Appendix 7 - Selective Licensing Fees

Section 87of the Housing Act 2004 allows the Council to require that the licence application to be accompanied by a fee fixed by the authority. The selective licensing fees are set to cover the cost of administering the licensing schemes functions (administration and enforcement) under the Housing Act 2004. As with our existing licensing schemes the grant of a licence will be subject to the payment of the full fee.

The licence fee has been set using assumptions about the level of income the fees will generate, based on the number of properties that we expect to be licensed during the life of the schemes, the activities involved. Staffing and other resources necessary to administer, run and enforce the scheme been included to calculate the overall cost of licensing. Our fees will be kept under review.

A £40.00 discount per property application is offered if the property licence holder or managing agent is accredited to the London Landlord Accreditation Scheme (LLAS).

Licences will normally be granted for the duration of the scheme (up to 5 years). Where we have concerns about the management and use or occupation of the property, we may grant a licence for a shorter period, usually for 1 year. A typical example will be where the application processing stage indicates a breach of a mandatory condition. The reason for a shorter period will always be given with the Housing Act 2004, schedule 5 notices proposing to grant, and granting the licence.

The schedule of our selective licence fees and associated charges is set out below:

Licence Applications Fees

Scheme	Full Fee	Part 1- Fee on Application (non-refundable)	Part 2- Fee on Grant of Licence
Selective	£640.00	£340.00	£300.00

Licence Applications Renewal Fees

Scheme	Full fee	Part 1 -Fee on Application (non-refundable)	Part 2 - Fee on Grant of Licence
Selective	£600.00	£300.00	£300.00

Additional charges associated with the application process

Council assistance provided to complete an application.	Fee
For those applicants that are not able to complete an online application form the Council will offer an assisted service. This will enable you to make an application by telephone or by coming into Brent's Civic Centre, by appointment, and we will help you complete the form online.	£100.00

Application type	Fee or charge
Taking a licence back (revocation)	None
Application to licence after one has been taken away	Initial application fee
Applicant withdraws application	Initial application fee with no refund
Mistaken application (see refund policy)	Refund
Temporary Exemption Notice (TEN) made by the council or granted	No fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	Initial application fee
Change of licence type – e.g., if a single dwelling (selective) is re-let or become occupied as a House in Multiple Occupation or a change from an HMO licence to a selective licence	New application fee

Licence variation fees - *For a licence variation where the property is already licensed.*

Proposed variation to the licence	Fee
Change of details of any existing licence holder, manager, owner, mortgagor, freeholder or leaseholder	None
Change of mortgagor, owner, freeholder and leaseholder (unless they are also the licence holder or manager)	None
Reduction in the number of occupiers and/or households for licensing purposes	None
Variation of licence started by the council	None
Change of manager (unless they are also the licence holder)	None
A larger number of occupiers and/or households for licensing purposes through increasing the number or size of rooms, and/or amenity provision (unless there is a change of licence type - from Selective to Additional or mandatory HMO)	None
Change of the existing licence holder	A new application plus fee must be made

Discounts

	Fee Reduction
Landlord Accreditation Scheme Membership off new (First time) applications. The discount is applied to the 2nd part fee payment.	£40 per Property application

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