

Valid – 2024/25

SHORT TERM LET LICENCE APPLICATION FEES

Type of Licence	New (1 Year)	Renewal (3 Years)
Home Sharing	£120 per occupant	£360 per occupant
Home Letting	£120 per occupant	£360 per occupant
Home Sharing & Home Letting	£120 per occupant	£360 per occupant

Secondary Letting (Maximum Occupancy)	New/Renewal (1 Year)
1-3	£653
4-5	£1,089
6-10	£2,481
11-15	£3,872
16-20	£5,264
21 and over	£5,869

Temporary Licence (Maximum Occupancy)	Fee
1-5	£250
6-10	£350
11 and over	£600

Temporary Exemption (Maximum Occupancy)	Fee
1-5	£250
6-10	£350
11 and over	£600

Property with HMO licence in place	£120
---	------

Other application types	Fee
Transfer of licence	£120
Provisional licence	20% of the full licence fee based on the maximum occupancy of the premises
Confirmation of a Provisional licence	80% of full licence fee based on the maximum occupancy of the premises
Change of manager	£137
Variation of licence – other than change of manager, capacity increase or change of letting type*	£74 *Capacity increase or change to type of let will require a new application.