

To: General Purposes Licensing Committee

Date: 13th October 2010 **Item No:**

Report of: Head of Environmental Development

Title of Report: Fees for the Additional Licensing Scheme
for Houses of Multiple Occupation (HMO) in Oxford

Summary and Recommendations

Purpose of report: To approve the fees for HMO licences that result from the City Executive's decision to adopt an Additional Licensing Scheme for Houses of Multiple Occupation in Oxford.

Report approved by:

Finance: Gillian Chandler
Legal: Daniel Smith

Policy Framework: More housing, better housing for all

Recommendation(s):

That the Committee approves the fees that result from the decision by the City Executive Board on the 22nd July 2010 to approve the Additional Licensing Scheme for HMO's in Oxford.

Introduction

1. On the 22nd July 2010 the City Executive Board (CEB) approved the introduction of an Additional Licensing Scheme for HMOs in Oxford.
2. The report to CEB included the HMO licence fees listed below, with a recommendation that they be approved by the General Purposes Licensing Committee.

Proposed Fees

3. The proposed fees are as follows:

Table 1

Initial application fee for a 3 storey HMO and 2 storey HMOs with 5 occupants	£470 + £20 for each additional room
Initial application fee for 2 storey HMO with 3 or 4 occupants	£362
Annual renewal fee for 3 storey HMO and 2 storey HMOs with 5 or more occupants	£172
Annual renewal application fee for 2 storey HMO with 3 or 4 occupants	£150

Table 2

Penalty Clauses	Proposed fee
In the event of property being found by officers surveying for HMO's a finders fee will be added unless the landlord is able to demonstrate that they became the owner of the HMO within the previous 12 weeks	£163
Penalty fee to be added following second letter sent chasing licence application (this may be in addition to fees above)	£35
Fee to be applied in the event of a reinspection being required during the renewal process as a result of poor management for a 3 storey HMO and 2 storey HMOs with 5 or more occupants	£130
Fee to be applied in the event of a reinspection being required during the renewal process as a result of poor management for a 2 storey HMO with 3 or 4 occupants	£86
Missed appointments charge during inspection process	£86

Table 3

Incentives	
Accredited Landlords	A fee reduction of 10%
Multiple Applications - If you own or manage more than one licensable HMO, you are entitled to the following reductions per property for the initial application	2-19 properties: £20 20 or more properties: £30

Recommendation

4. That the Committee approves the fees that result from the decision by the City Executive Board on the 22nd July 2010 to approve the Additional Licensing Scheme for HMO's in Oxford.

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