

Appendix 4

Table 1 – HMO Mandatory / Additional Main Fees Schedule

Type of Property & Discount	Proposed Fee
All property types and sizes including each individual self-contained flat within a larger building operating as a HMO.	£850.00
Renewal of an existing HMO mandatory licence before the current licence expires	£600.00
Landlord Accreditation (MLAS)	<p>Discount of £165.00 per initial licence application (where the accredited landlord is also to be the licence holder or the accredited agent is also to be the licence holder as the owner cannot be deemed to be fit and proper and able to hold the licence) where the landlord or agent acting as licence holder is a current member of the Midland Landlords Accreditation Scheme at the time of application.</p> <p>This discount does not apply to applications where an accredited managing agent is being nominated as the manager only and not also as the licence holder.</p>
Membership of a nationally recognised professional landlord's association	Discount of £55.00 per initial licence application for membership of the National Landlords Association (NLA) or the Residential Landlords Association (RLA) at the time of application.
Multiple Applications	Discount of £55.00 for second and subsequent licence applications where more than one licence application is made by or on behalf of the same owner at the same time.
Rent Well in Sandwell discount	Discount of £55.00 for properties within the area that have achieved a star rating of 4 or more stars under the Rent Well in Sandwell scheme
Renewal of an existing HMO mandatory licence after the current licence expires	Full fee

Table 2 – Variation Fees Schedule

These fees are payable on application for a licence variation where a licence remains in force at the time of the application.

Proposed License Variation	Proposed Fee
Change of address details of the licence holder, manager, owner ...etc. This fee shall be payable on request.	£50 fee
Change of mortgagor, owner, freeholder, leaseholder ...etc unless they are the existing licence holder. This fee shall be payable on request.	£50 fee
Reduction in the number of maximum occupiers and/or households. This fee shall be payable on request.	£50 fee
Variation of licence instigated by the council	No fee
Change of licence holder	New Application fee - to be worked out as per Table 1
Change of manager, provided they are not also the licence holder. This fee shall be payable on request.	£50 fee
Increase in the number of maximum occupiers and/or households for licensing purposes – by increasing the number of habitable room, increasing of room sizes or by the provision of additional amenities. This fee shall be payable on request.	£50 fee

Table 3 – Other Fees Schedule

These fees are payable as appropriate.

Circumstances	Proposed Fee
Continued incomplete application / evidence requirements following two reminders. This fee shall be payable on request.	£100 fee
Issuing of a Temporary Exemption Notice	No fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the Council	New application fee - to be worked out as per Table 1
Revocation of licence	No fee
Application to licence following revocation of licence	New application fee - to be worked out as per

	Table 1
Licence application processed and refused by the Council	Refund of compliance inspection and license process £335.00
Renewal HMO Licence application processed and refused by the Council	Refund of compliance inspection and license process £225.00
On review of an application it is decided that the property does not need a license at the time of application (for example, it falls under one of the exemptions) or a duplicate application is made	Full refund
Application made where application is required under the mandatory / additional HMO licensing scheme instead	Application fee to be refunded and a new application and appropriate fee under mandatory / additional HMO licensing scheme
Licence issued but property ceases to require a licence during the five-year life of a licence	No refund.