

HMO LICENCE FEE INFORMATION

BACKGROUND:

Part 2 of the Housing Act 2004 places a statutory obligation on Local Housing Authorities to licence certain types of Houses in Multiple Occupation (HMO's).

Section 63 (3) of the Act states that the authority may require the application to be accompanied by a fee fixed by the authority.

Paragraph (7) of this section allows Local Housing Authorities when fixing fees under this section, **to take into account all costs incurred in carrying out their function to grant licences for certain HMO's.**

Existing resources in the Private Sector Renewal Team of Dartford Borough Council were deemed insufficient to meet the additional workload demanded to run a HMO licensing service. The Council therefore took the decision to employ additional staff in order to meet the statutory requirements of the Housing Act 2004.

HOW HAS THE LICENCE FEE BEEN CALCULATED?

From records held, and background research conducted, the number of HMO's in the borough which will require to be licensed has been estimated.

The costs to set up and run this service over a five year period has then been divided by the estimated number of properties requiring a licence, to produce a licence fee.

WHAT IS THE FEE FOR AN HMO LICENCE ?

The licence fee is payable by the Landlord/Agent, per licensable property, to Dartford Borough Council, once every five years (or on change of Landlord/Agent/owner if sooner, when there will be an additional administration charge payable).

Fee Cost: £1750

If your property already holds a current Accreditation Certificate then there is a £100 discount applicable and the fee will be £1650. (For details on how to have your property accredited, telephone the Technical Officer (HMO) on 01322 343216).

HOW DO I PAY THE LICENCE FEE?

By Post

Please send your cheque, made payable to Dartford Borough Council and crossed A/C Payee, with your completed application form.

By Telephone:

The fee must be paid prior to your application being processed. You can call the credit/debit card hotline on (01322) 343760 between 9am and 4 pm, Monday to Friday, **quoting 'HMO Licence Payment'**. You will be given a receipt number on payment. Please ensure you insert this number in the box at the top of page 1 of your completed application form.

The Council can only accept payments by Maestro, Mastercard, Visa, Electron or Solo