

Appendix 2

Proposed HMO Licence Fee structure

Oxford City Council has a one, two, five year licence length scheme to reflect compliance with legislation and incentivise improvement in standards, management and professionalism among landlords.

The current fee structure is as follows:

Category	Type	Licence length (In years)	Description
A	New	One	Higher charge for a NEW application where the HMO has been operating for more than 12 weeks.
B	New	One	Standard charge for a NEW application where the HMO has been operating for less than 12 weeks or a change of licence holder or where the landlord failed to renew.
C	Renewal	One	Standard charge for a renewal application.
D	Renewal	One	Higher charge for a renewal application where the property / licence holder is classed as non-compliant
E	Renewal	Two	Charge for a two year renewal application
F	Renewal	Five	Charge for a five year renewal application

2021 scheme fee proposal

It is proposed to maintain the one, two, five year licence structure.

1. The current category A is renamed A1 – to reflect the enforcement costs generally associated with finding unlicensed HMOs and ensuring they are licensed this category will have an increase stage 1 part fee.
2. A new fee category of A2 is introduced for those landlords that fail to renew their HMO licence promptly. This is to recover the additional time spent.
3. The stage one payment for renewals (Categories C, D, E and F) will pay a lower amount to reflect the proportion of work associated with this stage in the process
4. An increase in all categories to reflect ongoing scheme costs and increased costs associated with general licensing activity and training. This is due to an increase in such tasks as variations, to licences as landlords seek to maximise occupancy within the C4 use category. Time spent on “withdrawn” applications is significant as is the increased volume of change of use applications submitted to planning which are commented on by the HMO enforcement team
5. An increase for Category C, E and F to reflect the need to re-inspect HMOs over the next five years.
6. An increase for Category D to reflect that properties in this category are classed as “non-compliant” and therefore take up additional resources.

Appendix 2

Category	Type	Licence length (years)	Description	Proposed Total Fee	Increase from 20/21
A1	New	One	failed to make new application in 12 weeks	£2200	£202
A2 –	New	One	failed to make new application within 6 weeks of expiry	£750	N/A
B –	New	One	standard new application	£625	£85
C	Renewal	One	standard renewal application	£333	£75
D	Renewal	One	non – compliant renewal	£541	£50
E -	Renewal	Two	two year renewal	£371	£87
F	Renewal	Five	Five year renewal	£413	£6