

BOLSOVER AND NORTH EAST DERBYSHIRE DISTRICT COUNCIL

RECORD OF DECISION TAKEN BY THE JOINT HEAD OF SERVICE – HOUSING & COMMUNITY SAFETY 20th September 2018

Licence Fee for Houses in Multiple Occupation (Mandatory Licensing)

Authority for decision	Decision	Reasons	Alternative options considered and rejected	Conflicts of interest and any dispensation
Section 4.10.9(9) of the delegation scheme "To decide the terms upon which services will be provided to the public (which may include providing services on different terms to different individuals or classes of individuals"	<p>To determine the cost of an application for a HMO (House in Multiple Occupation) Licence and the cost of an application for a renewal of a HMO Licence. The fee applies to mandatory licensing under Part 2 of the Housing Act 2004.</p> <p>The total fee for a HMO Licence is to be £607 consisting of two parts (£496 and £111).*</p> <p>The total fee for a HMO Licence Renewal is to be £533 consisting of two parts £422 and £111).*</p> <p>Numbers of applications will be monitored and reported to the relevant portfolio holders.</p> <p>Note * - The primary fee includes a site visit, and assessment, background--checks, preparation if the licence, senior officers review and</p>	<p>Legislation is changing such that more properties will require a HMO Licence.(i.e. this will apply to all HMO's, and not restricted to three storey properties)</p> <p>The cost of the licence has been determined using an officer hourly rate and the amount of time it takes to process the application. The hourly rate has been calculated which considers the actual cost to the council as opposed to a salary rate. The licence fee therefore fairly reflects the cost incurred by the council in processing the application.</p>	<p>Consideration has been given to guidance and case law in determining the methodology and the fee. Therefore, it is not possible to determine a fee, without following a methodology which is robust and evidences justification for the level of fee.</p> <p>If a fee were not set then the opportunity to recover costs at NEDDC would be missed (as no fee has ever been set) and at BDC the costs recovered would be significantly less than the cost incurred.</p>	None

	<p>authorisation, and issue of the licence.</p> <p>The secondary fee of £111 includes Interim inspection, assessment of standards, resulting correspondence and Uniform updates</p>			
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Please complete the following where relevant:

Key Decision?	Confidential/ Exempt (if yes, please state paragraph)?	Do General Exception or Special Urgency Rules apply to this decision?	Consultation has taken place with the Section 151 & Monitoring Officer?	The Leader, Deputy Leader or relevant Portfolio Member have been consulted?
No	No (Paragraph *)	No	Yes	Yes

Authorising Signature:

Job title: Joint Head of Service
Housing & Community Safety

Unique Reference Number: NEDDC DD/070/18/PC
BDC DD/044/18/PC

Date decision may be implemented following call in (if necessary):

Circulation to:

Chief Executive
Monitoring Officer
Section 151 Officer
Scrutiny Officer
Internal Audit

Mandatory Licensing of Houses in Multiple Occupation (HMOs)

Bolsover District Council and North East Derbyshire District Council

HMO Licensing Fees 2018

HMO Licence Fee Calculation

The tables below show the methodology for the calculation of the HMO Licence application fee. The fee is split into two stages, the primary fee and the secondary fee. The primary fee is payable at the time of application and the secondary fee is payable once a Licence has been granted, to cover the remainder of the licence period.

The **total fee for a HMO Licence is £607** consisting of the primary fee at £496 and the secondary fee at £111. (Costs are rounded down.)

Primary Fee

Task	Time (hours)	Hourly Rate	Cost
Send application and guidance documents. Receipt of application. Create case on Uniform. Scan and attach documents to case.	1.0	EHO £37.33	£37.33
Check application form for completeness and check appended documents.	0.5	EHO £37.33	£18.67
Request any missing docs. Process application fee and issue receipt. Enter Uniform updates and populate with application info.	0.5	Tech Support Officer £28.26	£14.13
Carry out property inspection to check application information and assess standards (including travel time) (Excluding Part 1 Housing Act 2004)	2.0	EHO £37.33	£74.66
Assessment of standards following inspection and fit and	3.0	EHO £37.33	£111.99

Task	Time (hours)	Hourly Rate	Cost
proper person checks (including further checks Land Registry and council tax etc)			
Prepare draft licence, conditions and Notice of Proposal for all relevant parties.	2.0	EHO £37.33	£74.66
Senior officer authorisation checks.	1.0	Senior EHO £41.68	£41.68
Enter Uniform updates and documents	0.5	Technical Support Officer £28.26	£14.13
Prepare final Licence	1.0	EHO £37.33	£74.66
Senior officer Authorisation	0.5	Senior EHO £41.68	£20.84
Enter Uniform updates and update HMO Licence register	0.5	Technical Support Officer £28.26	£14.13
Total Primary Fee			£496.68

Secondary Fee

Task	Time (hours)	Hourly Rate	Cost
Interim inspection, assessment of standards, resulting correspondence and Uniform updates.	3.0 hrs	EHO £37.33	£111.99
Total Secondary Fee			£111.99

Total HMO Licence Fee

£496 + £111 = **£607**

HMO Licence Renewal Fee Calculation

Where an existing HMO Licence is due to expire following the 5 year period and the applicant wishes to renew the existing Licence, the following tables show the methodology for the calculation of the HMO Licence Renewal Fee.

As with an initial application, the renewal fee is split into 2 stages, the Primary Renewal Fee and the Secondary Renewal Fee. The Primary Renewal Fee is payable at the time of application and the Secondary Renewal Fee is payable once a Licence has been granted to cover the remainder of the Licence period.

The **total fee for a HMO Licence Renewal is £533** consisting of the Primary Renewal Fee at £422 and the Secondary Renewal Fee at £111.

Primary Renewal Fee

Task	Time (hours)	Hourly Rate	Cost
Send application and guidance documents. Receipt of application. Create case on Uniform. Scan and attach documents to case.	1.0	EHO £37.33	£37.33
Check application form for completeness and check appended documents.	0.5	EHO £37.33	£18.67
Request any missing docs. Process application fee and issue receipt. Enter Uniform updates and populate with application info.	0.5	Tech Support Officer £28.26	£14.13
Carry out property inspection to check application information and assess standards (including travel time) (Excluding Part 1 Housing Act 2004)	2.0	EHO £37.33	£74.66
Assessment of standards following inspection and fit and proper person checks (including further checks Land Registry and council tax etc)	2.0	EHO £37.33	£74.66

Task	Time (hours)	Hourly Rate	Cost
Prepare draft licence, conditions and Notice of Proposal for all relevant parties	1.0	EHO £37.33	£37.33
Senior officer authorisation checks	1.0	Senior EHO £41.68	£41.68
Enter Uniform updates and documents	0.5	Technical Support Officer £28.26	£14.13
Prepare final Licence	1.0	EHO £37.33	£74.66
Senior officer Authorisation	0.5	Senior EHO £41.68	£20.84
Enter Uniform updates and update HMO Licence register	0.5	Technical Support Officer £28.26	£14.13
Total Primary Renewal Fee			£422.22

Secondary Renewal Fee

Task	Time (hours)	Hourly Rate	Cost
Interim inspection, assessment of standards, resulting correspondence and Uniform updates.	3.0 hrs	EHO £37.33	£111.99
Total Secondary Renewal Fee			£111.99

Total HMO Licence Renewal Fee

£422 + £111 = **£533**