

STOCKTON-ON-TEES BOROUGH COUNCIL

**SELECTIVE
LICENSING SCHEME
PROPOSAL**

**Appendix 5:
Selective Licensing Fee Proposal**

Standard Application Fee

Application Fee	<p>£178.00 per property.</p> <p>This payment <u>must</u> accompany a selective licence application.</p>
Annual Fee	<p>£95.00 per property.</p> <p>Full payment of the first years annual fee must be made within 30 days of written confirmation from the Council that the application will be approved otherwise there will be no discount or licence issued.</p> <p>The licence will only be issued on receipt of the Application Fee and the Annual fee by the Council.</p>

The applicant will be charged the annual fee(s) from the date of the Selective Licensing designation date.

Where the application is made in the last quarter of the year, a 25% discount may be applied to that year's annual fee. This discount would only be applicable where no additional officer time had been spent in researching or monitoring the property, prior to the application being submitted and where an earlier application was not possible.

The licence holder or applicant will be invoiced when the annual fee payment is due to be paid. To facilitate timely payment, an annual direct payment system will be operated by the Council.

The Council will only give a refund of fees paid to a landlord if a duplicate application has been made or an application has been made for an exempted property by mistake.

The costs covered by the Application Fee include processing the application, administration, guidance / provision of advice and on costs.

The costs covered by the Annual Fee include ongoing scheme administration, monitoring and compliance with the licence.

Fee Discounts	<p>A discount of £50.00 per property will be applied where a landlord is accredited at the time of application**.</p> <p>The discount will be deducted from the total licence fee to be paid (application + annual).</p> <p>**<u>Accredited Landlords</u>: where a landlord is a member of the Council's Landlord Accreditation Scheme, a member of P LuSS (Private Landlords Supporting Stockton) or a member of a national scheme (National Residential Landlord Association 'NRLA' or British Landlords Association 'BLA') at the time of the licence application.</p>
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Late Application Fee

Late Application fee	£278 per property. Where an application is received more than 28 calendar days after the property becomes licensable and reminders are sent. And/or where an incomplete application is received and after being returned to the applicant, the complete application is not received within 28 calendar days from the date it was returned to the applicant. This payment <u>must</u> accompany a selective licence application.
Annual Fee (After a late application)	£95 per property. Full payment of the first year's annual fee must be made within 30 days of written confirmation from the Council that the application will be approved otherwise there will be no discount or licence issued. The licence will only be issued on receipt of the Application Fee and the Annual fee by the Council.

The applicant will be charged the annual fee(s) from the date of the Selective Licensing designation date.

Where the application is made in the last quarter of the year, a 25% discount may be applied to that year's annual fee. This discount would only be applicable where no additional officer time had been spent in researching or monitoring the property, prior to the application being submitted and where an earlier application was not possible.

The licence holder or applicant will be invoiced when the annual fee payment is due to be paid. To facilitate timely payment an annual payment system will be operated by the Council.

The Council will only give a refund of fees paid to a landlord if a duplicate application has been made or an application has been made for an exempted property by mistake.

The costs covered by the Application Fee include processing the application, administration, guidance / provision of advice and on costs.

The costs covered by the Annual Fee include ongoing scheme administration, monitoring and compliance with the licence.

The final fee and the level of the proposed discount will be finalised following the consultation process.