



Tower Hamlets Landlord Licensing Fees, Charges and Refunds



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1. Paying the Fee

These fees apply from 1st April 2019. They are reviewed annually to ensure that the schemes are cost neutral.

The full fee can be paid at the time of the application. There is the opportunity pay in two parts, the first payment is due at the time of the application and covers the administration costs of processing the licence. The second part of the fee, is for the enforcement and management of the licensing scheme and will become due after the 14 day consultation period. The higher administration fee for paying in two parts reflects the extra costs incurred by the Council of processing two payments. The final licence will not be issued until the full fee has been paid. We recommended you pay the full fee upfront because you will save the additional costs.

The fee can be paid using a UK based debit or credit card. Bulk payments can be taken for agents with multiple properties.

Please ensure that your property is not exempted before making your application.

2. Mandatory HMO Licensing Fee

Full on-line application including re-licensing	£538 If paid in instalments (£31 more): Part One: £249 Part Two £320 paid prior to final issue of licence
For each habitable room	£36
Partial one line application i.e. need to chase for missing documents	No additional charge
Postal Application	£538 If in instalments (£31 more): Part One: £249 Part Two £320 paid prior to final issue of licence
Partial postal application	No additional charge
Amend details on existing licence	£156

*A habitable room includes living rooms and bedroom but not kitchens or bathrooms

3. Selective Licensing Fee

Full on-line application	£532.50 If in instalments add £31admin costs: Part One: £247 Part Two £316.50 paid prior to final issue of licence
Partial one line application i.e. need to chase for missing documents	£594 Thus an extra charge of £61.50 – this will be added after part one payment if paid in instalments.
Postal Application	£625 If in instalments (£31 more): Part One: £285 Part Two £371 paid prior to final issue of licence
Partial postal application	£676 Thus an extra charge of £51 - this will be added after part one payment if paid in instalments.

Temporary Exemption Notice	Free
Variation Instigated by the Licence Holder	£30

4. Additional HMO Licensing Fee

Full on-line application including re-licensing	£520 If in instalments (£31 more): Part One: £242 Part Two £309 paid prior to final issue of licence
Partial one line application i.e. need to chase for missing documents	£580 Thus an extra charge of £60 – this will be added after part one payment if paid in instalments
Postal Application	£610 If in instalments (£31 more): Part One: £278 Part Two £363 paid prior to final issue of licence
Partial postal application	£660 Thus an extra charge of £50 – this will be added after part one payment if paid in instalments
Temporary Exemption Notice	Free
Variation Instigated by the Licence Holder	£30

5. Refunds

A licence is not transferable. Where a licensed property changes ownership, the new landlord must make a full application for a new licence in his/her name. No repayment of the licence fee will be made to the existing licence holder for any unexpired period of the licence.

If a licence holder dies during the period of the licence, the licence ceases to be in force from the date of death. For 3 months from the date of death the house will be treated as if a Temporary Exemption Notice (TEN) has been served. This is known as the "Initial Period". At any time during the initial period a formal application may be made for a TEN. The TEN will be valid for a period of 3 months and will take effect when the "Initial Period" ends.

We will give a refund for a property licence if an application was made by mistake. Situations considered to be a mistake are if:

- The property is outside the designated area
- A duplicate application has been made
- An application was made for an exempted property.

We will not give you a refund if:

- We refuse your application
- You withdraw your application
- We revoke your licence
- You are refused planning permission for works required to your property

Licence fees are not connected to the length of a licence. If you cancel your licence before it expires, we cannot give you a refund.

6. Charges for Serving Statutory Notices

Housing Act 2004 Part 1 Enforcement Notice served £510

7. Other Administration Charges

A charge of £61.50 will be applied if the council needs to write to you more than once to provide missing documents.