Housing Act 2004

CHELTENHAM BOROUGH COUNCIL

**HMO LICENSING SCHEME**

**IMPORTANT NOTES TO APPLICATION FORM**

1. **Revised Mandatory House in Multiple Occupation (HMO) Licence Fees**

**(Part 2, Housing Act 2004) Effective 1st April 2023**

**Standard Fee for Part 1 of HMO Licence Application (Submission, Administration & Authorisation)**

Standard Part 1 Fee **£334.55**

*Note 1: This must be paid upon submission of the HMO licence application.*

**Standard Fee for Part 2 of HMO Licence Application (Inspection, Assessment & Processing):**

Standard Part 2 Fee **£500.95**

*Note 1: This applies to HMOs with five (5) Bed / Bedliving rooms only.*

*Note 2: This will be invoiced (Licence Holder) after the HMO licence property inspection.*

Additional Fees applying for **Part 2 of HMO Licence Application (Inspection, Assessment & Processing)**

1. **£50.00** Additional Fee applied for each Bed / Bedliving room where six (6) or more.
2. **£154.14** Additional Fee applied for all New applications, or Renewal applications where any works are required and / or any specific conditions are required to be complied with under paragraph ‘5.0 Specific Conditions’ to the HMO licence conditions

Discount available for Part 2 HMO Licence Application:

1. **£100.00** Discount will be granted on the Standard Part 2 Fee for fully complete HMO Licence applications submitted i.e. no Council follow-up or chasing-up for any documents in relation to the HMO Licence application submitted, whether missing, incomplete or part complete.
2. Where a valid fully complete ‘renewal’ application is received **after** the expiry date of the existing licence, the £100 discount will not be applied as this is a late application.
3. **Valid fully complete HMO Licence application**

You will not be considered to have made a valid fully complete HMO Licence application unless all of the documents listed below (& repeated on Page 7 of the application form) have been received. Also, that they are in good, legible and complete order. All original documents will be returned to you. Documents may also be sent in electronically in pdf format

1. **Documentation**
2. Fully completed Part 1 (Licence Holder Details), Part 2 (Owners Details) & where applicable Part 3 (Managers Details) of the HMO Licence Application Form.
3. **Fit and Proper Persons form where application completed, submitted & Part 1 Fee paid online.**
4. Floor Plans showing the use of each room (suitably scaled, showing the layout of the property, smoke alarms and all fire safety precautions and equipment, and amenities provided).
5. Gas Installation - An original Certificate showing that the gas installation and appliances have been inspected by a Gas Safe registered Inspector in the 12 months prior to this application.
6. Electrical Installation - An original Certificate showing that a competent person has inspected the electrical installation in the 5 years prior to this application.
7. Electrical Appliances - An original Certificate showing that the electrical appliances have been inspected by a competent person in the 12 months prior to this application (PAT certificate).
8. Fire Detection - An original Certificate showing that the fire detection and warning system has been inspected, tested & serviced by a competent person in the 12 months prior to this application. This needs to comply to British Standard BS 5839 Part 1 and/or Part 6.
9. Emergency Lighting - An original Certificate showing that the emergency lighting (where installed) system has been inspected, tested & serviced by a competent person in the 12 months prior to this application
10. Tenancy Agreement - A sample copy of the written terms for tenants.