

## **Appendix C – Proposed Licensing Fees**

### **Licence fees**

Licences will last for five years unless the Council has concerns about the management, use, condition or occupation of the property, in which case the Council may grant a licence for a shorter period, the fee being the standard rate.

Licences are not transferable. If a person wishes to change the name of the licence holder, they will need to make a new application and pay the licence fee.

### **Purpose of the fee**

Application fees cover the cost to the Council to process, administer and validate an application for a licence. The application fee is due when an application is made. This fee is non-refundable, even if the application for licensing is unsuccessful.

Forms received without payment, or where incorrect information is given, will not be valid. Full payment of the application fee must be received before an application can become valid.

### **Enforcement charges**

There are separate fees for specific enforcement action, charged under section 49 of the Housing Act 2004. The Council will use civil penalty notices as an alternative to prosecution, where it is appropriate. The maximum penalty is £40,000.

### **Applicable fees**

#### **‘Early bird’ fee**

Where a licence is applied for within the first six months of the licensing scheme:

£550 for (up to) a five-year licence. This will be payable by one payment at application of £300 (Part A) and one payment of £250 (Part B) when the licence is issued.

#### **Standard fee**

Where a licence is applied for after the first six months of the licensing scheme:

£700 for (up to) a five-year licence. This will be payable by one payment at application of £300 (Part A) and one payment of £400 (Part B) when the licence is issued.

### **Revocation of licence**

Where the council takes enforcement action, the licence may be revoked. There is no fee for revocation but if a new application must be made, a new fee must then be paid.