

HMO Licensing Fees discount guide

The following table provides a guide to the fees applying to different HMO properties, and as adjusted for the various discounts available. Please note that this table should be used as a guide only.

Shared Houses

No. occupiers	Basic Fee	10% Discount	20% Discount	Renewal Fee
3	£841.00	£756.90	£672.80	£588.00
4	£855.00	£769.50	£684.00	£599.00
5	£869.00	£782.10	£695.20	£611.00
6	£883.00	£794.70	£706.40	£622.00
7	£897.00	£807.30	£717.60	£633.00
8	£911.00	£819.90	£728.80	£644.00
9	£925.00	£832.50	£740.00	£656.00
10	£939.00	£845.10	£751.20	£667.00
11	£953.00	£857.70	£762.40	£678.00
12	£967.00	£870.30	£773.60	£690.00
13	£981.00	£882.90	£784.80	£701.00
14	£995.00	£895.50	£796.00	£712.00
15	£1,009.00	£908.10	£807.20	£724.00

HMOs converted into bedsits and/or self contained flats

No. units	Basic Fee	10% Discount	20% Discount	Renewal Fee
2	£981.00	£882.90	£784.80	£701.00
3	£1,037.00	£933.30	£829.60	£746.00
4	£1,093.00	£983.70	£874.40	£792.00
5	£1,149.00	£1,034.10	£919.20	£837.00
6	£1,205.00	£1,084.50	£964.00	£882.00
7	£1,261.00	£1,134.90	£1,008.80	£927.00
8	£1,317.00	£1,185.30	£1,053.60	£973.00
9	£1,373.00	£1,235.70	£1,098.40	£1,018.00
10	£1,429.00	£1,286.10	£1,143.20	£1,063.00
11	£1,485.00	£1,336.50	£1,188.00	£1,108.00
12	£1,542.00	£1,387.80	£1,233.60	£1,154.00
13	£1,598.00	£1,438.20	£1,278.40	£1,199.00
14	£1,654.00	£1,488.60	£1,323.20	£1,244.00
15	£1,710.00	£1,539.00	£1,368.00	£1,289.00
16	£1,766.00	£1,589.40	£1,412.80	£1,335.00
17	£1,822.00	£1,639.80	£1,457.60	£1,380.00
18	£1,878.00	£1,690.20	£1,502.40	£1,425.00
19	£1,934.00	£1,740.60	£1,547.20	£1,470.00
20	£1,990.00	£1,791.00	£1,592.00	£1,516.00

Hostels and Guest Houses

Occupiers	Basic Fee	10% Discount	20% Discount	Renewal Fee
>10	£869.00	£782.10	£695.20	£611.00
11-20	£1,149.00	£1,034.10	£919.20	£837.00
21-40	£1,429.00	£1,286.10	£1,143.20	£1,063.00
41-60	£1,710.00	£1,539.00	£1,368.00	£1,289.00
61-80	£1,990.00	£1,791.00	£1,592.00	£1,516.00
81+	£2,270.00	£2,043.00	£1,816.00	£1,742.00

HMO Licensing Team

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HMO Licensing

Guide to Fees

April 2012-2013

The cost of a licence depends on the type of HMO being licensed, and the number of persons, or units, in the property. The Council charges a fee in order to cover the administration costs of the licence procedure, and the resources needed to regularly inspect licensable properties. We work with other local authorities to produce a consistent approach to setting licence fees. If you would like more information about how licence fees are calculated, please contact the HMO Team at the address given on the bottom of this fact sheet.

The following guide gives an indication of fees for licensing each of the three categories of HMOs. Once your application has been submitted, your licence fee will be calculated and you will be sent an invoice.

Licence fee discounts

A discretionary 6 month period was allowed at the beginning of the additional licensing scheme, during which persons making an application were eligible for an additional 15% "early application" discount. This period has now expired, and standard fees therefore apply.

10% licensing fee discounts are available for landlords/freeholders who are licensing multiple properties, or are members of certain accreditation schemes. Should both of these apply, the applicant will be eligible to the maximum 20% discount for each application being made.

Additional Charges

The Council's HMO Licensing team will be carrying out a program of proactive street surveys to identify properties that require licensing. If we find a licensable HMO for which an application has not been made, a 30% increase on the standard fee will be applied. Therefore if you are a landlord, or person otherwise having control of a property that may be licensable, we urge you to contact us for advice as soon as possible. You may also find the 'self test' on our website helpful, which guides you through a series of questions about your property, to determine whether a licence may be required. The test can be found at www.hastings.gov.uk/hmo.

The 30% uplift on the licence fee for unlicensed HMOs is made in order to cover the additional administrative costs incurred in carrying out proactive street surveys and inspections, and is not to be confused with penalties for failure to apply for a licence. It is an offence, under the Housing Act 2004, for a person having control of a licensable HMO, to fail to apply for a licence, and a person committing such an offence may be liable to a fine of up to £20,000.

If prosecuted, they may also be required to pay rents received in respect of the unlicensed property. For more information about penalties relating to HMO Licensing, please refer to the information on our website at www.hastings.gov.uk/hmo.

Are licensing fees refundable?

Licence fees are not refundable for unused licence periods. The only situation where a refund may be given is where it can be demonstrated that the respective property was not an HMO, and that a fee was charged for a licence which was not/is not required.

Can I pay the fee by installments?

Unfortunately we cannot accept payment of the fee by installments, and fees must be paid in full before a licence can be issued. Details of how to make payment are given on the back of the invoice you will receive - if you are experiencing difficulties with making payment, please contact the Council's Revenue Services Team as soon as possible on 01424 451509.

Properties previously registered under the 2004 HMO Registration Scheme.

If you have previously made a full application, and paid a fee to register your property under the Council's previous 2004 HMO Registration Scheme, your registration will be 'passport' into the new Additional Licensing Scheme, and no further fee will be payable. We will, however, require you to complete a new application form, to ensure that we have up to date information about your property.

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