

## FEES FOR LICENSING 1 APRIL 2011 – 31 MARCH 2012

This form explains the fee structure for making a licence application and will guide you through calculating the fee you should enclose with your application. An application will not be valid unless it is accompanied by the appropriate fee.

Fees are calculated by combining two elements: the number of units of accommodation and the carrying out of a Fit and Proper Person check.

Properties up to five units per building attract a standard fee of £500 and an additional charge is made for additional units at the rate of £40 per unit.

Each person involved with the management of the property, will require only one Fit and Proper Person check, so if you are licensing more than one property you only need to pay the £33 fee on the initial property.

First 5 units of accommodation = £500 =  (A)

Fit and Proper Person Check = £33 or  (B)

Ref No:

No of additional units of accommodation  x £40 =  (C)

No of additional Fit and Proper Person checks  x £33 =  (D)

Additional charge for failure to declare licensable HMO? + £100  (E)

**TOTAL FEE PAYABLE**