FAIRER HOUSING

City of Westminster

LICENSING OF HOUSES IN MULTIPLE OCCUPATION



Appendix 3

Additional HMO Licensing
Schedule of fees, charges and discounts

August 2025

Licence Fee

Licence applicants will be required to pay a fee for each property that requires a licence. The licence fees set out in this schedule are calculated on a **cost-recovery basis only**, in accordance with the Housing Act 2004 and associated statutory guidance. The fees reflect the reasonable costs incurred by the council in administering the licensing scheme, processing applications, determining eligibility, issuing licences, and undertaking compliance monitoring and enforcement during the licence period.

The council does not generate a profit from licensing fees.

Fees will be reviewed periodically to ensure they remain fair, proportionate, and reflective of the actual costs of delivering the licensing service.

In accordance with legal requirements, the licence fee is charged in two parts:

- **Part A** – Payable upon submission of the application. This covers the costs of processing the application and assessing the applicant's eligibility. This fee is non-refundable, even if the application is refused, rejected by the council, or withdrawn by the applicant.
- **Part B** – Payable only once the application has been assessed and a decision made to grant the licence. This covers the ongoing costs of administration, compliance monitoring, and enforcement for the duration of the licence.

If the council refuses to grant a licence following assessment, only the Part A fee will be charged.

Additional HMO licence fee (up to 5 bedrooms)

Part A	£855
Part B	£685
Total	£1540

An additional fee of **£68** per letting will be charged for larger HMO's with more than five lettings. For example, an HMO with shared facilities and six bedrooms would contain six lettings.

Registered charities

Registered charities that provide accommodation solely for vulnerable people (e.g. night shelters & people fleeing domestic violence) are exempt from licence fees. However, they must still apply for an HMO licence for the property.

Accredited landlords

A 10% discount will continue to be offered to accredited landlords who are members of a recognised landlord accreditation scheme.

Accreditation must be valid at the time of application and verified through an approved scheme that promotes professional standards and responsible property management within the private rented sector.

Recognised schemes include, but are not limited to:

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

Energy Efficiency

The council proposes a discount for properties that achieve high energy efficiency standards, as shown on a valid Energy Performance Certificate (EPC). This supports our wider commitment to reducing carbon emissions and improving the quality and sustainability of the private rented sector in Westminster.

Discount type	Discount
EPC Rating C (Properties must have an Energy Performance Certificate rating of C)	10% off Part B
EPC Rating B or above (Properties must have an Energy Performance Certificate rating of B or above)	20% off Part B

Eligibility

- The EPC must be valid at the time of application.
- The discount must be claimed at the point of application and cannot be applied retrospectively.
- Applicants must provide supporting evidence (copy of the EPC) when submitting the application.
- Discounts are applied only to the Part B fee.

Other fees

Action applicable	Fee
Change of licence holder's address	No fee
Change of manager's address	No fee
Change/appointment of manager (unless they are also the licence holder)	No fee
Change of name (marriage/divorce/deed poll)	No fee
Change in amenities	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Change of Licence Holder	New application fee
Revocation of licence	No fee
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	Part A only
Application withdrawn by the applicant	Part A only
Temporary Exemption Notice (TEN) made by the council	No fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee