



Licensing of Houses in Multiple Occupation
application cover sheet

Property Address

Post code _____

Licence applicant's full name _____

Day time telephone number _____

Licence fee (please refer to the attached Licence fee calculator guidance)

Number of households _____

Please tick box if you are claiming a 10% discount for membership of a landlords
of agents association.

landlord or agents association name and membership number

Licence fee total £ _____

Licence fee calculator (fees are VAT- exempt)

Number of households	Fee with F&PP charge	Fee with no F&PP charge	Discount 10% with F&PP charge	Discount 10% without F&PP charge
5	360	330	324	297
6	390	360	351	324
7	420	390	378	351
8	450	420	405	378
9	480	450	432	405
10	510	480	459	432
11	540	510	486	459
12	570	540	513	486
13	600	570	540	513
14	630	600	567	540
15	660	630	594	567
16	690	660	621	594
17	720	690	648	621
18	750	720	675	648
19	780	750	702	675
20	810	780	729	702
21	840	810	756	729
22	870	840	783	756
23	900	870	810	783
24	930	900	837	810
25	960	930	864	837
26	990	960	891	864
27	1020	990	918	891
28	1050	1020	945	918
29	1080	1050	972	945
30	1110	1080	999	972

Step 1

Identify the number of

households in the property.

The number of households in a property will be equal to the;

- number of bedrooms in a shared house
- number of bedsitting rooms in a property split up into bedsits
- number of self contained units combined with the number of bedrooms/bedsits in any shared part of the property (where there is a mix of accomodation types).

Step 2 Work out the standard fee.

The first column shows the number of households in a property and the column next to this will show the standard licence fee for a property with that number of households. For example the fee for a 7 bedroom property would be £420.

Step 3 Do you need to pay the ‘fit and proper person’ (F&PP) charge?

You do not have to pay a F&PP charge where you already have a HMO licence from Bristol City Council, Bath and North East Somerset Council, North Somerset Council or South Gloucestershire Council. This applies where the licence was issued within the last 5 years and you have no new unspent convictions.

If you are making multiple licence applications only include the cost of an F&PP check once.

If there are people who will be managing the property other than the Licence holder they will also need a fit and proper person check. Each extra fit and proper person check will cost an additional £30, which must be added to the licence fee.

The cost of a licence without an F&PP check is shown in the third column of the licence fee calculator. For example where a landlord had previously applied for a licence and there are no additional managers of the property the fee for a 7 bedroom property would be £390.

Step 4 Can you claim a discount?

Discounts only apply if the application is not late i.e. made within three months of the licensing commencement date of 6th April 2006 or within one month from setting up or taking over a licensable HMO. Discounts only apply where the application is complete. You can claim a discount if you are a Landlord or Agent Association member – **10% discount** off the standard fee will apply to anyone belonging to a landlord or agents association recognised by the West of England Councils group. Proof of membership must accompany your licence application to claim this discount. Relevant fees are shown in columns 4 and 5 of the table.

Step 5 Paying the fee

Make out a cheque payable to South Gloucestershire Council for the total HMO licence fee amount. Please **do not** send cash.

Fill in the HMO licence application cover sheet and attach the cheque. Then send the cover sheet and cheque with the completed application form to, Private Sector Housing, South Gloucestershire Council, Riverside Court, Building 2, Bowling Hill, Chipping Sodbury, Bristol, BS37 6JX

Charging Policy

Licences are non transferable and relate to a named person and property. No refund of the licence fee will be given after the licence is issued. A licence will not be issued until a complete application and payment have been received by the Council.