

INFORMATION SHEET ON HMO LICENCE FEES AND LICENCE PERIODS

LICENCE FEES

The standard HMO licence fee is £1,100, split into two payments.	£500 payable on application plus £600 payable before the licence is issued.
For larger HMOs with more than ten units of accommodation the fee is increased by an extra £50 for each additional unit of accommodation in excess of ten. NB For very large HMOs there is a maximum fee of £6,000.	£500 plus an additional £50 per unit of accommodation in excess of ten, payable on application (e.g. 15 units of accommodation = £500 + (5 x £50) = £750) plus £600 payable before the licence is issued.
There is a £50 discount available for landlord accreditation. To take advantage of the discount, the proposed licence holder and/or property manager must either be a member of the London Landlord Accreditation Scheme (LLAS) or hold an accreditation certificate issued by a professional landlords organisation. A copy of the accreditation certificate must be submitted with the licence application.	Subtract £50 from the fee payable on application
For an application withdrawn by the applicant	No refund
For an application refused by the Council	No refund

LICENCE PERIODS

Generally, HMO licences are granted for 5 years. However, the licence period may be reduced in certain circumstances. The following is a list of matters that may be taken into consideration when determining the period for which an HMO licence is granted.

Example	Maximum possible reduction
Failure to comply with previous HMO licence conditions (where applicable).	2 years
Failure to comply with Planning requirements.	1 year
Council tax payments not up-to-date.	2 years
Failure to comply with HMO management regulations.	1 year
History of substantiated complaints in respect of the property.	1 year
Failure to apply voluntarily for licence.	3 years

Other factors that may be taken into account:-

Non-compliance with Building Regulations.
 Failure to provide up-to-date certificates on time (for previous licences).
 No provision of written tenancy or licence agreements.
 The existence of significant hazards within the dwelling.

If you have any queries, please contact a member of the HMO licensing team on 020 8489 5521.