


HMO AND CARAVAN SITE LICENSING FEE CHARGES FOR 2022/23

Item CH 21/33 referred from Communities and Housing Advisory Board of 9 November 2021

The report provided an update of the existing fees charges to licence a house in multiple occupation (HMO) or caravan site for permanent residential use and the recommended fee charge following a review of the costs to process the respective applications. The proposals if adopted would result in fee increases for both HMO and Caravan site licencing.

RECOMMENDED: that charges from the 1 April 2022 be agreed as follows: 

- (1) £570 for processing a new mandatory HMO licence application;
- (2) £520 for the processing of a renewal application for a mandatory HMO licence;
- (3) £410 for processing a new caravan site licence application where the use of the site is for permanent residential use;
- (4) £200 for the transfer of a caravan site licence for a permanent residential use site; and
- (5) £235 for processing a fit and proper person test application for licence holders of relevant protected sites other than non-commercial family occupied sites.

***Referred to Cabinet**