

Fee schedule: Selective Licensing: Scarborough Central

The fees are for the whole period of the Selective Licensing designation, which is for 5 years from June 1st 2019 to 31st May 2024. 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 fees 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 (1) 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
<p>Membership of selected organisation discount</p> <p>Discount applies to members of one of the following organisations:</p> <ul style="list-style-type: none"> • Scarborough Borough Council Landlord Accreditation Scheme • National Landlords Association • Residential Landlords Association • Eastern Landlords Association • National Approved Lettings Scheme • Association of Residential Lettings Agents 	£50
<p>Early bird discount</p> <p>Applies to all licence applications received and fully completed with all requested documentation by 31st May 2019 (i.e commencement of the scheme)</p>	£50
<p>Multiple Applications</p> <p>Applies to each licence application after initial licence application (does not apply to multiple licences in a block of flats where the landlord does not own the freehold of the block as a reduced fee of £100 already applies to these licences)</p>	£50

Penalties (3)

Penalty	Amount
<p>Finders Fee</p> <p>Where landlord has not applied to licence their property by 31st August 2019 (i.e. 3 months after commencement of the scheme). Landlords may also be subject to prosecution by the Council.</p>	<p>£100</p> <p>Applies to each licence application</p>

Notes:

1. The Council can only issue a single buildings licence when the landlord is in control of the whole building. Where a landlord owns more than one flat, but is not in control of the freehold, the council cannot issue a single licence for the whole building and must require individual licence applications for each flat
2. Where applicable, all discounts can apply to the same licence application. 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
3. Applicant will not be entitled to discounts where a penalty fee has been applied
4. Payments must be made in full with the application for a licence.
5. Refunds are not normally granted should the licence be revoked or refused for any reason during the course of the licensing period. The only circumstances in which we would consider the refund of part of the licence fee is if the licence is revoked/refused prior to the Council undertaking an inspection of the licence. Please note that the Council will still charge for the processing and issuing of the licence and any other costs incurred up to the point that the licence is revoked/refused.