

Houses in multiple occupation (HMOs) licensing application fees, discounts and refunds

These apply to both mandatory and additional HMO licences. A licence is granted for a period of 5 years (unless revoked) and may not be transferred to another person once issued.

Licence Fees

The fee will depend on the type and size of the HMO:

1. For an HMO which is a house or flat:

The Set Fee is **£545** plus a Unit Fee of **£54.50** for any room used for sleeping

2. For an HMO which is a converted building where the freeholder does not own/ control flats:

The Set Fee is **£545** (flats have separate leaseholders)

3. For an HMO which is a converted building and both building and flat(s) are owned/controlled by the freeholder:

The Set Fee is **£545** plus a Unit Fee of **£54.50** for any flats/studio under the freeholders control

Please Note: If a flat within the converted building HMO is itself a flat in multiple occupation (FMO) then this will require a separate licence (regardless of whether they are let by the freeholder or a separate leaseholder).

Examples

E.g. 1. A leaseholder letting a flat to 'sharers' where there are 4 rooms used for sleeping. The total fee = £763 [£545 set fee plus £218 (4 x £54.50)].

E.g. 2. A freeholder owns a building converted into flats and half or more of the flats are rented. The flats have separate leaseholders and the freeholder has no responsibility for issues within the flats. The total fee = £545 (building only).

E.g. 3. A freeholder owns a building converted into flats and owns three out of five of the flats. Half or more of the flats are rented. The total fee = £708.50 [£545 plus £163.50 (3 x £54.50)]

Discounts

Accredited landlords

A £95 discount is given for accredited private landlords (per HMO application) providing they:

- Are the proposed licence holder; and
- Are the property owner; and
- Have successfully completed training to become an accredited landlord. (This is not the same as being a member of a landlords association; and
- Hold up to date certification

The discount is for licence holders who are members of a landlords accreditation scheme which as a minimum conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard.

This discount will not be applied if the Council is required to chase, remind or take enforcement action to ensure a landlord makes a licence.

N.B: Companies (even if accredited) do not qualify for the £95 discount. Only private landlords who are accredited and have an accreditation number are eligible for the discount.

Purpose built student accommodation managed by ANUK/UNIPOL accredited organisations only

A **£545** flat fee for the house or flat plus **£6.00** per individual bed space. A further discount of £95 per application will also apply.

Refunds

Property not licensable

If the property is not licensable (for example if the property is not in Camden or it is not an HMO) then the applicant will be notified and the full fee will be refunded.

Invalid applications

A valid licence application must contain the following:

- A fully completed application form
- Appropriate fee
- Appropriate certificates
- Accurate floor plans and room dimensions

If an invalid or incomplete application is received the applicant will be contacted and asked to provide further information. However, if this information is not received within the time period given the application will be cancelled and the full fee returned.

Licence refused or property ceases to be licensable

If the application is refused for any reason or the property ceases to be a licensable HMO (before or after the licensing inspection) the applicant will receive a partial refund.