

Appendix 2 – HMO proposed pricing schedule

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.

Southampton City Council HMO All Inclusive Rate This includes all costs payable by the applicant in order that the council can process your application	£960*
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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.

Buildings owned and managed by private providers of large student accommodation# who are members of and comply with ANUK National code for large student developments## or any approved code or scheme of compliance, as approved under section 233, Housing Act 2004, will be entitled to a 50% reduction on the fees. Proof of scheme or code membership & compliance will be required on application.

#where 15 or more students live in one building, either in rooms off a central corridor, cluster flats or self-contained flats

The ANUK Code of Standards for larger developments for student accommodation not managed and controlled by educational establishments

The Council also offers pre-application advice to landlords:

Pre-application advisory visit & verbal report on site	£60*
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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.

Additional fees

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

<p>For an appointment missed during the house inspection process.</p>	<p>£70</p>	<p>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.</p>	<p>Surveyor inspection and travel time Time producing new letters/ rearranging appointments.</p>
<p>For follow up letters when an invalid application has been received</p>	<p>£25 per letter</p>	<p>Where the applicant has missing items in their application e.g. Missing certificates or fee, reminder letters are sent.</p>	<p>Time producing reports and letters</p>
<p>Additional visits to check specific license conditions</p>	<p>£100</p>	<p>Where more than one visit is required to check specific license conditions. If a license is issued with specific conditions, 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.</p>	<p>Surveyor inspection and travel time Time producing new letters/ rearranging appointments & preparing and completing enforcement documentation.</p>

