

LICENSING FEES

Housing Services



INITIAL LICENSING FEES

These apply where:

- The property has not been previously licensed as a House in Multiple Occupation (HMO) or
- The property was previously licensed, but the licence holder has changed since the previous licence was approved.

The fee levels are set out in the following table:

Category of application	Basic fees	Fees including additional discounts
Standard fee (see discounted rates available below)	£800	
Class 1, full application received within six weeks of identification (but see below for full description)	£540	
<ul style="list-style-type: none">▪ Additional £30 discount for having passed the Landlord Proficiency Test (an online test operated by the West of England Private Housing Partnership) or▪ Additional £60 discount for being accredited through National Landlords Association or▪ Additional £60 discount for being accredited within the National Landlord Accreditation Scheme or▪ Additional £60 discount for being accredited within any other approved scheme		£510 £480 £480 £480
Class 1, full application received after six weeks of identification	£800	N/A
Class 2, HMO operating outside licensing requirements with the knowledge of the landlord or manager (also see below)	£800	N/A

Class 1

Newly formed licensable HMOs or recent changes to existing licensable HMOs

- Licensable HMOs where changed circumstances require a new licence or
- Properties that have become licensable HMOs
- Properties excluding Class 2

Class 2

Licensable HMOs that have been operating without a licence and any one of the three bullet points below apply:

- The owner has other licensable property and/or could be expected to be aware of the need to license this property or
- The manager could be expected to be aware of the need to license this property or
- The Council has previously written to the owner or manager, and from this documentation there should have been an awareness of the need to complete a licence application

RE-LICENSING FEES

This refers to applications where all three of the following apply:

- The property has been previously licensed as an HMO and
- The licence is due to expire, or has recently expired and
- The proposed licence holder is the same person, or body, named as licence holder on the licence to be replaced.

The fee levels are set out in the following table:

Category of application	Basic fees	Fees including additional discounts
Standard fee (see discounted rates available below)	£800	
Class 1, full application received before or on the date of expiry of the current licence	£470	
<ul style="list-style-type: none">▪ Additional £30 discount for having passed the Landlord Proficiency Test (an on-line test operated by the West of England Private Housing Partnership) or▪ Additional £60 discount for being accredited through National Landlords Association or▪ Additional £60 discount for being accredited within the National Landlord Accreditation Scheme or▪ Additional £60 discount for being accredited within any other approved scheme.		£440 £410 £410 £410
Class 2, full application received after the date of expiry of the current licence.	£800	N/A

LANDLORD PROFICIENCY TEST

This is a free test; passing the test entitles the licence holder to a £30 discount off the licence fee. This discount applies to every property for which a licence is to be held (although it can only be claimed at the time of application). We will need confirmation that you have been successful; please send a copy of the email giving your test result with your application form. You do not need to have a certificate to benefit from this discount.

Licence holders who pass the Landlord Proficiency Test are able to demonstrate a higher level of knowledge which they can apply to the better management of their property.

The Landlord Proficiency Test was devised by the West of England Housing Group (the councils within the area of Bristol). The Landlord Manual has the information needed to pass the test and help you manage your property and is available on our website www.plymouth.gov.uk/landlords. Alternatively, we can post you a hard copy. Please email your request for this, together with your postal address, to the private rented team private.rent@plymouth.gov.uk.

To take the test, please go to the West of England Housing Group website www.privatehousinginformation.co.uk.

For further information, please phone 01752 307075 or email private.rent@plymouth.gov.uk

ACCREDITATION SCHEMES

Membership of an approved accreditation scheme entitles the HMO licence holder to a £60 discount off the licence fee. This discount applies to every property for which a licence is to be held (although it can only be claimed at the time of application). We will need confirmation of membership. Please note that you can't claim discount for being both a member of an accreditation scheme and having passed the Landlord Proficiency Test.

Licence holders who are members of a recognised accreditation scheme are able to demonstrate a higher level of knowledge which they can apply to the better management of their property.

Further information on these schemes is available on the websites below:

- National Landlords Association accreditation scheme: www.landlords.org.uk
- National Landlord Accreditation Scheme: www.landlordaccreditation.org.uk

Other accreditation schemes may be acceptable where they incorporate a:

- test of proficiency,
- code of conduct,
- disciplinary code of practice and
- a register for tenants to check