

Brent Licencing Fees

Licence Applications Fees

Scheme		Full fee
Mandatory	Application, processing and inspection of up to 5 habitable rooms (lounge, dining room or bedroom)	£540
	For each additional habitable room a charge per room of....	£25
Additional		£540
Selective		£340

Licence Applications Renewal Fees - *Where applicant makes a declaration to confirm no changes to circumstances or property since 1st application*

Scheme		Full fee
Mandatory –	Application, processing and inspection of up to 5 habitable rooms (lounge, dining room or bedroom)	£440
	For each additional habitable room an additional charge per room of....	£25
Additional		£440
Selective		£300

Additional charges associated with the application process

	Fee
Council assistance provided to complete an application.	£50
<i>For those applicants that are not able to complete an online application form the Council will offer an assisted service. This will enable you to make an application by telephone or by coming into Brent's Civic Centre, by appointment, and we will help you complete the form on line.</i>	

Other fees and charges

Application type	Fee or charge
Taking a licence back (revocation)	None
Application to licence after one has been taken away	Initial application fee
Applicant withdraws application	Initial application fee with no refund
Mistaken application	Refund
Temporary Exemption Notice (TEN) made by the council	No fee
Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	Initial application fee
Change of licence type - for example, if a single dwelling is re-let as a House in Multiple Occupation	New application fee
Reminder letter issued	£15
Missed inspection appointment	£100
Finders fee – where a licensable property was found by the Council (landlords may still be subject to prosecution by the Council for operating an unlicensed rental accommodation).	£300

Licence variation fees - *For a licence variation where the property is already licensed.*

Proposed variation to the licence	Fee
Change of details of any existing licence holder, manager, owner, mortgagor, freeholder or leaseholder	None
Change of mortgagor, owner, freeholder and leaseholder (unless they are also the licence holder or manager)	None
Reduction in the number of occupiers and/or households for licensing purposes	None
Variation of licence started by the council	None
Change of manager (unless they are also the licence holder)	None
A larger number of occupiers and/or households for licensing purposes through increasing the number or size of rooms, and/or amenity provision (unless there is a change of licence type - from Selective to Additional)	None
Change of the existing licence holder	A new application must be made

Discounts

	Fee Reduction
Landlord Accreditation Scheme Membership	£40