

Fees

How Much Will a Licence Cost?

Licensing costs will be dependent on accreditation and time of application. Merton council will be offering an “Early Bird” discount of 10% to those who apply for a licence within the first two months of the scheme. A discount of 10% of the total fee will be applied to the part B payment, followed by the accreditation discount where applicable.

An applicant who is accredited under, or is a member of one of the following recognised schemes, may be entitled to a discount of £50.00:

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- National Approved Lettings Scheme (NALS)
- UK Association of Lettings Agents (UKALA)
- Association of Residential Lettings Agents (ARLA)
- Royal Institution of Chartered Surveyors (RICS)

Applicants who are both accredited and apply within the Early Bird timeframe will receive a combined discount.

Discounts will be determined on submission and assessment of the full application and supporting documents. A discount will not apply where:

- a) The Council has made two or more consecutive requests for additional supporting documents or information.
- b) The Council has served a warning letter or notice for failure to license a property.

Licence fees are payable in two instalments. Part A fees are payable at the application stage. If the licence application is refused by the Council or withdrawn by the applicant, the Part A payment will not be refunded.

Payment in respect of the Part B instalment will be required to be paid once the application has been assessed and the decision made to grant a licence. This payment will be required to be made within 7 days.

The licensing fees, including available discounts, are presented in the following tables:

Selective Licensing

	Part A	Part B	Total Fee
Standard Fee	£247	£405	£652
Early Bird	£247	£340	£587
Accredited Landlord	£247	£355	£602
Accredited Landlord & Early Bird	£247	£290	£537

Additional Licensing

Additional Licence number of bedrooms	Part A	Part B	Standard (no discount)
2	£247	£868	£1,115
3	£247	£918	£1,165
4	£247	£968	£1,215

Additional Licence number of bedrooms	Part A	Part B	Early Bird Licence Fee
2	£247	£757	£1,004
3	£247	£802	£1,049
4	£247	£847	£1,094

Additional Licence number of bedrooms	Part A	Part B	Accredited Landlord
2	£247	£818	£1,065
3	£247	£868	£1,115
4	£247	£918	£1,165

Additional Licence number of bedrooms	Part A	Part B	Early Bird & Accredited Landlord
2	£247	£707	£954
3	£247	£752	£999
4	£247	£797	£1,044

Additional charges are as follows (these apply to both selective and additional licences):

Process	Fee
Revocation of Licence	None
Application following revocation of licence	New Application Fee
Application refused or rejected	Part A Fee
Application withdrawn by applicant	Part A Fee
Temporary Exemption Notice (TEN) made by the Council	None
Application received following expiry of a TEN made by the Council	New Application Fee

Multiple properties in a single block

Where a multiple-dwelling application is made where the applicant owns, manages, and has control of multiple properties in a single block for which the application is submitted, the normal fee is applicable on the first property, and for subsequent properties a discount of a further 10% off the full fee is applied. This will be taken from the part B sum, in a similar fashion to the other discounts outlined above.

Three examples of the application of this 10% discount are provided below:

Example of Application of Multi-Property Discount	Part A	Part B	Total Fee
Standard Selective Licensing Fee (1st property in a single block)	£247	£405	£652
10% Multiple dwelling discount on further properties within that block: (10% of £652 full fee = £65 discount on part B)	£247	£340	£587
Early Bird Selective Licensing Fee (1st property in a single block)	£247	£340	£587
10% Multiple dwelling discount on further properties within that block: (10% of £652 full fee = £65 discount on part B)	£247	£275	£522
Accredited Landlord & Early Bird Selective Licensing Fee (1st property in a single block)	£247	£290	£537
10% Multiple dwelling discount on further properties within that block: (10% of £652 full fee = £65 discount on part B)	£247	£225	£472

Licences will be issued for a maximum period of five years. The Council may issue a licence for a shorter period where evidence of concerns relating to the management of the property exists.

In accordance with the Housing Act 2004 section 87(7), the fee amounts are based on:

- a) The staff employed to process and issue the application; and
- b) The costs of monitoring and delivering the scheme, including staffing, operating the scheme, inspections, and enforcement.