FEES FOR LICENSING

This form explains the fee structure for making a licence application and will guide you through calculating the fee you should enclose with your application. An application will not be valid unless it is accompanied by the appropriate fee.

Fees are calculated by combining two elements, the number of units of accommodation and the carrying out of a Fit and Proper Person check.

Properties up to five units per building attract a standard fee of £330 and an additional charge is made for additional units at the rate of £30 per unit.

Each person involved with the management of the property, will only require one Fit and Proper Person check so if you are licensing more than property you only need to pay the £30 fee on the initial property.

Landlords who are members of the following organisations are entitled to a 10% discount of the total fee: Guild of Residential Landlords, National Landlords Association, Residential Landlords Association, South West Landlords Association, Agents Associations: BALMA, ARLA, NALS.

First 5 units of accommodation	=	£330	=		(A)
Fit and Proper Person Check	=	£30 or			(B)
Ref No:					
No of additional units of accommodation		x	£30	=	(C)
No of additional Fit and Proper Person checks		x	£30	=	(D)
Fee before discounts (A+B+C+D)				=	(E)
Membership of Landlords Organisation Discount (-10% of E)				=	(F)
Name of Organisation					
Ref. No:					
TOTAL FEE PAYABLE (E-F)				=	