

Sandwell Metropolitan Borough Council

Licensing Fees for Houses in Multiple Occupation (HMO)

Licensing Fees Schedule

Note: Fees are subject to Consumer Price Index (CPI) increases.

Table 1

Our licence fee structure consists of two stages:

The Stage 1 fee must be paid when you make the application for the application process costs. Please only pay the Stage 1 fee when you make your completed licence application.

The Stage 2 fee must be paid within 14 days of Decision to Issue the Licence and it will be a condition of the licence that this fee is paid. We will advise you of the Stage 2 fee if and when we serve our 'Intention to grant the licence' (Draft Licence).

Type of Property	Proposed Fee
All HMO property types and sizes including each individual self-contained flat within a larger building operating as a HMO.	Initial licence fee: £1,001.00 in two payments Stage 1 Fee – Payable at the time of making the application = £642.00 Stage 2 Fee – Payable once the Council has determined to Grant a Licence. = £359.00 Renewal licence fee: £713.00 in two payments 1st payment = £497.00 2nd payment = £216.00
	Discounts
Landlord Accreditation (MLAS)	Discount of £165.00 per initial licence application (where the accredited landlord is also to be the licence holder or the accredited agent is also to be the licence holder as the owner cannot be deemed to be fit and proper and able to hold the licence) where the landlord or agent acting as licence holder is a current member of the Midland Landlords Accreditation Scheme at the time of application. (Evidence to be provided) This discount does not apply to applications where an accredited managing agent is being nominated as the manager only and not also as the licence holder.
Membership of a nationally recognised professional landlord's association	Discount of £55.00 per initial licence application for membership of the National Residential Landlords Association (NRLA) or equivalent at the time of application. (Evidence to be provided)
Multiple Applications	Discount of £55.00 for second and subsequent licence applications where more than one licence application are made by or on behalf of the same owner at the same time.