

## Option 1 - HMO Licensing Fees 2026-27

Post Title	Team Leader SK18M S	EHO SK15	Non EHO SK11	TSO SK7	Materials Cost / Postage / Other Charges	<b>Totals</b>
Hourly Rate	£66.53	£55.14	£48.54	£38.77		
<b><u>New</u></b>						-
<b><u>Application Process</u></b>	-	-	-	-	-	-
	-	-	-	-	-	-
<b>Receive application and fee</b>				25		
	£0.00	£0.00	£0.00	£16.15		£16.15
<b>Check application form and associated documents and deal with any issues</b>				90		
	£0.00	£82.71	£0.00	£0.00		£82.71
<b>Record created on computer system and paper file created</b>				20	20	
	£0.00	£18.38	£0.00	£12.76		£31.14
<b>fit and proper check carried out with relevant authorities i.e. Planning, c/tax</b>				60		
	£0.00	£55.14	£0.00	£0.00		£55.14
<b>Inspection &amp; travel</b>				180		
	£0.00	£165.42	£0.00	£0.00		£165.42
<b>Write up inspection. Prepare draft licence conditions / letter identifying works /</b>				30	90	
	£33.27	£82.71	£0.00	£0.00		£115.98
<b>Send out for consultation</b>				20		
	£0.00	£18.38	£0.00	£0.00		£18.38
<b>Consider responses Amend draft licence conditions as necessary</b>				30		
	£0.00	£27.57	£0.00	£0.00		£27.57
<b>Verify application criteria met</b>				30		
	£0.00	£27.57	£0.00	£0.00		£27.57
<b>Refer for management decision (time per task multiplied by no. referred to Cabinet divided by total number of applications)</b>				15	15	
	£16.63	£13.79	£0.00	£0.00		£30.42
<b>Computer system updated</b>				10		
	£0.00	£9.19	£0.00	£0.00		£9.19
<b>Licence and conditions produced</b>				20		
	£0.00	£18.38	£0.00	£0.00		£18.38
<b>Licence authorised and signed</b>				10		
	£11.09	£0.00	£0.00	£0.00		£11.09
<b>licence and conditions posted</b>				12		
	£0.00	£10.57	£0.00	£0.00		£10.57
<b>Update public register</b>				15		
	£0.00	£0.00	£0.00	£9.69		£9.69
<b>Mid-term inspection</b>				102		
	£0.00	£93.83	£0.00	£0.00		£93.83
						<b>Part A    £570.48</b>
						<b>Part B    £152.75</b>

## HMO Licensing

Post Title	Team Leader SK18MS	EHO SK15	Non EHO AK11	TSO SK7	Materials Cost / Postage / Other Charges	Totals
Hourly Rate	£66.53	£55.14	£48.54	£38.77		
<b><u>Renewal</u></b>						-
<b><u>Application Process</u></b>	-	-	-	-	-	-
	-	-	-	-	-	-
Receive application and fee	£0.00	£0.00	£0.00	25 £16.15		£16.15
Check application form and associated documents and deal with any issues	£0.00	45 £41.36	£0.00	£0.00		£41.36
Record updated	£0.00	20 £18.38	£0.00	15 £9.69		£28.07
Fit and proper check carried out with relevant authorities i.e. Planning, c/tax	£0.00	50 £45.95	£0.00	£0.00		£45.95
Inspection & travel	£0.00	180 £165.42	£0.00	£0.00		£165.42
Write up inspection. Prepare draft licence conditions / letter identifying works /	£0.00	65 £59.74	£0.00	£0.00		£59.74
Send out for consultation	£0.00	20 £18.56	£0.00	5 £3.28		£21.84
Consider responses Amend draft licence conditions as necessary	£0.00	30 £27.94	£0.00	£0.00		£27.94
Refer for management decision (time per task multiplied by no. referred to Cabinet divided by total number of applications)	£16.63	15 £14.15	£0.00	£0.00		£30.79
Computer system updated	£0.00	10 £9.19	£0.00	£0.00		£9.19
Licence and conditions produced	£0.00	20 £18.38	£0.00	£0.00		£18.38
Licence authorised and signed	£11.09	10 £0.00	£0.00	£0.00		£11.09
Licence and conditions posted	£0.00	12 £10.57	£0.00	0 £0.00		£10.57
Update public register	£0.00	£0.00	£0.00	15 £9.69		£9.69
Mid-term inspection	£0.00	102 £93.83	£0.00	£0.00		£93.83
					<b>Part A</b>	<b>£437.25</b>
					<b>Part B</b>	<b>£152.75</b>

## Option 2 - HMO Licensing Fees 2026-2027

Post Title	Team Leader SK18MS	EHO SK15	Non EHO SK11	TSO SK7	Materials Cost / Postage / Other Charges	<b>Totals</b>
Hourly Rate	£66.53	£55.14	£48.54	£38.77		
<b><u>New</u></b>						-
<b><u>Application Process</u></b>						-
-						-
-						-
25						
Receive application and fee	£0.00	£0.00	£0.00	£16.15		£16.15
90						
Check application form and associated documents and deal with any issues	£0.00	£82.71	£0.00	£0.00		£82.71
-						£3.00
Land registry						
20						
Record created on computer system and paper file created	£0.00	£18.38	£0.00	£9.69		£28.07
60						
Fit and proper check carried out with relevant authorities i.e. planning, c/tax	£0.00	£55.14	£0.00	£0.00		£55.14
180						
Inspection & travel	£0.00	£165.42	£0.00	£0.00		£165.42
30						
Write up inspection. Prepare draft licence conditions / letter identifying works /	£33.27	£82.71	£0.00	£0.00		£115.98
20						
Send out for consultation	£0.00	£18.38	£0.00	£0.00		£18.38
30						
Consider responses Amend draft licence conditions as necessary	£0.00	£27.57	£0.00	£0.00		£27.57
30						
Verify application criteria met	£0.00	£27.66	£0.00	£0.00		£27.66
15						
Refer for management decision (time per task multiplied by no. referred to Cabinet divided by total number of applications)	£16.63	£13.79	£0.00	£0.00		£30.42
10						
Computer system updated	£0.00	£9.19	£0.00	£0.00		£9.19
20						
Licence and conditions produced	£0.00	£18.38	£0.00	£0.00		£18.38
10						
Licence authorised and signed	£11.09	£0.00	£0.00	£0.00		£11.09
10						
licence and conditions posted	£0.00	£9.19	£0.00	£0.00		£9.19
15						
Update public register	£0.00	£0.00	£0.00	£9.69		£9.69
550						
Annual inspection including travel (5 inspection)	£0.00	£505.45	£0.00	£0.00		£505.45
					<b>Part A</b>	<b>£570.50</b>
					<b>Part B</b>	<b>£562.99</b>

Licence Type	Part a	Part b	Total	Number of Rooms
New	£570.50	£562.99	<b>£1,133.49</b>	Up to 5
	£588.50	£652.99	<b>£1,241.49</b>	1+ room

Post Title	Team Leader SK18MS	EHO SK15	Non EHO SK11	TSO SK7	Materials Cost / Postage / Other Charges	Totals
Hourly Rate	£66.53	£55.14	£48.54	£38.77		
<b>Renewal</b>						-
<b>Application Process</b>						-
	-	-	-	-	-	-
	-	-	-	-	-	-
Receive application and fee				20		
	£0.00	£0.00	£0.00	£12.92		£12.92
Check application form and associated documents and deal with any issues				30		
	£0.00	£27.57	£0.00	£0.00		£27.57
Land registry						£3.00
Record updated				15	10	
	£0.00	£13.79	£0.00	£6.46		£20.25
fit and proper check carried out with relevant authorities i.e. planning, c/tax				50		
	£0.00	£45.95	£0.00	£0.00		£45.95
Inspection & travel				180		
	£0.00	£165.42	£0.00	£0.00		£165.42
Write up inspection. Prepare draft licence conditions / letter identifying works /				65		
	£0.00	£59.74	£0.00	£0.00		£59.74
Send out for consultation				20	5	
	£0.00	£18.38	£0.00	£3.23		£21.61
Consider responses Amend draft licence conditions as necessary				30		
	£0.00	£27.57	£0.00	£0.00		£27.57
Refer for management decision (time per task multiplied by no. referred to Cabinet divided by total number of applications)				15	15	
	£16.63	£13.83	£0.00	£0.00		£30.46
Computer system updated				10		
	£0.00	£9.19	£0.00	£0.00		£9.19
Licence and conditions produced				20		
	£0.00	£18.38	£0.00	£0.00		£18.38
Licence authorised and signed				10		
	£11.09	£0.00	£0.00	£0.00		£11.09
licence and conditions posted				10	0	
	£0.00	£9.19	£0.00	£0.00		£9.19
Update public register				15		
	£0.00	£0.00	£0.00	£9.69		£9.69
Mid-term inspection				550		
	£0.00	£505.45	£0.00	£0.00		£505.45
<b>Part A</b>						<b>£414.49</b>
<b>Part B</b>						<b>£562.99</b>

Appendix 2 - HMO Licensing Fees 2025/2026

Type of licence	Part A	Part B	Total
New	£570.50	£152.75	£723.25
Renewal	£335.75	£152.75	£488.50