

Lancaster City Council
HMO Licensing Fees – from April 2025

The licence fee is payable in two parts.

Part 1 - The Application Fee

Required at the time of application. The application will only be accepted with this payment.

Part 2 – The Licence Fee

Will be invoiced once the application has been checked and is ready to issue. The fee at Part 2 will reflect the size of the HMO and will take account of any of circumstances listed below that are applicable.

The HMO Licence will be issued on receipt of the total licence fee (Part 1 & Part 2) usually for a 5 year period.

These are the fees for a **FIVE** year licence.

The maximum licence fee is currently £1,000 and it is proposed to increase this to £1,100.

	Part 1 Application Fee	Part 2 Licence Fee	Total fee for a five person HMO. (Part 1 + Part 2)	Add for each extra person
New Licence	£150	£580	£730	£55
Renewal of existing licence	£150	£480	£630	£55

For example: A new five year licence for a 6 bedroom HMO will be
 $£150 + £580 + £55 = \text{Total licence fee of } £785$

See overleaf for discounts and additional charges.

NOTES:

- Discounts do not apply where an additional charge (as listed) has been made.
- A Licence cannot be transferred to another person.
- Licences are not refundable.

Discounted Fees apply in the following circumstances

Member of recognised accredited property scheme: Schemes currently included are: <ul style="list-style-type: none"> • Member of the Lancaster City Council accredited property scheme • Member of the Lancaster University Approved Homes Scheme. 	£110 per licence
Multiple property owner (Where more than 10 HMO licences are held by the same licence holder).	£110 per licence

Additional Charges apply 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 can carry an unlimited fine.

Late application/late renewal of licence <i>This applies where a complete application is not received by the renewal date. An incomplete application is one where there are documents missing or the application form is completed incorrectly.</i>	Add £110 per licence
Application received after property is found to be operating as an HMO that should be licenced, but without a valid licence.	Add £110 per licence

Administration Charges:

Administration Fee: For example for change of ownership details, change of address, change of management details etc.	£50 per licence
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For example:

A new five year licence for a 6 bedroom HMO belonging to a recognised accreditation scheme: £150 + £580 + £55 discounted by £100 = £685

OR

A new five year licence for a 6 bedroom HMO submitted late: £150 + £580 + £55 + £110 = Total licence fee of £885

NOTES:

- Discounts do not apply where an additional charge (as listed) has been made.
- A Licence cannot be transferred to another person.
- Licences are not refundable.