



SUPPLEMENTARY INFORMATION

Cabinet

Tuesday, 21 January 2014

Due to an administrative error the following information was omitted from Appendix D at the time of publication of the main agenda. It is now enclosed.

Agenda Item Number	Page	Title
7	1 - 2	CORPORATE FEES AND CHARGES REVIEW – 2014/15 APPENDIX D
		<u>HMO Licensing Fees.</u>

Lancaster City Council

HMO Licensing Fees.

Standard Fees:

	Fee for five persons	Fee per additional person	Maximum
New Licence	£650	£50	£1000
Re-Licence	£550	£50	£1000

Penalty Charges for administration purposes

A penalty fee in addition to the standard fee will be charged in the following circumstances:

These are to cover the additional administrative costs and are not to be confused with the penalty for failure to licence as defined in legislation which carries a fine of up to £20 000.

	Additional Fees
HMO found to be operating without a licence	£100
Late Renewal of licence (full application not received by renewal date)	£100
Incomplete application	£100

Discounts

A discount from the standard fee will apply in the following circumstances

Accredited Property	Cost of accreditation: currently £58.10
Multiple Property Owner	£50 discount for each subsequent licence application.

Discounts do not apply where a penalty charge has been made

Administrative Costs

An administrative cost will be charged for variations to a licence, for example, a change of occupancy numbers

Administrative fee	£60
Change of Ownership	Full standard fee for a re-licence (a refund can be given on a licence where it has changed ownership on a pro-rata basis per full calendar month remaining)