

Additional Licensing indicative fee structure

There are two types of HMO licence applications with two different licensing fee structures

- A new HMO licence application, which is when a licence holder applies for a HMO licence for a specific property which does not currently hold a licence.
- A Renewal HMO licence application, when a licence holder applies for a subsequent and successive HMO licence when the licence period comes to an end.

For an application to be treated as a renewal, it must be submitted before the expiry of the current licence.

The licence fee structure reflects the amount of work involved to process the application including the visit(s) to ensure that it is compliant with Part 2 matters of the Housing Act 2004. Each property would have at least 1 visit per licence term.

In line with recent court decisions – there are 2 stages to fee payment:

- the first stage fee payment will need to accompany the licence application so that the council can carry out necessary checks to enable the Notice of Intention to Issue the licence
- the second stage fee payment will need to be paid when your application is complete and at the granting of the final licence. The applicant will be notified when the final licence is issued.

Cabinet are asked to choose which licensing model they would wish to proceed with, if they decide to introduce additional licensing. The details of the two licensing models are explained in Appendix 5. The following tables show the indicative fees that would be charged for the two different models. However, these would be subject to review before the commencement of an additional licensing scheme.

Model A - Indicative Fee Structure

Application type	Stage 1	Stage 2	Total Fee
Standard new application (5yr licence)	£139.00	£787.00	£926.00
New application - planning permission required (1yr licence)	£139.00	£629.60	£768.60
Licence Renewal after 1 year	£122.00	£527.00	£649.00

Model B - Indicative Fee Structure

Application type	Stage 1	Stage 2	Total Fee
New Application - 5 year Licence	£187.00	£559.00	£746.00
New Application - 2.5 year Licence	£187.00	£585.00	£772.00
New Application - 1 year Licence	£330.00	£705.00	£1,035.00
Licence Renewal - 2.5 Years	£122.00	£501.00	£623.00
Licence Renewal - 1 Year	£122.00	£475.00	£597.00

Refunds Policy

A refund will be given if:

- You have made a duplicate application
- You made an application for an exempted property by mistake
- You made an application for a property which is not licensable under Portsmouth HMO licensing schemes

A refund will not be given if:

- You withdraw your application at any stage
- We refuse your application
- We revoke (take away) your licence
- You are subsequently refused planning permission for your HMO
- Your property ceases to be let as an HMO during the term of the licence (including if you sell your HMO during the term of the license).

Risks identified:

1. City Additional HMOs of 4,800 licences at Year 1 (2023/24) is our current best estimate
2. PCC awaits the HMO census results from Nov/Dec 2021 for a more accurate figure
3. For Model B The profile of landlord licencing from 1 Year, 2.5 Year or 5 Year is estimated in indicative fee proposals
4. Inflation is a challenge in calculating costs and levels of fee licence modelling