

Fees and Charges for Additional and Selective Private Rented Property Licence

Private Rented Property Licensing Schedule of Fees and Charges

1. Initial Licence Fees Applicable for Selective Licence
2. Initial Licence Fees Applicable for Additional Licence
3. Renewable Licence Fees Applicable
4. Variation Application Licence Fees Applicable
5. Other fees and charges applicable including
6. Mandatory Homes of Multiply Occupancy Licence fees

1. Initial Licence Fees Applicable for Selective Licence

- 1.1 All fees are applicable on application for a licence. All Licences will expire on the 31 August 2019 unless the London Borough of Barking and Dagenham has issued an annual licence.

The fee and licence duration structure is set out below:-

Applicants who apply after the commencement date of the licensing designations	£506.00 for the duration of the scheme
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Applicants who apply after the commencement date of the licensing designations and are landlords with previous management contraventions or are of concern*	£506.00 for a one year licence
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- 1.2 Where the London Borough of Borough of Barking and Dagenham has had to take enforcement action, the licence may be revoked or varied by LBBDD and require a new licence to be applied for.

2. Initial Licence Fees Applicable for Additional Licence

- 2.1 All fees are applicable on application for a licence. All Licences will expire on the 31 August 2019 unless the London Borough of Barking and Dagenham has issued an annual licence.

The fee and licence duration structure is set out below:-

Applicants who apply after the commencement date of the licensing designations	£700 for the duration of the scheme
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Applicants who apply after the commencement date of the licensing designations and are landlords with previous management contraventions or are of concern*	£700 for a one year licence
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- 2.2 Where the London Borough of Borough of Barking and Dagenham has had to take enforcement action, the licence may be revoked or varied by LBBDD and require a new licence to be applied for.

3. Renewal

3.1 The renewal fee shall be the same as a new applications (full rate)

4. Variation Application Licence Fees Applicable

Licence Variation	Variation Application Fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc	No fee
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Variation of licence instigated by the Council	No fee
Change of licence holder (Full fee applicable to licence type)	£506.00 or £700.00
Change of manager (unless they are also the licence holder)	No fee
Increase in the maximum number of occupiers and/or households resulting in changing from a selective licence to additional licence will be £300.00. This sum accounts for the difference in fee of £194.00 and also £106.00 administrative costs for a further compliance visit.	£300.00

5. Other Fees and Charges Applicable

5.1 These fees are applicable as appropriate in relation to licensing applications, or where properties are licensed.

Action	Applicable Fee
Revocation of licence	No fee
Application to licence following revocation of licence full applicable fee	£506.00 or £700.00
Application refused by the Council	Application fee with no refund
Application withdrawn by the applicant	Application fee with no refund
Application made in error – out of borough	No fee, and a refund will be made

*A Person of concern is a person who has or is being investigated for fraud relating to tenancies or is subject to enforcement action or prosecution relating to contraventions under the Housing Acts and associated regulations

Houses in Multiple Occupation Fees

6. Mandatory HMO fees

For each application for a five year licence	Up to 5 habitable rooms	6 – 10 habitable rooms	More than 10 habitable rooms
Application Fee	£920.00	£1,075.00	£1,175.00
Fee for assistance with application (including form completion)	£155.00 + £7.50 per room	£165.00 + £7.50 per room	£175.00 + £7.50 per room