

Mandatory Licensing Fee Structure Effective from 1st January 2017

To work out the fee for each application the tables below outline the costs. Identify the number of storeys within the property and the number of rooms (households) that you let or intend to let and add the figures together.

If you are a member of the London Landlord Accreditation Scheme (LLAS), or similar body, or are a member of a professional organisation such as Royal institute of Chartered Surveyors (RICS) you can apply to pay the reduced fee shown on the applicable line.

If you have multiple applications, and pass the fit and proper person criteria, you can again apply for a reduction in the standard fee on each subsequent application, provided the fit and proper person check was carried out within three months of the subsequent application.

If you are making multiple applications and are a member of LLAS or similar, you may apply for both discounts.

Initial Fee

Households (number of rooms)	£	Fee Examples
Up to 5 households	£500	If a property has 5 households, is 3 storeys and an advisory inspection is requested, the application fee is £500 + £300 + 100 = £900.
6 to 10 households	£700	
11 to 15 households	£800	
16 to 19 households	£1,000	
20 households and above	£1,500	
Storeys		If a property has 8 households, is 5 storeys and the proposed licence holder is a member of a landlord accreditation scheme, the application fee is £700 + £500 – 10% = £1080
3-4 Storeys	+£300	
5 Storeys and above	+£500	
Discounts		
Fit & Proper Person check in the previous 3 months	-10%	
Member of a landlord accreditation scheme	-10%	
Advisory property inspection (optional)	£100	

Licence Renewals

Number of Households	Renewal Application Fee
Up to 5 households	£500.00
6 to 10 households	£600.00
11 to 15 households	£650.00
16 to 19 households	£800.00
20 households and above	1000.00

Storeys	
3-4 Storeys	£200
5 Storeys and above	£350

Other fees and Discounts

Action	Applicable Fee
Revocation of licence	No fee
Application to licence following revocation of licence	Initial application fee
Application refused by the Council	Initial application fee with no refund
Application withdrawn by the applicant	40% refund
Application made in error	No fee and a refund will be made
Properties that cease to be licensable during the licensing process	Initial application fee with no refund
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the Council	Additional charge for noncompliance with the TEN (£150) in addition to initial licence fee
Enforcement action under Part 1 of the Housing Act 2004 relating to a licensed HMO	No reduction in the charge for taking enforcement action
Assistance with the application form at LBR office.	£50 for 1 hours assistance
Visit to provide assistance with completing drawings as part of the application	£100 per visit and assistance in producing diagrams

If you have further queries or wish to make a payment please ring 020 8708 4845.

If you wish to post your application, please do so to the address shown at the end of the form, ensuring that you enclose a cheque made payable to London Borough of Redbridge for the correct fee. Failure to send the fee would negate the application.

Application forms emailed to: Property.licenceapplications@redbridge.gov.uk