Part A payment & 2nd Part B payment. The licence application will not be considered ‘duly made’ until all applicable fees have been calculated and paid with the 1st Part A payment or shall be payable on request.

Please note the fees in Table 4 are non-refundable.

Description	Fee	Comments
Finder’s fee	£200	The finder’s fee is applied where the Council has to do extra administrative and/or investigation work to identify an unlicensed property and bring it within the licensing regime. The application will not be processed until all fees have been paid in full. Applicable in addition to the 1st Part A payment in Table 1 and 2 and shall be payable on request.
Fee to move between HMO (part 2 of the Housing Act 2004) and selective licensing (part 3 of the Housing Act 2004) and vice versa.	Relevant fee for the appropriate scheme	<u>Application under different Part of Housing Act 2004 – After Grant of Licence</u> Once a licence has been granted under one Part of the Housing Act 2004 (“the Act”) and then a Licence Holder wishes to apply for a new Licence under a different Part of the Act, the Council will require a new application and licence fee for the application under that different Part. Once the Council has processed and granted a licence under the new Part, the Council will concurrently revoke the existing licence under the former Part. <u>Application under different Part of Housing Act</u>

		<p><u>2004 – Prior to determining Licence</u></p> <p>Where an application has been made under one Part of the Act but it has not yet been determined by the Council, and then the Licence Holder informs of his/her wish to change their application to be under a different Part of the Act, the Council will treat the first application as having been withdrawn by the Applicant. The Council will then require a new application and licence fee for the application under that different Part. This is because the Council will have undertaken the processing work in relation to the first application.</p> <p>Licences shall normally be granted for 5 years.</p>
Missed inspections	£50	<p>Failure to attend an agreed inspection a charge shall be levied</p> <p>This fee shall be payable on request.</p>
Extra correspondence and / or changes to the application prior to determining the licence	£40	<p>Where there is a requirement to enter into extra correspondence over and above the standard licensing process.</p> <p>E.g. Obtaining further information to secure a valid licence application which is not provided at the time of application.</p> <p>The charge will also apply where there are changes to the application prior to licence being determined e.g. change of address, change of manager, licence holder etc.</p> <p>Some Landlords have a number of applications at the same time, where changes are requested to multiple applications at the same time (such as change of address, change of manager, licence holder) then the fee required will be calculated on a case by case basis proportionate to the estimated administration time required.</p> <p>If the changes are so significant a new application and fee will be required, e.g. for change of applicant. This is because it impacts significantly on the administration process as new assessments and/or the entire processing may need to be recommenced.</p> <p>Any changes to applications should be notified immediately as delay may impact the likely charges to be applied.</p>

Extra copy documentation	£30	Where a request is made for each duplicate/copy documents. The request will not be processed until this additional fee has been paid. This fee shall be payable on request.
Paper Application Form Request	£35	Paper application forms will remain available on request, a printed application forms will be printed and posted to a UK postal address a charge of £35 shall be required for each form. Please note that the application form is available free of charge on the Council website for download and printing or complete online. This fee shall be payable on request.
Paper Application Form Processing	£65	A charge of £65 shall be applied for each paper application submitted to cover the extra manual cost of processing. This fee shall be payable on request.
Fee to support people completing the application form	£40 per hour. (minimum charge £40)	To assist with those who have repeatedly tried or have a significant challenge in completing the required form
<p>Notices and Orders served under Part 1 Housing Act 2004</p> <p>Not all costs can be recovered from the licence fee. Under Part 1 of the Housing Act 2004 (section 49) the Council can charge for relevant costs linked to enforcement work (for example, where an Improvement Notice is served under Section 11 or Section 12 of the Housing Act 2004).</p> <p>NB Once an invoice is issued, this charge becomes a local land charge on the property.</p>		

Refunds Policy

Applicants will be entitled to a refund of licence fee payments in the following situations:

- on review of an application it is decided that the property does not need a license at the time of application (for example, it falls under one of the exemptions);
- an application has been made for an exempted property by mistake.
- a duplicate application has been made.

Refunds will not be provided in the following situations:

- the property needs to be licensed at the time of application;
- the property is subsequently sold at any point during the application process;
- the Council refuses the application and does not grant a licence;

- the application is withdrawn at any point during the application process;
- the Council revokes (takes away) the licence;
- the Council varies the licence and reduces the amount of time it remains operationally valid;
- the property is refused planning permission.

The fees are not connected to the length of a licence. If a licence is no longer required and the licence holder must request a revocation to cancel the licence before it expires, the Council cannot give a refund for any unused time.

TABLE 5 - VARIATIONS TO EXISTING LICENCES:

Once a licence has been granted and issued, the following variations can be applied for, which no additional fees are charged.

Note: A licence cannot be transferred to anyone else. If the licence holder no longer wishes to hold the licence, they must notify the local authority who will revoke the licence and inform all interested parties.

Proposed Licence Variation	Variation Application Fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.	No fee
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Variation of licence instigated by the Council	No fee
Change of manager (unless they are also the licence holder)	No fee