

TRAFFORD COUNCIL

HOUSING ACT 2004, PART 2 (LICENSING OF HOUSES IN MULTIPLE OCCUPATION) LIST OF FEES AND CHARGES RELATING TO HMO LICENSING

Initial application	£730.15 plus an inspection fee of £66 per habitable room	This is the fee for a first time application by a landlord to licence an HMO. It includes for verifying that the landlord is a fit and proper person to be a licensee.
Subsequent application	£678.30 plus £66 per habitable room	This is the fee for a landlord who already holds a licence for an HMO within Trafford to make an application for a licence for an additional property.
Application after wrongly claimed exemption under Building Regulations	Appropriate application fee plus £92.40	Landlords may claim that an otherwise licensable HMO is exempt as it complied in 1991 with the then-current Building Regulations. If the claim for exemption is not accepted, the Council's costs in investigating the claim are recoverable.
Notification of inadequate application	£64.40 per notification	All applicants will be offered an opportunity to discuss their application with an officer prior to submission, similar to the "passport check" service offered by the Post Office. An applicant who does not take advantage of this and submits an inadequate or incomplete application will be notified by post and the application will not be processed further until the missing information is provided and the additional fee is paid.
Resubmission of application following refusal of a licence	£666 per resubmission	Where the Council refuses to approve an application for a licence, (e.g. on the grounds that the property is not suitable for occupation by the number of residents stipulated on the application), the applicant may resubmit their application after addressing the Council's reasons for refusal.
Verification of satisfactory management arrangements.	Additional £89.15 per application	Where an applicant is intending that the property should be managed other than by him or her, then the Council need to ensure that the management arrangements are satisfactory.
Application to vary licence or license conditions	£94.90 per application	Where an applicant applies to vary the conditions of the licence, a separate fee is payable to cover the costs.