

HMO Licensing Fees

HMO Licence type	Fee
New Application	£795.00
Renewal applications	£695.00 For late submissions, if more than 60 days has passed since the previous licence has expired, the renewal option is not available. A new application is required.
<p>The fee is payable in 2 parts, £500 at the time of application and the balance when the licence is issued.</p> <p>Alternatively, applicants will be given the option to the full fee upfront at time of application.</p>	

Additional charges and discounts

Discount	<p>A discount of £50.00 will be applied under the following circumstances:</p> <ul style="list-style-type: none"> the fully completed application is submitted online via B&NES electronic application form and all the correct valid supporting documents are uploaded with the application; and The proposed licence holder and any managers agree to receive licences and any other relevant documents via email.
Missed inspection charge	<p>Where agents are involved in the management of the HMO, Housing Services will inform both the agent and the proposed licence holder of the date and time of inspection and they must resolve between themselves who will provide access to the inspecting officer.</p> <p>Where an inspecting officer is unable to gain entry to a property to carry out an inspection, this will be classed as a 'missed inspection' and a charge of £25.00 will be made.</p>

HMO Licensing refunds

Application stage	Licence fee refund available
Application withdrawn before processing and acknowledgment	Part 1 and part 2 fee
Application withdrawn after processing and before property inspection	£240 of part 1 fee Part 2 fee
Application withdrawn after processing and property inspection	Part 2 fee
Final HMO licence issued	No refund available

Notes

The full fee minus any discounts will be charged for new additional HMO licence applications within years 1, 2 and 3 of the scheme.

Properties that become licensable within years 4 to 5 will be charged £500.00 minus any discounts.

The HMO licence fee covers the cost of administering the scheme including processing and considering applications, the issue of licences, and the enforcement of the licensing conditions.