

Licensing of Houses in Multiple Occupation (HMO) Fees from 1st January 2010

Basic Fee	
Basic application fee for a 5 year HMO licence covering up to 5 units / lets.	£600
Additional Fees	
Additional fee per unit / lets (in excess of 5 units / lets up to a maximum of £1200 total).	£50
Where the Council has to pursue any relevant person for information / documents or an application / reapplication.	£100
Where the Council receives an incomplete application or reapplication.	£100
Variation to a licence including change of management.	£100
Discounts	
Properties that are (at the time of licence application) accredited under the Herefordshire Home Cert Accreditation Scheme.	20% discount
Where the landlord is a member of one or more recognised Landlord Associations.	10% discount
Costs not covered in fee	
Criminal Record Bureau certificate (if required).	Applicant to pay the charges as set by the respective organisations

- Note:**
- ♦ Any application form submitted without the full fee applicable will not be considered as a completed application and will not be processed.
 - ♦ If a licence application is withdrawn, the fee will not be refunded in full. The Council will consider the processing and establishment costs in determining the level of refund.

Any enquiries regarding fees should be made directly to the Private Sector Housing team on 01432 260746.

How to pay: Send your form and payment to Herefordshire Council, Private Sector Housing, 84 Whitecross Road, Hereford, HR4 0DH. Make your cheque or postal order payable to 'Herefordshire Council'.