

## The proposed fees to apply to licence applications

The following fees are proposed to apply to all licence applications within the proposed selective licensing scheme:

Application type	Fee	Notes
<b><u>Licence applications</u></b>		
Selective licence application made before the commencement of the scheme – any landlord	No fee	<p><i>Applies where a valid application is made online before 0001hrs on the first day of operation of the selective licensing scheme.</i></p> <p><i>This fee ceases to apply for all applications following commencement of the scheme</i></p> <p><i>Maximum 5 year licence period</i></p>
Selective licence new application made after the commencement of the scheme – newly acquired property	No fee	<p><i>Applies where the property is purchased by the applicant following commencement of the selective licensing scheme and either;</i></p> <p><i>i) a valid application is made online prior to occupation, or;</i></p> <p><i>ii) where the property is purchased with sitting tenants a valid application is made within 28 days of the property purchase.</i></p> <p><i>Changes of ownership between family members or other relations do not qualify for this fee exemption</i></p> <p><i>Maximum 5 year licence period</i></p>
Selective licence new application made after the commencement of the scheme	£560.00	<i>Maximum 1 year licence period</i>
Selective licence new application made after the commencement of the scheme – accredited landlord	£200.00	<p><i>Applies where the proposed licence holder is an accredited landlord within the Woking Private Landlord Accreditation Scheme or other recognised accreditation scheme (e.g. NLA, RLA, LLAS)</i></p> <p><i>Maximum 1 year licence period</i></p>

Application type	Fee	Notes
<u>Licence renewals</u>		
Selective licence renewal application	£420.00	<p><i>For renewal of licences issued for less than five years within the proposed scheme</i></p> <p><i>New application (and fee) required if renewal application is not received before licence expires</i></p>
Selective licence renewal application – accredited landlord	£200.00	<p><i>Applies where the proposed licence holder is an accredited landlord within the Woking Private Landlord Accreditation Scheme or other recognised accreditation scheme (e.g. NLA, RLA, LLAS)</i></p> <p><i>New application (and fee) required if renewal application is not received before licence expires</i></p>
<u>Licence variations</u>		
Change of licence holder	New application fee	<p><i>Licences are not transferrable and where there is a change of licence holder a new application will be required</i></p> <p><i>Note fee exemptions set out above in certain circumstances</i></p>
Change of property owner, freeholder, mortgagor and leaseholder	No fee	<i>Does not include change of licence holder</i>
Change of property manager	No fee	<i>Does not include change of licence holder</i>
Change of address details	No fee	<i>For a changes of address for any party</i>
Increase in the maximum number of occupiers	No fee	
Increase in the number of rooms, or changes in room sizes and/or amenities	No fee	
Licence variation instigated by the Council	No fee	
<u>Licence revocations</u>		
Revocation of licence	No fee	<i>No refund applicable where licences are revoked before their expiry date</i>
Licence application following revocation	New application fee	

Application type	Fee	Notes
<u>Others</u>		
Licence application refused	Application fee	<i>No refund given</i>
Property ceases to be licensable during the application process	Application fee	<i>No refund given</i>
Application withdrawn by applicant	Application fee	<i>No refund given</i>
Application made in error	No fee	<i>Any application fee paid refunded</i>

The proposed fees would apply from the commencement of the scheme until 31 March 2018 and will be reviewed annually in accordance with the Council's Fees and Charges Policy.