

Selective and Additional property licensing schemes – Fees and discounts

Type of Licence	Part A element (application & processing)	Part B element (enforcement)	Total fee payable [on successful application]
Selective Licence	£300	£595	£895
Additional HMO licence	£600	£600	£1,200

Nature of discount	Amount
Multi-dwelling discount for selective and additional licence applications (where multiple properties in the same building are owned and under the control of the same person)	Part A fee reduced by £125 in respect of applications relating to the 2nd, 3rd etc. flat in a block with the Part A fee payable at the full rate for the first flat.
PRS property with an EPC of B or above*	Full selective licence fee reduced by £295 and additional by £400 (from Part B payment)
PRS property with an EPC of C*	Full licence fee reduced by £95 (from Part B payment)
Discount for certain charities (selective licence)*	Part B fee reduced to £100

Note: The Council expects applications to be made to licence a licensable rented home on or before the expiry of an existing property licence or, in the case of a new PRS home that has not been previously rented privately, at the commencement of the letting. No discounts with * apply when it has been necessary for the Council to investigate a failure to license a licensable rented home, which may include the sending of a warning letter, as enforcement costs have already been incurred by the service. For discounts that relate to a specified EPC rating, the Council may not pay the relevant discount if it considers that the EPC rating is not a true reflection of the energy efficiency of the home that it relates to.