

Selective Licensing: Fee Schedule

The fees are for the whole period of the Selective Licensing designation, which is for 5 years from July 1st 2017 to June 30th 2022. Fees are based on the running cost and management of the overall scheme. There are a range of fees, which differ for single and multiple unit properties. There are also a range of discounts and penalties which relate to certain circumstances.

There are 3 fee scenarios, dependent on the type of building and ownership, as follows:

- 1. Single unit properties:** This is for dwellings, which are a single unit, which could be a house, or a self-contained flat or non-self contained flat. The standard fee of £550 applies in this case and this requires only one licence.
- 2. Multiple unit properties where the landlord controls the freehold:** Where the landlord has the freehold of a block of flats a single licence will be issued for all the flats owned by the landlord plus the common parts of the building. The licence fee will be the standard fee of £550 for the first flats plus £100 for each extra flat within the same building. So if a landlord with the freehold owns 4 flats in the block, then the total licence fee will be £850 (£550 for the first flat and £300 for the other 3 flats). Where applicable discounts will be applied to the total cost of the licence (see below).
- 3. Multiple unit properties where the landlord does not control the freehold:** Where the landlord owns multiple flats within a building but does not own the freehold, then each flat will require a separate licence. The licence fee for the first flat will be the standard fee of £550, whilst the licence fee for any extra flats in the block will be £100 for each extra flat. So if a landlord who does not own the freehold owns 3 flats in the block, then they will pay a sum of £750 (£550 for the first licence and £100 each for the other 2 licences). Discounts will only be applied to the total cost of the flats to be licensed in the block and will not apply to each individual flat in the block, as the licence fee for the extra flats has already been substantially reduced.

Standard Fees

Property Type	Standard Fee
Single occupancy household For each dwelling which is occupied by a single household (eg house, self-contained flat or non self-contained flat)	£550
Buildings containing flats where the landlord owns the freehold A single licence will be issued covering all of the flats within the control of the landlord	£550 for first flat and then £100 for each additional flat within the same building
Buildings containing flats where the landlord owns more than one flat in a building without owning the freehold As the landlord does not own the freehold, then each flat will require an individual licence	£550 for first flat and then £100 for each additional flat within the same building

Discounts⁽²⁾

Discount Type	Amount
Membership of selected organisation discount Discount applies to members of one of the following organisations: <ul style="list-style-type: none"> • Scarborough Borough Council Landlord Accreditation Scheme • National Landlords Association • Residential Landlords Association • National Approved Lettings Scheme 	£50
Multiple Application discount Applies to each additional standard fee licence application after initial licence application.	£50

Penalties⁽³⁾

Penalty	Amount
Late Application⁽⁴⁾ Applications received after 31st December 2017 (ie 6 months after commencement of scheme).	£100 Applies to each licence application
Finder's Fee⁽⁵⁾ Applies where a licensable property is identified by the Council after the 31 st December 2017 and no application has been submitted. Landlords who have failed to licence any such property may also be subject to prosecution by the Council.	£100 Applies to each licence application
Incomplete application Incomplete application: e.g. incomplete information, application form not signed, failure to provide certificates and requested documentation within an agreed timescale.	£100 Applies to each licence application

Notes:

1. This only applies where the applicant is in control of the whole building (e.g. a landlord who owns the whole block). In cases where the applicant has one or more flats within a building, but do not have full control of the block, then the applicant will require individual licence applications for each flat in the block.
2. HMOs subject to mandatory licensing under Part 2 of the Housing Act 2004 or those currently licensed within the additional licensing scheme are exempt from selective licensing.
3. Where applicable, all discounts can apply to the same licence application (see examples below). In the case of multiple flats within the same building where the landlord is not the freeholder, the discount will only apply to the initial application
4. Applicants will not be entitled to any discounts where a penalty fee has been applied.
5. Both these penalties may be applied to the same application.

Payment schedule

Fees should be paid in full at the time of application.