

## **Housing Services, Bath and North East Somerset Council**

### **What is included in your HMO Licensing fee?**

Under the Housing Act 2004, councils are permitted to charge a fee for HMO licence applications in order to cover their costs. Councils are not allowed to make a profit; equally they do not want to run at a loss.

Local Authorities are not permitted to charge a fee for finding and enforcing against unlicensed HMOs but are allowed to charge for administration and costs included in running the scheme for its full duration.

Working on the principles agreed with our West of England colleagues (Bristol City Council, North Somerset Council and South Gloucestershire Council) to help cover our costs we calculated our fees to include the following elements:

- Validating and checking applications
- Making key statutory judgements
- Fit and proper person assessments
- Taking and reconciling payments
- Processing and issuing proposed and final licences
- Maintaining information and systems
- Booking inspections
- Conducting inspections including travel and follow up
- ensuring compliance with licensing conditions

The fee can also cover items such as:

- set up costs
- promotion and publication
- developing documentation and processes
- ensuring compliance with licensing conditions