



**LONDON BOROUGH OF BRENT**  
**Appendix 7 – Brent Licensing Fee Charging Structure**

The licensing fees are set to cover the cost of administering the licensing schemes functions (administration and enforcement) under the Housing Act 2004.

**Licence Applications Fees**

Scheme	Full Fee		Part 1- Fee on Application (non-refundable)	Part 2- Fee on Grant of Licence
<b>Mandatory</b>	£840.00	Application, processing and inspection of up to 5 habitable rooms (lounge, dining room or bedroom)	£540.00	£300.00
	£25.00	For each additional habitable room a charge per room of....		
<b>Additional</b>	£840.00		£540.00	£300.00
<b>Selective</b>	£540.00		£340.00	£200.00

**Licence Applications Renewal Fees – *Where an applicant makes a declaration to confirm no changes to circumstances or property since 1<sup>st</sup> application and the application is made before the expiry of the existing licence***

Scheme	Full fee		Part 1 -Fee on Application (non-refundable)	Part 2 - Fee on Grant of Licence
<b>Mandatory</b>	£740	Application, processing and inspection of up to 5 habitable rooms (lounge, dining room or bedroom)	£440.00	£300.00
	£25	For each additional habitable room an additional charge per room of....		
<b>Additional</b>	£740		£440.00	£300.00
<b>Selective</b>	£500		£300.00	£200.00

## Additional charges associated with the application process

Council assistance provided to complete an application.	Fee
<i>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 on line.</i>	£100.00

### Other fees and charges

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	Refund
Temporary Exemption Notice (TEN) made by the council	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 as a House in Multiple Occupation or change from an HMO to 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)	None
Change of the existing licence holder	A new application must be made

### Discounts

	Fee Reduction
Landlord Accreditation Scheme Membership off new (First time) applications. The discount is applied to the 2 <sup>nd</sup> payment.	£40

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