

Additional Licensing Fees & Charges 2023/24

Full Fees

Number of Occupiers	Full Fee Stage 1	Full Fee Stage 2	Total Full Fee
3-5	£723	£241	£964
6-12	£837	£279	£1116

Discounted Fees

Number of Occupiers	Discounted Fee Stage 1	Discounted Fee Stage 2	Total Discounted Fee
3-5	£600	£200	£800
6-12	£695	£231	£926

A '**Discounted**' fee is applicable where a 'duly made' licence application is submitted within 8 weeks of scheme coming into effect.

A '**Duly made**' licence application will require fully completed, signed and dated application forms for proposed licence holder and proposed manager*, stage 1 licence fee, suitably drawn floor plans, valid Gas Safety Certificate*, Electrical Installation Condition Report (EICR) , Portable Appliance Test (PAT) report, Fire Alarm Commissioning/Test Certificate, Firefighting Equipment Test Certificate/purchase receipt, Emergency Lighting Commissioning/Test Certificate* and Energy Performance Certificate (EPC)*.

*where applicable

- **Stage 1** licence fee to be paid when submitting a licence application and will cover initial application processing costs.
- **Stage 2** licence fee to be paid once the Council has decided to issue a licence, at draft licence stage. Licence will only be issued once Stage 2 fee is paid.

Other Applicable Additional Licensing Charges

Charge Type		Charge
Late Documents Charge	Where an application has been made but application documents or licence fee not received within 14 days of request	£70.60
Additional copying of documents	Where there is a request for a hard copy of an HMO licence or other document	£6.90 per document