

Mandatory HMO Licensing Fees 2022

If you own a property that meets all of the following criteria, you must apply for a Mandatory HMO Licence:

- The property is rented out, and
- There are 5 or more persons from 2 or more households, and
- They share any of the following basic facilities; kitchen, bathroom or toilet

Under the houses in multiple occupation licensing regulations every local authority has to set their own licence fees and ensure their fee structure is fair and transparent and cover the costs of running the service.

HMO license fees must be levied in 2 parts:

Part 1: Application Fee (payable at the time of submitting an application) - This element of the fee will cover the costs incurred by the council to process the application up to the point of the decision being made to issue or refuse the licence. This fee is non-refundable (see below refund policy).

Part 2: Licence Issue Fee (payable within 14 days following receipt of the 'Notice of Intention to Grant a License') – This element of the fee covers the costs of issuing the licence, as well as operating and enforcing the HMO licensing scheme. Failure to make this payment will leave the property unlicensed and likely to result in enforcement action. This licence fee is not required if the licence application is refused. Please note: once a full license is issued this fee is non-refundable, even if the license is later revoked (see below refund policy).

HMO licence fee payment can be made using any of the following methods:

- by cheque: please make cheques payable to Portsmouth City Council, and send to: Private Sector Housing, Portsmouth City Council, Civic offices, Guildhall Square, Portsmouth, PO1 2AZ.
- by phone: call 02392 841659 during office hours.
- online: [visit the payments portal](#) and choose 'miscellaneous', then 'licensing'. (Due to the way receipts are received, please add the addresses of the HMO properties the payment relates to in the message box at the bottom of the form.)

Applications without Part 1 payment will be deemed incomplete and will not be processed.

Once an application has been processed a draft licence will be sent to the applicant for comment, along with a request for the Part 2 payment. The final licence will only be issued following receipt of this payment. Failure to pay will result in the License not being granted leaving the property unlicensed. Unlicensed properties are liable to legal enforcement action.

Please note that if a payment is made for the incorrect number of people or upon inspection it is found that the number of occupants that can be accommodated is fewer than the number applied for no refund will be payable. It is the applicant's

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responsibility to ensure the property conforms to Portsmouth City Council's HMO Standards and does not exceed the maximum number of allowable occupants.

Please contact **Portsmouth City Council's Private Sector Housing Team** on 023 9243 7914 for further information regarding HMO licensing.

Mandatory Licence	HMO	ALL Licenses Part 1 Fee	NEW license Application Part 2 Fee	RENEWAL of License Part 2 Fee
-				-
5 persons sharing		£204	£1,005	£941
6 persons sharing		£204	£1,058	£994
7 persons sharing		£204	£1,111	£1,047
8 persons sharing		£204	£1,163	£1,100
9 persons sharing		£204	£1,217	£1,153
10 persons sharing		£204	£1,270	£1,206
11 persons sharing		£204	£1,323	£1,259
12 persons sharing		£204	£1,376	£1,312
13 + persons sharing		£204	£1,429	£1,365

Licence fees may be reviewed from time to time to ensure they reflect the full cost of administering the licensing service.

The fee structure is based on the number of occupants regardless of property type (i.e. shared houses, bedsit-type shared houses or bedsits).

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).

Appendix 1

Title of document	Location
Portsmouth City Council Private Rental Sector Strategy	Private Rental Sector Strategy for Portsmouth 2021- 2026
Housing Act 2004	Housing Act 2004 (legislation.gov.uk)
Management of HMOs 2006	The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 (legislation.gov.uk)
Licensing of Houses in Multiple Occupation Regulations 2018	The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 (legislation.gov.uk)