

HMO Fee Schedule

Please use this form to determine the appropriate fee according to the type of property you are applying to licence.

If you are uncertain what fee you should be paying, please get in touch with us on 01323 410000 or email us on private.housing@lewes-eastbourne.gov.uk

Under the licensing arrangements for certain types of houses in multiple occupation every local authority has to set their own fee level for licences. Fees must however, reflect the actual costs of licensing a property and have a structure which is fair and transparent. In order to achieve countywide consistency in fee setting, all local authorities in East and West Sussex have adopted the following mechanism for calculating fees:-

The initial licence fee is made up of three elements;

- Development – this is a fixed amount which has been agreed by the Sussex authorities to cover the initial development of the licensing regime, including applications forms, promotional material, etc.
- Monitoring – this is an element of the fee based on the actual time each licence takes to monitor over the licence period (generally 5 years). This includes the time taken to verify the annual returns required by the conditions of the licence
- Processing – this is the main element of the fee based upon the time taken to process the application for licence. This includes administration, assessment of the application and determination of the conditions to be attached to the licence. In calculating a licence renewal fee at the end of the initial licence period (usually 5 years), the development element of the fee is not used and the renewal fee is made up of the monitoring cost and a reduced processing cost.

The fee for the licence is dependent on the type of accommodation and the number of people living in the accommodation. Three types of accommodation have been identified and details of fees for each type are given below.

Please see the table below for definitions of types of properties to establish which category of HMO the property falls under for fee purposes.

TYPE	TOTAL NEW FEE	PRE-APPROVAL COST OF PROCESSING THE APPLICATION	FEE TO ISSUE LICENSE AND COMPLIANCE CHECKS FOR THE LIFE OF THE LICENSE (5 YEAR)	RENEWAL FEE
Shared House				
5 persons	£1036.00	£691.00	£345.00	£726.00
6 persons	£1052.00	£702.00	£350.00	£741.00
7 persons	£1069.00	£713.00	£356.00	£754.00
8 persons	£1085.00	£724.00	£361.00	£767.00
9 persons	£1102.00	£735.00	£367.00	£780.00
(Each person thereafter incurs additional cost)	£15.50			£13.50
Bedsit				
2 bedsits	£1166.00	£778.00	£388.00	£833.00
3 bedsits	£1232.00	£822.00	£410.00	£887.00
4 bedsits	£1298.00	£866.00	£432.00	£940.00
5 bedsits	£1363.00	£909.00	£454.00	£992.00
6 bedsits	£1430.00	£954.00	£476.00	£1045.00
(Each bedsit thereafter incurs additional cost)	£66.00			£53.00
Hostel				
Up to 10 persons	£1036.00	£691.00	£345.00	£726.00
11 to 20 persons	£1363.00	£909.00	£454.00	£992.00
21 to 40 persons	£1691.00	£1128.00	£563.00	£1258.00
41 to 60 persons	£2019.00	£1346.00	£673.00	£1523.00
61 to 80 persons	£2347.00	£1565.00	£782.00	£1788.00
More than 81 persons	£2675.00	£1784.00	£891.00	£2053.00

Additional fees				
Unlicensed HMO inspection fee	£350.00			
HMO license application request for paper form	£50.00			£50.00
Late application fee	£50.00			£50.00

Application types:

‘New’ fee

Any property that does not have an existing license or the existing license is not in the new landlord/owner’s name (The legislation does not allow HMO licenses to be transferred to another person).

‘Renewal’ fee

Any property that has an existing license which is still owned by the license holder.

Property types:

‘Mixed use’ accommodation

Where the property to be licensed comprises of a mix of self-contained and bedsits/shared housing then the base charge is calculated according to the predominant use of the property. As shared houses are licensed for 5 or more occupants then if the shared element is less than 5 occupants the base charge would be calculated from the other usage.

‘Shared house’ accommodation

This type of multi-occupied accommodation consists of a house occupied by a group of unrelated people having their own bedrooms but sharing kitchens, bathrooms, and perhaps living rooms. This could be a group of students or young working people sharing a house.

Bedsit accommodation

This type of multi-occupied accommodation consists of a house occupied by a number of unrelated people who each have their own rooms with cooking facilities but who share bathrooms. This includes non self-contained flats where occupiers have to share facilities.

‘Hostel’ accommodation

This type of multi-occupied accommodation is occupied by a large number of unrelated people who do not generally have their own room (often the accommodation is in the form of dormitory accommodation). The accommodation is usually for people of a particular category such as migrant workers, backpackers, language students. There are shared facilities such as bathrooms and kitchen and often hostels will be staffed.

Notes

Please note that you can pay the full licence fee or pay the pre-approval and issue parts at different stages in the process. The pre-approval fee only covers the cost of processing your application. In order for us to issue the licence you will need to pay the fee to issue the Licence (which also covers compliance checks for the life of the licence).

The fee payment forms a part of the licence application – an application without the correct fee is not complete and as such will not be accepted. Once accepted, we will not make any refunds of application fees unless in the case of an application for a licence under Part 2 of the Housing Act 2004, the house was not an HMO, or was not an HMO that was required to be licensed under the Management of Houses in Multiple Occupation (England) Regulations 2006 Reg.7(a) at the time of the application. Fees may be reviewed from time to time to ensure they reflect the full cost of administering the licensing arrangements.