

HMO licence fees

HMOs are an important part of housing provision in Southampton and through the licensing scheme we want to encourage fully compliant HMOs and timely applications. We have updated the HMO fee structure to better reflect the actual time involved with HMO Licensing. In addition we want to continue to provide landlords with a choice of who they employ to carry out an inspection of their property for the HMO licence process, whether that be an officer from Southampton City Council or an independent HMO surveyor.

The fees below apply from **Monday 25th May 2015**.

Southampton City Council HMO All Inclusive Rate This includes all costs payable by the applicant in order that the council can process your application	£820*
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Compliant & Timely Applications (within 3 Months):

There are 2 types:

Southampton City Council HMO All Inclusive Compliant Rate This includes all costs payable by the applicant in order that the council can process your application.	£560*
Landlord Independent HMO Surveyor Compliant Rate Where a HMO fully meets all relevant standards and the landlord arranges their own Certificate of Compliance from an independent surveyor registered with RICS or CIEH.	£250*

**These charges are not subject to VAT*

In order to qualify for the compliant rate, SCC must receive your full and valid application:

- **Within 3 calendar months from the commencement of a designated Additional Licensing Scheme, or**
- **Within 3 calendar months of the property first being let as a licensable HMO, or**
- **Within 3 calendar months of becoming the person in control or manager of the licensable HMO, or**
- **Within 3 calendar months of the HMO Licence renewal date**

Please note that your application will be returned to you if it arrives outside this time period, or if it does not include all required certificates and the correct fee. You may then become liable to pay the higher fee.

The Council also offers pre-application advice to landlords:

Pre-application advisory visit & verbal report on site	£60*
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Transitional Arrangement: 25 May 2015 to 25 July 2015

This is for landlords who as of Monday 18th May 2015 have already had an initial inspection by an independent surveyor but have not yet submitted an HMO licence application. These landlords are outside the 3 month opportunity to use the new Landlord Independent HMO Surveyor Compliant Rate. These landlords will be currently carrying out improvement works (specified by the independent HMO surveyor) prior to applying for their HMO licence, and we will still accept these applications for two months (by 18th July 2015) with fees in line with the previous structure, please see below.


	Mandatory HMO Licensing	Additional HMO Licensing
Independent surveyor route Discounted rates for landlords who submit a survey completed by an approved, independent surveyor with their application	£340.00*	3 Occupiers = £140*
		4 Occupiers = £240*
		5+ Occupiers = £340*

* These charges are not subject to VAT

Explanation of Fee Levels

- Southampton City Council HMO All Inclusive Rate** – All parts of the process are included. An officer of the council will contact the applicant to arrange the necessary property inspection, which will be carried out by the Council. If any improvements are required to reach current standards then they will be included as a licence condition and you will be given full details and a reasonable timescale to complete them. As far as possible, inspections will be grouped together for applicants with several properties.
- Landlord Independent HMO Surveyor Rate** – To access this rate it is essential that the property is fully compliant with all HMO standards. Before making the application, landlords need to separately instruct an independent HMO surveyor who is a member of RICS or CIEH and who holds their own insurance. (Please see our guidance sheet below on how to choose an Independent HMO Surveyor). This independent HMO surveyor will provide the landlord with a Certificate of Compliance with current HMO standards. The applicant is then able to submit this certificate along with the application form, gas, electrical certificates and fee within 3 months of the property becoming licensable. * Please note that the application fee does not include the fee charged by the independent HMO surveyor for the inspection. * Please note that the council reserves the right to place any conditions on the licence which it deems necessary.* Please note SCC Criteria below for acceptance of Certificates of Compliance.

Downloadable documents

Icon	Name of file	Size	Download time
	Certificate of Compliance		
	Guidance on Selecting an Independent HMO Surveyor		
	Additional fees table		
	Criteria for SCC to accept Certificates of Compliance from Independent HMO Surveyors		

Link to download [Adobe Acrobat](#) if required

Contact information

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