FAIRER HOUSING

City of Westminster

LICENSING PRIVATE RENTED PROPERTIES in WESTMINSTER



Appendix 3:

Schedule of proposed fees, charges and discounts

1. **Payment of Fees**

1.1. The licence fee is payable in two parts.

1.2. Part A will be payable on submission of the application and will cover the cost of processing and the administration in determining the eligibility of the application. Should the application be refused or rejected by the council or withdrawn by the applicant this first Part A payment will not be refunded.

1.3. Part B will be payable once the application has been assessed and the decision is made to grant the licence. This will cover the administration, management, and enforcement of the licensing functions for the scheme.

1.4. The final licence will not be issued until the full fee has been paid.

2. Licence Fees

Licence applicants will be required to pay a fee for each property that needs a licence. The proposed selective licence fee is £995 per property.

Total Fee	Part A Fee	Part B Fee
£995	£543	£452

3. Discounts

Nature of discount	Amount	Deductible from part A or B
Accredited landlord	10% of total fee (£99.50)	Deductible from part B
Charities*	100% of total fee	Deductible from parts A **and** B
EPC rating B or above	20% of Part B (£90.40)	Deductible from part B
EPC rating C	10% of Part B (£45.20)	Deductible from part B
Multiple leaseholds within the same freehold	£125 off Part A	Deductible from part A

***** *Charity properties housing vulnerable occupants are eligible for this discount*

3.1. The table below shows discounts and their effect on the total selective licence fee payable.

Discount Type	Description	Discount	Part A	Part B	Total payment after discount
Accredited landlord	Landlords accredited or members of specified schemes (Refer to 3.2 below)	£99.50 (off part B)	£543	£352.50	£895.50
Charities	Discount is available to charities on the provision the property is for housing vulnerable occupants	£995 (across both parts)	£0	£0	£0.00
EPC rating B or above	Properties must have an Energy Performance Certificate rating of B or above	£90.40 (off part B)	£543	£361.60	£904.60
EPC rating C	Properties must have an Energy Performance Certificate rating of C	£45.20 (off part B)	£543	£406.80	£949.80
Multiple leaseholds within the same freehold	Applicable where multiple properties are: a. In common ownership and management control. b. In the same block or building. c. All applications made at the same time.	£125 (off part A)	£418	£452.00	£870.00

3.2. Accredited Landlords

If you are **accredited** under one of the following schemes, you may be entitled to a £99.50 discount (from Part B payment):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

If you are a **member** of one of the following schemes, you may be entitled to a £99.50 discount (from Part B payment):

- Association of Residential Letting Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)
- Safeagent
- Propertymark

3.3. Discounts will be determined on receipt of full application and all supporting documents.

3.4. Discounts **will not** be applicable where the council has:

- made two requests for additional supporting documents, or
- served a warning letter for failure to license the property
- unlicensed properties brought to their attention

3.5. Refer to **Section 6** for 'Discounts Applied - Practical Examples'

4. Licence Variation Fees

Action	Applicable Fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None

5. Other Fees and Charges

Action	Applicable Fee
Change of Licence Holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	Part A payment
Application withdrawn by the applicant	Part A payment
Temporary Exemption Notice (TEN) made by the council	None
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee

6. Discounts Applied: Practical Examples

The examples below illustrate the calculation of the total amount payable after discounts are applied, using a selective licence fee of **£995 (£543 for Part A; £452 for Part B)**.

6.1. Scenario A

Scenario A	Property	Discount	Part A	Part B	Total Fee
Landlord has one property with an EPC rating of C	1	Part B reduced by £45.20	£543.00	£406.80	**£949.80**
		Total	£543.00	£406.80	**£949.80**

6.2. Scenario B

Applicants may qualify for more than one discount concurrently, see example in scenario B:

Scenario B	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has three properties. Each property is in a different part of the designated area. Properties 1 and 2 have and EPC rating of D. Property 3 has an EPC rating of A.	1	Part B reduced by £99.50 (£99.50 ACLL)	£543.00	£352.50	**£895.50**
	2	Part B reduced by £99.50 (£99.50 ACLL)	£543.00	£352.50	**£895.50**
	3	Part B reduced by £189.90 (£99.50 ACLL) + (£90.40 EPC)	£543.00	£262.10	**£805.10**
		Total	**£1,629.00**	**£967.10**	**£2,596.10**

6.3. Scenario C

Applicants may also apply for a multi-dwelling discount where multiple properties in the same building are owned and under the control of the same person. A multi dwelling discount will be applied in respect of applications relating to the 2nd, 3rd properties etc.

Scenario C	Property	Discount	Part A	Part B	Total Fee
Landlord is accredited and has four properties, 3 of which are in the same building, which has been converted into self-contained flats. Properties 1, 2 and 3 have and EPC rating of B. Property 4 has an EPC rating of C.	1	Part B reduced by £189.90 (£99.50 ACLL) + (£90.40 EPC)	£543.00	£262.10	**£805.10**
	2	Part A reduced by £125 (£125 Mult. L) Part B reduced by £189.90 (£99.50 ACLL) + (£90.40 EPC)	£418.00	£262.10	**£680.10**
	3	Part A reduced by £125 (£125 Mult. L) Part B reduced by £189.90 (£99.50 ACLL) + (£90.40 EPC)	£418.00	£262.10	**£680.10**
	4	Part B reduced by £144.70	£543.00	£307.30	**£850.30**

		(£99.50 ACLL) + (£45.20 EPC)			
		Total	**£1,922.00**	**£1,093.60**	**£3,015.60**