



If you have more than one property in multiple occupation (HMO) you will need to complete a separate application form for each property. Please complete the form carefully and refer to the guidance notes to assist you in completing the form. The following checklist provides details of the documentation that must be provided with this completed application form.

- Appropriate fee (see below for details)
- One passport sized photo (35mm x 45mm only)
- Landlords Gas Safe Record and/or
- OFTEC CD/12 Landlord Oil Installation Check form
- Electrical Installation Condition Report BS7671: Part P
- For the Proposed Licence Holder
- 1 Clear copy for proof of identity + 1 clear copy x proof of address

The following documentation must be provided if available and applicable:-

- Fire alarm Installation/Inspection and servicing report
- Emergency Lighting Periodic inspection and testing certificate
- Fire Safety Risk Assessment
- Fire extinguisher maintenance certificate
- Energy Performance Certificate (EPC)
- Building Regulations Completion Certificate
- Planning Approval (for any conversion or change of use to HMO)
- PAT Test for portable electrical equipment
- Clear copy of Tenancy agreement

Property layout plans are required for each storey of the building, showing the location, dimensions and heating and electrical installation details of all rooms within the property. Layout plans should also show the location of all fire precaution equipment.



FEES

The following schedule of fees and discounts will apply for all applications as of 1st April 2024, and will be reviewed annually.

Mandatory HMO licensing fee per habitable room for 1 to 14 rooms inclusive (*)	
New Licence	£304.00
Renewal of Licence (subject to renewal criteria being met)	£255.00
Mandatory HMO licensing fee per habitable room for 15th to 25th rooms inclusive (*)	
New Licence	£54.00
Renewal of Licence (subject to renewal criteria being met)	£45.00
Mandatory HMO licensing fee per habitable room for 26th room upwards (*)	
New Licence	£26.00
Renewal of Licence (subject to renewal criteria being met)	£19.00
Additional HMO licensing fee per habitable room (for those not subject to mandatory fee)	
New Licence	£304.00
Renewal of Licence (subject to renewal criteria being met)	£255.00
Additional service charges	
Administration charge for the amendment of HMO licence details. (One-off charge for the remaining duration of the licence)	Up to £299.00
Replacement HMO licence	£39.00
Copy of HMO register	£52.00
Reversion to family home refund	
Partial refund – where HMO reverts to a single family home or is sold within the 5 year licence period, and where less than 2 visits have been carried out.	Up to £255.00



#For the purposes of the HMO Licence fee, a habitable room is a bedroom or a living room. Combined kitchen/ diners or kitchen/ living rooms will not be classed as habitable rooms unless the living or dining space within them is required in order to meet the space standards requirements (contained within CCC Accommodation Standards). Similarly, an additional dining room provision, where a separate lounge is also supplied, will not be chargeable. Note, the licence will contain restrictions on the number of occupants which will prevent the room from being converted into a bedroom under the licence.

*50% discount applies for larger HMOs providing for the accommodation needs of the University (but not directly owned or managed by the University) provided they registered and fully compliant with the ANUK code of practice for student accommodation.

Renewal criteria for renewal discounted rate;

- Application is received prior to the expiry of the existing licence and
- Licence Renewal Application is full and complete including all certification, documentation and appropriate payment and
- The licence holder has, for the previous licence period complied with all licence conditions (including submission of the annual Gas Safe Certificate if applicable) and
- The licence holder and/or nominated manager are appropriately registered and licensed with Rent Smart Wales, and
- There has been no Housing Act 2004 Part 1 Notice has been served on the licence holder/person in control within the previous licensing period.

From 01/04/2018, HMO licence application fees (for both new and renewal) will be split into two parts - pre and post-issue amounts. The full amount will be payable at application, with a refund issued if the application is considered and refused. These amounts will be split as follows:

New applications: 80% pre-issue; 20% post-issue

Renewal applications: 90% pre-issue; 10% post-issue