

**The Council also charges for any additional costs incurred as a result of the following:**

Application to vary a HMO Licence, not involving visit	£50	Where the Council has to undertake additional works in order to consider the variation and determine it appropriate.  Documentation and desk top checks only required.	Fit & Proper person checks.  Change of documentation.  Updating uniform
Application to vary a HMO Licence, involving an officer visit	£100	Where the Council has to undertake additional works in order to consider the variation and determine it appropriate. Where a visit is necessary in order to determine if the variation is appropriate.	Fit & Proper person checks.  Change of documentation.  Updating uniform  Arranging visit  Visit time including travel
For an appointment missed during the house inspection process.	£70	Where the applicant has failed to provide access for the appointment to inspect at the agreed time/date and this has to be rearranged. Fee per property, if multiple inspections programmed during that allotted appointment time. Officers will wait for 20 minutes and then leave. Also for appointments cancelled with less than 24 hours notice.	Surveyor inspection and travel time  Time producing new letters/ rearranging appointments.
Additional visits to check licence conditions	£100	Where more than one visit is required to check licence conditions. If a licence is issued with specific conditions or a general condition has not been met, a conditions monitoring visit will be undertaken on expiry of the works deadline. If the works are not complete and	



		or insufficient a further visit may be required. Such visits will incur a charge.	
For follow up letters when an invalid application has been received	£25 per letter	Where the applicant has missing items in their application e.g. Missing certificates or fee, reminder letters are sent.	Time producing reports and letters