

Appendix 3 HMO Licensing Fees and Charges Policy

Type of Application	Fee £
Houses in Multiple Occupation Licence (NEW) Part A - fee on application	800.00
Houses in Multiple Occupation Licence (NEW) Part B - fee on grant of licence	450.00
Houses in Multiple Occupation Licence (NEW) (ACCREDITED LANDLORD) Part A - fee on application	800.00
Houses in Multiple Occupation Licence (NEW) (ACCREDITED LANDLORD) Part B - fee on grant of licence	375.00
Houses in Multiple Occupation Licence (RENEWAL) Part A - fee on application	800.00
Houses in Multiple Occupation Licence (RENEWAL) Part B - fee on grant of licence	450.00
Houses in Multiple Occupation Licence (RENEWAL) ACCREDITED LANDLORD - Part A - fee on application	800.00
Houses in Multiple Occupation Licence (RENEWAL) ACCREDITED LANDLORD - Part B - fee on grant of licence	375.00

Discount for Accredited Landlord

Applicants who are members of an accreditation scheme approved by the GLA under the London Rental Standard will receive the discount. Applicable accreditation schemes are as follows:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

Refunds

We will give a full refund for a HMO property licence if an application was made by mistake, for example a duplicate application for the same property or where the property was not an HMO that was required to be licensed.

We will not give you a full refund if:

- You withdraw your application at any stage
- We refuse your application
- We revoke (take away) your licence
- You are subsequently refused planning permission for your HMO
- Your property ceases to be let as an HMO during the term of the licence.