

# APPENDIX A

## HOUSES IN MULTIPLE OCCUPATION LICENCE FEE POLICY.

### 1. INTRODUCTION

The law relating to Houses In Multiple Occupation (HMO) is changing. The Licensing Of Houses In Multiple Occupation (Prescribed Description) (England) Order 2018 comes into force on October 1<sup>st</sup> 2018. Landlords of HMO's that house five or more people living as two or more households will require a licence from the local authority.

This includes any flat which has not been purpose built to multiple occupant standards.

A 'household' is classed as an immediate family (parent and children), partners or an individual.

A landlord who fails to apply for a licence by the 1<sup>st</sup> October is committing a criminal offence.

If landlords already have a licence, as their HMO required a licence under the previous legislation, then the licence will continue to be valid until the expiration date which is usually five years from the date of issue.

New requirements for minimum bedroom size have also been introduced.

- Bedrooms for one adult must be no smaller than 6.51 square metres.
- Bedrooms for two adults must be no smaller than 10.22 square metres.
- Ceiling height must be no less than 1.5 m

Each licence will specify the maximum number of people who may occupy each room.

Additional conditions have been added regarding household waste. The licence holder must 'comply with any scheme which is provided by the local authority which relates to the storage and disposal of household waste at the HMO pending collection'

Licences are usually issued for a period of 5 years.

### 2. FEES CHARGED FOR LICENCES.

|    | <b>Action</b>   | <b>Time in minutes</b> | <b>Officer</b> |
|----|---|------------------------|----------------|
| 1. | Enquiry received, or informed licence required; worksheet created. Application form/notes/letter sent | 60                     | Admin          |

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|     |  |            |       |
|-----|--|------------|-------|
| 2.  | Officer site meeting; pre-application check and advice   | 120        | SEHO  |
| 3.  | On receipt of forms check application, certificates (gas safety and electrical inspection), fit & proper person. Update database | 60         | Admin |
| 4.  | Contact applicant if not complete returning documents  | 60         | Admin |
| 5.  | Check returned documents and update database   | 30         | Admin |
| 6.  | Prepare proposed licence/notice/covering letter and serve on applicant and relevant person(s)                                    | 90         | SEHO  |
| 7.  | Consider any representations   | 60         | SEHO  |
| 8.  | Amend proposed licence, if necessary, reserve on relevant person   | 60         | SEHO  |
| 9.  | Prepare final licence/notice/letter  | 90         | SEHO  |
| 10. | Check and sign licence and serve and update database   | 60         | SEHO  |
|     |  |            |       |
|     | <b>Total time</b>  | <b>690</b> |       |
|     |  |            |       |

Total time for administration = 210 minutes @ £34 an hour

Total time for Senior Environmental Health Officer = 480 minutes @ £54 an hour

**Cost to licence an HMO = £551**

### 3. ADDITIONAL ASSISTANCE FOR LANDLORDS.

As part of the licence application scaled floorplans will be required detailing room layouts, escape routes, location of smoke detectors etc. If landlords are unable to provide this or require assistance, an Architectural Technician from Property Services can offer a service. The cost to the landlord for this service will be **£41 per hour or part thereof.**