

## **Appendix B - Fee and Charging Structure for the Implementation of Selective Licensing**

### Introduction

1. Part 3 of the Housing Act 2004 outlines that the Authority may require the application to be accompanied by a fee fixed by the authority.
2. The Authority is not permitted to make a profit from the introduction of Selective Licensing programme and any surplus must be ring-fenced for use on the scheme. The fees should, however, take account of all costs incurred in administering selective licensing schemes.
3. Recent case law in relation to the European Services Directive requires local authorities to separate out the cost of processing an initial application from those costs associated with the ongoing administration of a scheme.
4. All fees are payable in two stages, at the application stage and upon granting the licence.
5. The fee structure will be reviewed annually.

### Role of charging structure

6. The purpose of this document is to establish a transparent charging policy.
7. Applications will be charged the full amount to accompany the application form. At the Council's discretion a payment plan or direct debit may be established to agree to payments to be made over an agreed period of time.

### Reduced Fees

8. Applications for licences in the last six months of the designation will be eligible for a reduced fee of 50%, this is where properties have not been licensable prior to the 6 month deadline.
9. Applications for a property during the designation will be based on the agreed fee structure.
10. Licenses are non-transferrable. Applications resulting from a change in ownership of a licensed property will be charged the full standard fee.

### Fee Reimbursements

11. Applications will be charged the full amount; payment is to accompany the application form. At the Council's discretion a payment plan may be established to agree to payments to be made over an agreed period of time, any such plan/agreement can only be repaid by direct debit.
12. A fee will not be reimbursed if a property is sold before the end of the designation area.
13. Where a licence is refused or revoked, the applicant or licence holder will not be entitled to any refund of fees and will still be required to pay any outstanding charges linked to the application.

#### Fee Amounts

14. The structure is based on;

- a) The staff time taken to administer the selective licensing schemes along with overheads and recharges.

#### Fee Discounts

An accredited landlord will be entitled to a 30% discount; a landlord must be accredited at the time of the designation areas come into force.

A discount of £100 will be applied to the overall application cost of the fee if the applicant submits a fully completed application form and all requested documentation within 3 months of the designation area coming into force. Payment must be received in full or a direct debit payment plan agreed. Failure to continue to make the annual direct debit payment will result in the loss of the early application discount.

#### Payment Methods

15. Payment in full should be made with the application documents.
16. Where the applicant experiences difficulty in paying the full amount, a payment plan may be agreed, enabling the full amounts to be paid in instalments, at the Council's discretion any such plan/agreement can only be repaid by direct debit.

#### Fee

Application with one property	£750
Additional property	£670
Accreditation Discount	30%
Early Application Discount	£100

#### Fee Examples

**An accredited landlord with 1 property submitting their application within the first 3 months:**

£425 due on application. (application fee with the 30% discount and £100 discount)

**An Accredited landlord with 1 property who does not submit their application within the first 3 months:**

£525 due on application (application fee with the 30% discount)

**A non accredited landlord who does not submit their application within the first 3 months:**

£750 due on application

**An Accredited landlord with 2 properties submitting their application within the first 3 months:**

£894 due on application (application fee plus 1 additional property fee with the 30% discount and £100 discount)

**An Accredited landlord with 2 properties who does not submit their application within the first 3 months:**

£994 due on application (application fee plus 1 additional property fee with the 30% reduction)

**A non-accredited landlord with 2 properties who does not submit their application within the first 3 months:**

£1420 due on application.