

## Property Licensing Schemes

### Schedule of Fees & Charges

#### 1. Mandatory Licensing – Fees Applicable

These fees are applicable on first application for a licence. Licences will last for 5 years unless the London Borough of Ealing has concern about the management, use, condition and occupation of the property.

Flat fee	Number of Habitable Rooms	Additional £30 per Habitable Room	Total Fee
£1,100	3	£90	£1,190
£1,100	4	£120	£1,220
£1,100	5	£150	£1,250
£1,100	6	£180	£1,280
£1,100	7	£210	£1,310
£1,100	8	£240	£1,340
£1,100	9	£270	£1,370
£1,100	10	£300	£1,400

- a. The above fee will be effective as of 1<sup>st</sup> October 2016
- b. Applicants who apply on or after 1<sup>st</sup> October 2016 and are sent two warning letters will be charged an additional 25% finder's fee.
- c. Applicants who are members of an accreditation scheme approved by the GLA under the London Rental Standard will receive an additional £75 discount.

Applicable accreditation schemes are as follows:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

## 2. Additional Licensing – Initial Fees Applicable

These fees are applicable on first application for a licence. Licences will last for 5 years unless the London Borough of Ealing has concern about the management, use, condition and occupation of the property.

Flat fee	Number of Habitable Rooms	Additional £30 per Habitable Room	Total Fee
£1,100	3	£90	£1,190
£1,100	4	£120	£1,220
£1,100	5	£150	£1,250
£1,100	6	£180	£1,280
£1,100	7	£210	£1,310
£1,100	8	£240	£1,340
£1,100	9	£270	£1,370
£1,100	10	£300	£1,400

- a. Applicants who apply between 1<sup>st</sup> October – 31<sup>st</sup> December 2016 will receive a 25% discount.
- b. Applicants who apply on or after 1<sup>st</sup> January 2017 and are sent two warning letters will be charged an additional 25% finder's fee.
- c. Applicants who are members of an accreditation scheme approved by the GLA under the London Rental Standard will receive an additional £75 discount.

Applicable accreditation schemes are as follows:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

### 3. Selective Licensing – Initial Fees Applicable

These fees are applicable on first application for a licence. Licences will last for 5 years unless the London Borough of Ealing has concern about the management, use, condition and occupation of the property.

Applicants who apply before the commencement date of the licensing designations will receive a 25% discount. <b>(Between 1<sup>st</sup> October – 31<sup>st</sup> December 2016)</b>	<b>£375 for a five year licence</b>
Applicants who apply on or after the commencement date of the licensing designation <b>(On or after 1<sup>st</sup> January 2017)</b>	<b>£500 for a five year licence</b>
Applicants who apply after the commencement date and are sent two warning letters will be charged an additional 25% finder's fee <b>(After 1<sup>st</sup> January 2017)</b>	<b>£625 for a five year licence</b>

- a. Applicants who are members of an accreditation scheme approved by the GLA under the London Rental Standard will receive an additional £75 discount.

Applicable accreditation schemes are as follows:

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

### 4. Additional Charges (for all schemes)

Action	Fee
Applications submitted in paper form	<b>Application fee plus an additional £100</b>
Council assistance to complete an application form	<b>£50</b>

### 5. Renewal Licence Fees Applicable (for all schemes)

The renewal fee shall be the same as new applications (full rate)

## 6. Licence Variation Fees Applicable (for all schemes)

These fees are applicable where the property is already licensed.

Variation To Licence	Fee
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.	None
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None
Variation of licence instigated by the council	None
Change of licence holder	New application fee
Change of manager (unless they are also the licence holder)	None
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision	None

## 7. Other Fees and Charges Applicable (for all schemes)

Action	Applicable Fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused by the council Application	Initial application fee with refund for 'enforcement element' of fee.
Application withdrawn by the applicant Application	Initial application fee with no refund
Application made in error	No fee and a refund will be made
Temporary Exemption Notice (TEN) made by the council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	Initial application fee