



Housing Fees and Charges 2019/2020

	Net	Vatable	VAT code	Gross	Comments
Standard HMO licence fee (for up to 5 units)	£737.55	N	YO	£737.55	HMO licence (or the renewal of an HMO licence) in respect of an HMO that has up to five units of living accommodation.
HMO licence - additional fee per unit (for 6 or more units)	£37.20*	N	YO	£37.20	*To be added to the standard fee above for HMO with 6 or more units.
Early renewal discount	£100.00	N	YO	£100.00	Charge when renewal is completed within 28 days of the current licence expiring. The discount is discretionary dependant on previous licence compliance.
Practical assistance with the completion of an application	Hourly Rate tbc price on application	N	YO		Charge made when it is necessary for an officer to sit with the applicant to assist them with completing an application.
Missed or cancelled visit or inspection	£50.00	N	YO	£51.65	Charge when a licence applicant fails to attend a pre-arranged HMO inspection or cancels a pre-arranged inspection with less than 24 hours' notice.
Service of an improvement notice	Hourly	N	YO		Charge when DDC serves an improvement notice



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	Rate tbc price on application				because the owner or landlord has failed to engage with the Council or it is unlikely that an initial informal approach will result in a satisfactory resolution.
Service of a Prohibition Order	Hourly Rate tbc price on application	N	YO		Charge when DDC serves a Prohibition Order because all or part of the property cannot be occupied safely and a resolution cannot be achieved by way of an informal agreement.
Service of an Emergency Prohibition Order	Hourly Rate tbc price on application	N	YO		Charge when DDC serves an Emergency Prohibition Order because there is an imminent risk of serious harm to the health and safety of the occupier/s in all or part of the property.
The use of Emergency Remedial Action	Hourly Rate tbc price on application	N	YO		Charge when DDC undertakes Emergency Remedial Action because there is an immediate risk of serious harm to the health and safety of the occupier/s in all or part of the property.
Works in default	Cost of Works tbc price on application	N	YO		Charge when DDC carries out works because the owner or landlord of the property has failed to comply with a statutory notice and, on its own, prosecution would not ensure the health and safety of the occupier/s.
Immigration and compliance Visit and Report	£206.63	Y	SO	£247.95	Charge when DDC is asked to provide a report on the suitability of a home to accommodate someone from abroad who is applying to reside in the UK.