

Appendix 7

Proposed Selective Licensing fee structure

The proposed fees are shown in Table 1. Concerns were raised that fees were “too high”. The fee charged for accredited landlords has been reduced.

| Table 1: Fees | | | | | | |
|-----------------------------|------------------------|---|--|---------|---------|-------|
| Category | Licence length (years) | Description | Criteria applied | Stage 1 | Stage 2 | Total |
| Standard New Application | Five | Standard fee | <ul style="list-style-type: none"> Months 0 to 3 – early bird / accredited applications where requested documents not completed or Stage Two fee was not paid on time as requested Months 4 to 12 from designation start date = standard charge Year 2 onwards – where the property is newly acquired and the application is made within 12 weeks of the acquisition date | £178 | £302 | £480 |
| Early Bird New Application | Five | Made within 3 months of start of scheme | <ul style="list-style-type: none"> All requested documentation is submitted with application and is satisfactory and Stage Two fee paid on time as requested | £178 | £222 | £400 |
| Accredited New Application | Five | Where accreditation applies | <ul style="list-style-type: none"> Licence holder or full managing agent is accredited and All requested documentation is submitted with application and is satisfactory and Stage Two fee paid on time as requested | £178 | £102 | £280 |
| Higher rate New Application | One or Five | Applicable from Year 2. | <ul style="list-style-type: none"> Where landlord is unable to demonstrate property is newly acquired or first tenanted within 12 weeks of application date | £539 | £569 | £1100 |
| Renewal | One or five | Charged for renewal application | <ul style="list-style-type: none"> Applicable from year 2 All renewal applications | £86 | £45 | £131 |

Appendix 7

Requested documentation

- Gas safety certificate dated within last 12 months (unless no gas at property);
- Electrical installation condition reported dated within last five years;
- EPC demonstrating property is Band E dated within last 10 years or confirmation the property has been listed on exemption register;
- Statement there are smoke alarms / detectors installed on each landing and kept in proper working order (self-declaration is sufficient and this will be a discretionary question on the application form)
- Statement that there is a carbon monoxide detector in any room with a solid fuel burning appliance and kept in proper working order (self-declaration is sufficient and this will be a discretionary question on the application form)
- Statement that any electrical appliances were supplied in a safe condition (self-declaration is sufficient and this will be a discretionary question on the application form)
- Statement that any furniture was supplied in a safe condition (self-declaration is sufficient and this will be a discretionary question on the application form)
- Statement that the occupants have been given a written statement of the terms of their occupation (i.e. a tenancy agreement) (self-declaration is sufficient and this will be a discretionary question on the application form)
- Confirmation of accreditation (for accredited applications only) (discretionary question on the application form and further document may be requested).

Appendix 7

Costs included with licence fees

| Table 2: Costs included in fees | |
|---------------------------------|--|
| 249 | <p>STANDARD NEW APPLICATION This our standard cost for a new application. This includes</p> <ul style="list-style-type: none"> • the time to process the application; • a charge towards an inspection – selective licences will be “risk rated” to determine those requiring inspection. Therefore, the cost on inspection is split across all licences. • general scheme costs - this charge is added to all licences to reflect ongoing costs associated with licensing, such as general enquiries, variations, revocations, temporary exemptions, landlord educational events, • compliance and enforcement charge – this charge is added to all licences to reflect ongoing costs associated with compliance and enforcement such as contribution towards inspection, ongoing auditing of documents and compliance checks. |
| | <p>EARLY BIRD APPLICATION This is available to landlords that apply within the first three months where all requested document is provided This includes the charges as per the STANDARD application. A discount has been applied to reflect that all requested documents were provided with the application, thereby reducing the compliance and enforcement needed for the particular property.</p> |
| | <p>ACCREDITED APPLICATION This is available to landlords through the scheme. This includes the charges as per the STANDARD application. A discount has been applied to reflect that an accredited landlord will be compliant – we expect all requested documents to be provided with the application and trust they will supply new documentation as needed (e.g. gas certificate is supplied each year to us without prompt), we trust they manage their houses and so there is no need for inspection.</p> |
| | <p>HIGHER RATE APPLICATION This application will be charged for Year 2 onwards where landlords fail to demonstrate they newly acquired the property / newly rented. This includes the charges as per the STANDARD application. An enforcement charge has been added to reflect the fact the landlord cannot prove they have just acquired / first rented the property – they have avoided licensing. The council undertakes proactive enforcement work to find unlicensed homes – a portion of this costs is included in the application.</p> |
| | <p>RENEWAL APPLICATION This category is for a RENEWAL licence - it is our standard cost for a renewal application. This includes the time to process the application. There are no additional charges as these were paid in the first application.</p> |

Appendix 7

Refunds

| Table 3: Refund criteria <i>The retained amount covers administration costs</i> | | |
|---|--|--|
| Application Type | Circumstance | Refund |
| New or Renewal application: | Property did not require a selective licence at the time the application was made and still does not require one. | Stage one payment – full refund |
| | <i>Landlord may be required to submit documentary evidence</i> | Stage two payment – full refund |
| New application: | Property has ceased to require a selective licence since application was made and intention notice not yet issued. | Stage one payment – amount paid minus xx |
| New application: | Property has ceased to require a selective licence since application was made. Intention notice issued however decision notice not yet issued | Stage one payment – nil Stage two payment – full refund |
| Renewal application: | Property has ceased to require a selective licence since application was made. Intention notice not yet issued | Stage one payment – amount paid minus £50 |
| Renewal application: | Property has ceased to require a selective licence since application was made. Intention notice issued however decision notice not yet issued | Stage one payment – nil Stage two payment – full refund |
| New or renewal application | Intention notice issued. Stage two not paid. Application withdrawn by Council. | Stage one payment – amount paid minus £20 |
| Revocation of licence (new or renewal licence) | After decision notice is issued | Stage one payment – nil Stage two payment – nil |
| Overpayment of fees | Where a landlord has overpaid fees, then any overpayment on stage one will be transferred to stage two and then any remaining difference will be refunded. Stage two overpayment then any difference will be refunded. | Stage two – difference refunded |

Appendix 7

This page is intentionally left blank