

Proposed Fee Structure

	Fee	Comments
Standard Fee	£675	For non-accredited landlords
Accredited Landlord fee	£650	The proposed licence holder is accredited with either DASH, NLA, RLA, Unipol or equivalent landlord accreditation body.
Paper Application Form	Additional £100	For the Council to send out a paper application pack and process the completed paper response, rather than submitting online
Missed Inspections	£50	Failure to attend an agreed inspection a charge shall be levied
Finder's fee	£150	Where the Council has to do more than the normal amount of work to ensure a licence application/renewal is made
Part 1 Housing Act 2004	£350	Not all costs can be recovered from the licence fee. Under part 1 of the Housing Act 2004 (Section 49) the Council can charge for relevant costs linked to enforcement work. NB once an invoice is issued, this charge becomes a local land charge on the property
Application to Vary a Licence	No charge	Includes applications to change the manager, address, number of occupants
Extra Correspondence	£30	Where the Council has to e.g. do more than normal to obtain further information to secure a valid licence application or provide copies of documents requested.