

Selective Licensing

Schedule of proposed fees, charges and discounts

1. Payment of fees

- 1.1. The licence fee is payable in two parts.
- 1.2. Part A will be payable on submission of the application. This payment covers the processing and administration of the scheme and the costs of determining the applications received.
- Should the application be refused or rejected by the Royal Borough of Greenwich or withdrawn by the applicant, the Part A payment will not be refunded.
- 1.3. Part B will be payable once the application has been assessed and the decision is made to grant the licence. This payment covers administration, management and enforcement of the licensing functions of the scheme.
- 1.4. The final licence will not be issued until the full fee has been paid.

2. Selective Licence fees

Licence applicants will be required to pay a fee for each property that needs a licence. The proposed Selective Licence fee is £922 per property.

Total fee	Part A fee	Part B fee
£974	£407	£567

3. Discounts

Discount type	Description	Discount	Part A	Part B	Total payment after discount
Accredited landlord	Landlords accredited or members of specified schemes (Refer to 3.1 below)	10%			£876.60

3.1. Accredited landlords

If you are an accredited landlord under one of the following schemes you may be entitled to a 10% discount (from the Part B fee):

- London Landlord Accreditation Scheme (LLAS)
- National Residential Landlords Association (NRLA)
- UK Association of Letting Agents (UKALA)

3.2. Discounts will be determined on receipt of a full application and all supporting documents.

3.3. Discounts will not be applicable where the Royal Borough of Greenwich has:

- not received all listed supporting documents at time of application
- served a warning letter for failure to licence the property
- received a complaint or intelligence about the property being unlicensed.

4. Licence variation fees

Action	Applicable fee
Change of licence holder's address	None
Change of manager's address	None
Change/appointment of manager (unless they are also the licence holder)	None
Change of name (marriage/divorce/deed poll)	None
Change in amenities	None
Reduction in the number of maximum occupiers and/or households for licensing purposes	None

5. Other fees and charges

Action	Applicable Fee
Change of licence holder	New application fee
Revocation of licence	None
Application to licence following revocation of licence	New application fee
Application refused or rejected by the council	Part A payment
Application withdrawn by the applicant	Part A payment
Temporary Exemption Notice (TEN) made by the council	None

Application received following the expiry of a Temporary Exemption Notice (TEN) made by the council	New application fee
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