

Sandwell Metropolitan Borough Council

Licensing Fees for Houses in Multiple Occupation (HMO)

Licensing Fees Schedule

Note: Fees are subject to Consumer Price Index (CPI) increases.

Table 1

Our licence fee structure consists of two stages:

The Stage 1 fee must be paid when you make the application for the application process costs. Please only pay the Stage 1 fee when you make your licence application.

The Stage 2 fee must be paid within 14 days of Decision to Issue the Licence and it will be a condition of the licence that this fee is paid. We will advise you of the Stage 2 fee if and when we serve our 'Intention to grant the licence' (Draft Licence).

Type of Property & Discount	Proposed Fee
All property types and sizes including each individual self-contained flat within a larger building operating as a HMO.	Initial licence fee: £938.02 in two payments Stage 1 Fee – Payable at the time of making the application = £601.44 Stage 2 Fee – Payable once the Council has determined to Grant a Licence. = £336.58 Renewal licence fee: £667.65 in two payments 1st payment = £465.58 2nd payment = £202.07
Landlord Accreditation (MLAS)	Discount of £165.00 per initial licence application (where the accredited landlord is also to be the licence holder or the accredited agent is also to be the licence holder as the owner cannot be deemed to be fit and proper and able to hold the licence) where the landlord or agent acting as licence holder is a current member of the Midland Landlords Accreditation Scheme at the time of application. This discount does not apply to applications where an accredited managing agent is being nominated as the manager only and not also as the licence holder.
Membership of a nationally recognised professional landlord's association	Discount of £55.00 per initial licence application for membership of the National Residential Landlords Association (NRLA) or equivalent at the time of application.
Multiple Applications	Discount of £55.00 for second and subsequent licence applications where more than one licence application is made by or on behalf of the same owner at the same time.

Table 2 – Variation Fees Schedule

These fees are payable on application for a licence variation where a licence remains in force at the time of the application.

Proposed License Variation	Proposed Fee
Change of address details of the licence holder, manager or owner. This fee shall be payable on request.	£50 fee
Change of mortgagor, owner, freeholder or leaseholder unless they are the existing licence holder. This fee shall be payable on request.	£50 fee
Reduction in the number of maximum occupiers and/or households. This fee shall be payable on request.	£50 fee
Variation of licence instigated by the council	No fee
Change of licence holder	New Application fee - to be worked out as per Table 1
Change of manager, provided they are not also the licence holder. This fee shall be payable on request.	£50 fee
Increase in the number of maximum occupiers and/or households for licensing purposes – by increasing the number of habitable room, increasing of room sizes or by the provision of additional amenities. This fee shall be payable on request.	£50 fee

Table 3 – Other Fees Schedule

These fees are payable as appropriate

Circumstances	Proposed Fee
Continued incomplete application / evidence requirements following two reminders. This fee shall be payable on request.	£100 fee
Issuing of a Temporary Exemption Notice	No fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the Council	New application fee - to be worked out as per Table 1
Revocation of licence	No fee
Application to licence following revocation of licence	New application fee - to be worked out as per Table 1

Licence application processed and refused by the Council	Refund of compliance inspection and license process £540.00
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) or a duplicate application is made	Full refund
Licence issued but property ceases to require a licence during the five-year life of a licence	No refund.