

Valid – 2024/25

HOUSE IN MULTIPLE OCCUPATION LICENCE APPLICATION FEES

HMO licence application fees are based on occupant capacity with an option of a one or three year licence as approved by the Councils Regulatory Committee on 29 September 2022

Please note:

- HMO licences in their first year may be granted for a minimum period of 6 months
- Existing licences holders applying for a second or subsequent application ('renewal') for individual properties can apply for either a one or three year licence *

* The grant of a three year licence will only be considered for suitable properties on a case by case basis and can be restricted to one year licence based on the following assessment criteria:

- Premises/landlords that are subject to ongoing monitoring where issues have been identified by council officers
- Premises/landlords that are subject to enforcement action
- Premises/landlords where previous complaints have been upheld
- Premises that have failed to complete remedial work, identified upon inspection, within four weeks from the first inspection date, without prior consent of the council
- Premises where the landlord is unable to provide evidence of continuous safety certificates for the property during the term of the previous licence

All licence application fees are non-refundable, except in exceptional circumstances. Application fees are based on the costs to the Council of processing a licence application and delivering a licensing scheme. Therefore, where a licence is restricted to one year based on an assessment of the above criteria, any refund of the balance of the application fee will not be offered.

Number of Occupants	Fee (£) (1 year application)	Fee (£) (3 year application)
3	253	653
4	471	871
5	689	1,089
6	967	1,367
7	1,246	1,646
8	1,524	1,924
9	1,802	2,202
10	2,081	2,481
11	2,359	2,759
12	2,637	3,037
13	2,915	3,315
14	3,194	3,594
15	3,472	3,872

16	3,750	4,150	
17	4,029	4,429	
18	4,307	4,707	
19	4,585	4,985	
20	4,864	5,264	
21-30	5,469	5,869	
31-40	6,074	6,474	
41-50	6,679	7,684	
51-60	7,284	8,289	
61-70	7,889	8,894	
71-80	8,494	9,499	
81-90	9,099	10,104	
91-100	9,704	10,709	
101-150	10,672	11,676	
151-200	11,640	12,643	
201-250	12,608	13,610	
251-300	13,576	14,577	
301-350	14,285	15,544	
351-400	14,544	16,511	
401-450	16,480	17,478	
451-500	17,448	18,445	
501-550	18,416	19,412	
551-600	19,384	20,379	
> 600	Increase of £567 per banding of 100	Increase of £968 per banding of 100	

Percentage discount available for charity registered with The Scottish Charity Regulator (OSCR) and linked to homeless and / or vulnerable adult accommodation

Educational institutions – Property owned and managed by a charity registered with The Scottish Charity Regulator (OSCR) would be considered eligible for a 50% fee reduction

MISCELLANEOUS FEES

CERTIFIED COPY LICENCE

£61 – per copy