

Ref. No.	PL/RE/4
Category:	
People	
Place	Yes
Corporate	
In Constitution	

Houses in Multiple Occupation (HMO) Licence Fees

Policy Details

What is this policy for?	Joint policy across Dorset local housing authorities.
Who does this policy affect?	Fees charged for the mandatory licensing of houses in multiple occupation required by the Housing Act 2004. Affects Landlords and Tenants
Keywords	HMO, Houses, multiple, occupation, licence, mandatory
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Dorset Council policy adopted from	Christchurch District Council North Dorset District Council Purbeck District Council West Dorset District Council Weymouth & Portland Borough Council This policy applies across the Dorset Council area.
Does this policy relate to any laws?	Housing Act 2004 The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018
Is this policy linked to any other Dorset Council policies?	Private Sector Enforcement Policy HMO Amenity Standards
Equality Impact Assessment (EqIA)	An EQIA will be completed when the policy is reviewed/harmonised for Dorset Council.
Other Impact Assessments	None.

Status and Approvals

Status	Live	Version	
Last review date	June 2018	Next review date	
Approved by (Director)		Date approved	
Member/ Partnership Board Approval	Full Council	Date approved	June 2018

Houses in Multiple Occupation Licensing fees 2018/2019

Summary

Type of Licence	Annual Cost
New 5 year licence	£650.00
Renewal 5 year licence	£550.00

Licensing Costs

Item	Time Allocation (hours)	Admin: A Officer: O Manager: M	Cost of licence	Cost of renewal
Application (procedures and formalities)				
Receive and check application	1.5	O	64.50	64.50
Check application valid (compulsory questions completed and correct fee included)				
Ensure all required documents attached				
Examine all relevant certificates e.g. gas safety, fire detection etc.				
Fit and proper person checks	1.0	O	43.00	43.00
Liaison with other council services and agencies e.g. council tax, DBS checks, rogue landlord database				
Processing the application	1.0	O	43.00	43.00
Application entered on computer system				
Return application if missing details/documents and chase up if necessary.				
Invoice administration	1.0	A	37.00	37.00
Inspection of property				
Inspection of property including travelling time	6 (new) 4(renewal)	O	258.00	172.00
Pre inspection arrangements – contact applicant to arrange date and time of inspection etc.				
To check compliance of property and management arrangements with management regulations (Inc. layout plan)				

Liaison with statutory bodies and internal bodies (e.g. Fire Service, planning)				
Decision whether to grant licence or to vary licence which was applied for				
Issuing the licence, completing records	1	M	82.00	82.00
Prepare licence documents				
Check and sign licence documents				
Send licence documents to interested parties and update computer records				
Management and enforcement of EHO's				
Inspections enforcement during licence period	3	O	129.00	129.00
Maintenance of the public register				
Surveying the area to identify properties which require a licence				
Total for application and licence fee			£656.50	£570.50
Rounding down *			-6.50	-20.50
Licence fee			650.00	
Renewal fee				550.00

Discount of 10% to Landlords who are members of one of the three national landlord associations (e.g. Residential Landlords Association, National Landlords Association and The Guild of Residential Landlords).