

AGENDA NOTE

LICENSING COMMITTEE – HOUSES IN MULTIPLE OCCUPATION (HMO) - FEES

HMO Fees require to be reviewed to take into account any changes in the cost of providing this service. Scottish Government Statutory Guidance indicates that 'fees charged in relation to a licensing regime must be reasonable and proportionate to, but not exceed the costs of all the procedures required to carry out this function. A periodic review, at the discretion of the local authority, should be sufficient for the purposes of reviewing costs and setting fee levels'. The opportunity has also been taken to consolidate the fee scale into a single fee scale whether an application is a New or Validation application. This reflects the similarity in workload between processing new and validation applications. This approach will increase the number of re-inspections carried out in respect of a Validation application from 1 to 2, in line with the approach to New applications.

The proposed revised fee scale, to come into force on 29th June, 2020, is as follows:

Application Occupancy levels	Initial Fee	Additional Inspection fee
3 to 5 persons	£1200	£75
Up to 10 persons	£1275	£75
Up to 20 persons	£1500	£75
Up to 30 persons	£1625	£75
Up to 40 persons	£1880	£75
Up to 50 persons	£2125	£75
Up to 75 persons	£2700	£75
Up to 100 persons	£3200	£75
Up to 200 persons	£5600	£75
Over 200 persons	£8000	£75

The fee for each occupancy level is two parts, the basic fee and an additional fee charged for each individual additional inspection over and above the maximum number of inspection visits indicated in the Guidance Notes and Standards for Shared Accommodation. Additional Inspection fees will only be raised where an excess number of inspections are required.

Variations

Where an applicant/licence holder wishes to vary his licence/licence application as a result of a proposed change in occupancy level, a change of day to day manager or as a result of a physical change to the layout of the property, an application will be required to enable a new licence to be granted. A reduced application fee will apply, as indicated below:

Variation	Reduced Application Fee
Change of Ownership prior to Committee	£210
Change of Manager	£210
Change of Occupancy	£210
Physical change to the property	£210

Refusal or Withdrawal of an Application

Where a licence is refused or withdrawn prior to being referred to the Licensing Committee, the applicant will be eligible for a refund of £210 on the application fee.

In view of the timescales involved this report was approved by the Chief Executive in consultation with the Convener of the Licensing Committee, Labour Group Spokesperson, Conservative Group Spokesperson, Liberal Democrat Group Spokesperson, the Independent Member and the Lord Provost.

David Martin
Chief Executive

24th June 2020
Date

Stewart Hunter
Convener of Licensing Committee

24th June 2020
Date

Kevin Keenan
Labour Group Spokesperson

2nd July 2020
Date

Derek Scott
Conservative Group Spokesperson

26th June 2020
Date

Fraser Macpherson
Liberal Democrat Group Spokesperson

25th June 2020
Date

Gregor Murray
Independent Member

25th June 2020
Date

Ian Borthwick
Lord Provost

24th June 2020
Date