

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

Fees

Licence fees are set to recover the administrative costs incurred in relation to the processing and approval of HMO licence applications. The fees apply to all types of licensable HMOs as designated within the London Borough of Camden.

The type of HMO and the accompanying fee will fall within one of the following tables:

Table 1 – HMOs which are shared houses or flats

For an HMO which is a house or flat, the standard application fee is £750.00
<i>PLUS</i>
....for any room/studio used for sleeping, a unit fee of £60.00 (per room/studio) is payable

Table 2 – HMOs which comprise buildings converted into self-contained flats *

For HMOs which are buildings converted into flats, the standard fee is £750.00
<i>PLUS</i>
....for any flat <i>under the freeholders control</i>, a unit fee of £60.00 (per flat) is payable

Examples

E.g. 1. A leaseholder letting a four bedroom flat to 'sharers' i.e. a flat share. The total fee is £990.00 [£750 standard fee plus £240 (4 x £60 units)].

E.g. 2. A freeholder of a house converted into flats each occupied by a single household, where the freeholder has no responsibility for issues within the flats. The total fee is £750.00.

E.g. 3. A freeholder of a house converted into flats each occupied by a single household where the freeholder owns/rents out three out of five of the flats. The total fee is £930.00 [£750 standard fee plus £180 (3 x £60 units)].

*** Please Note:** If any 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).

Discounts

Accredited landlords

Only private landlords who are accredited and have an accreditation number are eligible for the discount.

A £95 discount is given for private landlords who are accredited* (per HMO application) providing they meet the following criteria:

- They are the proposed licence holder
- They have completed training to become an accredited landlord (*being a member of a landlords association is not the equivalent being an accredited landlord*); and
- They hold up to date certification (proof of accreditation will be required)

** The discount is for private landlords who have undertaken 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.*

NB: Companies (even if accredited) do not qualify for the £95 discount.

Purpose built student accommodation managed by ANUK/UNIPOL accredited organisations

A £750 flat fee for the house or flat plus £6.50 per individual bed space. A further discount of £95 per application will also apply.

Refunds

Invalid applications

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 as not 'duly made' and the full fee returned. (*Note: an offence will be committed if an HMO application is rejected as not 'duly made' and the property is operating as a licensable HMO*).

To be valid, a licence application *must* include the following:

- A properly completed application form
- The correct fee
- A valid gas certificate (if applicable)

Property is not a licensable HMO

If the property is not a licensable HMO when the application is made (for example the property is not in Camden or the property is vacant at the time of application) the applicant will be notified and the full fee refunded.

Withdrawn applications

If an application is withdrawn *at any stage* of the process before the final licence is granted, the applicant will receive a partial refund only.

Refused licences

If a licence is refused for any reason (before or after the licensing inspection), the applicant will be notified and a partial fee refunded.