

## Bath and North East Somerset Council – HMO Licence Fee Calculator

| A<br>Number of<br>units of<br>accommodation | 1 April 2009 to 31 March 2010 |  | 1 April 2010 to 31 March 2011 |  |
|---|-------------------------------|--|-------------------------------|--|
|   | B<br>Fee                      | C<br>Member of<br>L/L assoc,<br>10% discount | D<br>Fee                      | E<br>Member of<br>L/L assoc,<br>10% discount |
| Up to 5                                     | £364                          | £328   | £366                          | £329   |
| 6   | £397                          | £358   | £399                          | £359   |
| 7   | £430                          | £387   | £432                          | £389   |
| 8   | £464                          | £417   | £465                          | £419   |
| 9   | £497                          | £447   | £498                          | £448   |
| 10  | £530                          | £477   | £531                          | £478   |
| 11  | £563                          | £507   | £564                          | £508   |
| 12  | £596                          | £536   | £597                          | £537   |
| 13  | £629                          | £566   | £630                          | £567   |
| 14  | £662                          | £596   | £663                          | £597   |
| 15  | £695                          | £626   | £696                          | £626   |
| 16  | £728                          | £656   | £729                          | £656   |
| 17  | £762                          | £685   | £762                          | £686   |
| 18  | £795                          | £715   | £795                          | £716   |
| 19  | £828                          | £745   | £828                          | £745   |
| 20  | £861                          | £775   | £861                          | £775   |
| Fit and Proper<br>Person fee                | £33                           |  | £33                           |  |

**Any application received on/after 1<sup>st</sup> April 2010 will be charged the fee at the increased rate**

Before claiming discounts, please read Step 3 – Discounts.

## **Working out your HMO Licensing Fee**

### **Step 1 – Identify the number of accommodation units in the property.**

The number of accommodation units in a property will be equal to the:

Number of occupied bedrooms in a shared house

Number of occupied bedsitting rooms in a property split up into bedsits

Number of occupied self-contained units plus the number of bedrooms/bedsits (where there is a mix of accommodation types).

For example, a 3 storey HMO that is occupied by 3 co-habiting couples in 3 rooms and a single person in their own room would be occupied by 7 persons in 4 units of accommodation. In this case, the standard fee for an application made in financial year 2009/2010 would be in column B = £364.

### **Step 2 – Work out the standard fee**

Column A shows the number of households in a property, and column B shows the standard fee for FY 09/10. For example, the fee for a 7 bedroom property would be £430.

### **Step 3 – Discounts**

**Where a property has been operating illegally without a valid licence, then there will be no entitlement to this discount.**

Are you a member of a recognised Landlord or Agent Association?

If you answer Yes, then there is a 10% discount and the fee is listed in column C.

**Note:** Where a landlord association discount is being applied for, proof must be provided e.g. a letter from the association to the person claiming the discount, detailing membership number and confirming current membership.

### **Step 4 – Fit and Proper Person (F&PP) charge**

The fee **does not** include a F&PP charge. If you have not already completed a F&PP declaration (question 14 of the HMO Licence Application), then please add the F&PP charge for the proposed licence holder and add another F&PP charge for any manager (if different from the proposed licence holder).

Therefore, if you are making multiple applications only include the F&PP charge once.

For example, the licence fee for an initial application of a 6 bedroom property with full discounts and where the manager is different to the proposed licence holder, the fee for FY 09/10 would be for  $£397 - 10\% = £354 + £33 \text{ F\&PP (licence holder)} + £33 \text{ F\&PP (manager)} = £420$

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## Step 5 - Paying the Fee

Make out a cheque payable to Bath and North East Somerset Council for the total HMO licence fee amount. Please **do not** send cash.

Fill in the Bath & North East Somerset Council HMO licence application fees sheet and attach the cheque.

**Please note** - supplemental charges, based on officers' hourly rates, may be added to the cost of the licence, where extra work is required or generated above that already included in the cost of the licence fee. For example; the return of an incomplete application or the need for site visits and meetings to assist with the completion of the form, or the need for the Council to make repeated requests for missing information.

Every effort will be made to help and support applicants with the process and these charges will be made in cases where the Council feels it has had to spend a lot of extra time on an application.

### **Additional charges will always be made for the following:**

A fee of £100 will be charged in addition to the standard licensing fee for each property that has been found to be operating without a valid HMO licence by officers of Bath and NE Somerset Council.

### **Discretionary charges for varying a licence and providing additional copies**

| <b>Variation of a final licence</b>   |        |
|---|--------|
| Variation of a licence (Standard West of England variation fee)   | £90.00 |
| Where substantial* alterations to the licence are not required, B&NES will charge the discretionary fee indicated below. This will be instead of the standard £90 charge and not in addition. |        |
| B&NES Standard variation fee  | £45.00 |
| <b>Additional copies**</b>  |        |
| Replacement/additional copy of the licence/or part of, including laminated front sheet.   | £9     |

## **Please Note**

\*Whether a change is substantial will be determined by the Council.

\*\*When a final licence is issued we will send out copies to all relevant interested parties at no additional cost. The cost for additional copies only applies where they have been requested after the final licence has been issued.

Where appropriate the Council reserve the right to charge the full West of England variation fee of £90.

Where extra costs have been incurred, the council reserve the right to pass these costs onto the applicant.

Licences cannot be transferred to new licence holders; where the licence holder needs to be changed a new application must be made and the full cost of the licence must be paid. Refer to the B&NES HMO Licence fee calculator.

These charges are subject to revision at any time.

## **Charging Policy**

Licences are non transferable and relate to a named person and property.  
Where the licence holder changes. a new application must be made together with a full fee.

A licence will not be issued until a complete application and the correct payment has been received by the Council.

Please make cheques payable to Bath and North East Somerset Council. Do not send cash.

Please return the completed fees sheet, along with your fee and completed application form to:

Bath and North East Somerset Council  
Housing Standards Team  
PO Box 3343  
Bath  
BA1 2ZH

Telephone: 01225 396269 or 477082

**The Council reserves the right not to refund fees unless it is legally obliged to do so**

# **Bath & North East Somerset Council**

## **HMO Licence Application Fees Sheet (please return with application)**

Property Address .....

.....

.....

Postcode .....

Licence applicants full name .....

Number of units of accommodation ..... Number of Occupants .....

Standard Fee     £ .....

Please tick which discounts (if any) have been claimed

Discount 1 - 10%     

Landlord/Agent Association name and membership number

.....

|   |     |   |
|---|-----|---|
| Fit and Proper Person (F&PP) Charge Proposed Licence Holder | + £ | not applicable as F&PP charge already paid. * |
|---|-----|---|

|   |     |   |
|---|-----|---|
| Fit and Proper Person (F&PP) Charge Manager (if different to proposed Licence Holder) | + £ | not applicable as F&PP charge already paid. * |
|---|-----|---|

Fit and Proper Person charge already paid for the following properties:

.....

B&NES, Bristol City Council, South Gloucestershire Council, North Somerset Council  
(Please circle which authority).

Additional Charges     £ .....

(see step 5)

Licence Fee Total     £ .....

\* Delete as appropriate

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