

**Croydon Private Rented Property Licence 2020 [CPRPL 2020]
 Proposed selective licensing fee structure.**

Changes that are new or have been amended since the consultation exercise ended are highlighted as blue text to allow the changes to be easily identifiable.

<u>Licence fee structure</u> <u>(per dwelling)</u>			
licence issued for 5 years	Total Fee	Part A	Part B
Single dwelling licence (new application)	£350.00	£185.50	£164.50
Single dwelling licence (standard fee)	£750.00	£397.50	£352.50
Multi-let application (>1 dwelling) (new application)	£300.00	£159.00	£141.00
Multi-let application (>1 dwelling) (standard fee)	£650.00	£344.50	£305.50

A reduced licence fee for 'new' licence applications is available. To be eligible;

1. During the CPRPL 2020 grace period, for dwellings previously licenced under CPRPL 2015 (licence identical to that previously issued) (grace period is to be a minimum of three months prior to the start of the new designation), OR
2. A dwelling is being let for the first time such as through construction (new build, conversion, tenure change) and a duly made application is made within one calendar month of the first tenancy term commencing. (Tenancy agreement to be uploaded with application), OR
3. **A privately rented dwelling moving into new ownership and the application is from an existing licence holder under CPRPL 2020, (where application is made within one month of the purchase completion) (regardless of previous dwelling tenure).**

The fee for an Almshouse is £30 (Part A payment only).

<u>One Year Licence</u> <u>fee structure</u> <u>(per dwelling)</u>			
(no additional discounts)	Total Fee	Part A	Part B
Single dwelling licence (one year)	£468.00	£397.50	£70.50
Multi-let application (>1 dwelling) (one year)	£405.60	£344.50	£61.10

One Year Licence - for when the council determine a licence for less than 5 years should be granted. This will allow higher levels of monitoring or a licence holder needs time to get his/her property management in order. No reduced licence fee is available.

At the end of the one year a new application will be needed. The council may refuse to issue a licence or issue a licence of a further one year or a five year licence.

Eligibility for a licence or reduced fee to be considered in line with the Public Realm Enforcement Policy and [the policy relating to the granting of a licence.](#)

Other fees and charges.

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These fees are applicable as appropriate in relation to licensing applications, or where properties are licensed.



<u>Licensed Premises Proposed Licence Variation</u>	<u>Variation Application Fee</u>
Change of address details of any existing licence holder, manager, owner, mortgagor, freeholder, leaseholder etc.	No fee
Change of mortgagor, owner, freeholder, and leaseholder (unless they are also the licence holder or manager)	No fee
Reduction in the number of maximum occupiers and/or households for licensing purposes	No fee
Variation of licence instigated by the council	No fee
Change of licence holder (e.g following sale)	Application fee
Change of manager (unless they are also the licence holder)	No fee
Increase in the number of maximum occupiers and/or households for licensing purposes, through increasing the number of habitable rooms, change in room sizes, and/or amenity provision	No fee

<u>Action</u>	<u>Applicable Fee</u>
Processing of Temporary Exemption Notice	No fee
Revocation of licence	No refund of application fee
Application to licence following revocation of licence	Application fee
Application refused by the council	Part A application fee not refunded
Application withdrawn by the applicant	Part A application fee not refunded
Application made in error and not granted e.g. duplicate or exempt.	No fee, and a refund of the Part A fee will be made.
Non-payment of the Part B payment	Licence will be determined as not duly made.
Providing support with licence application	No fee
Properties that cease to be licensable during the licensing process (as when planning permission subsequently refused)	No refund of application fee
Enforcement action under Part 1 of the Housing Act 2004 relating to a licensed property (Charged under The Housing Act 2004, Section 49)	A separate charge for action, currently £650 for notice with additional £100 per hazard.