

## Decision under Delegated Powers Fees and Charges for Private Sector Housing

### Officer Requesting Decision

Rebecca Short- Private Sector Housing Manager

### Officer Making the Decision

David Harris – Head of Strategic and Private Sector Housing

### Recommendation

To approve the fees and charges for 2014/15

### Reason

To deliver the annual review of fees and charges for services provided.

### Authority for Decision

By virtue of Item 1 of the delegations to Heads of Service in section 8.3 of the Constitution gives authority to undertake the periodic review of fees and charges raised within their service areas and falling within the scope of the Council's Income and Charging Policy Framework.

### Decision and Date

Approved   
8.04.14 14.41 pm.

### Background

Cabinet Minute 163:2007 details the introduction of a charge, based on the officer hourly rate (with all on-costs), plus administration costs (15%) in respect of enforcement actions specified in s.49 of the Housing Act 2004. As such, the associated fees for such action in 2014/15 are detailed within the fees schedule below.

A periodic review is undertaken to consider the fees and charges made by the Council for the services it provides. The certificate fees recommended for 2014/15 have been increased in line with inflation at 3.8% (since the last review in March 2012- published DD10 12/13). The increased certificate fees in are set out below in the Private Sector Housing Fees Schedule, which, for completeness includes all of the Private Sector Housing fees and charges :-

**Private Sector Housing Fees Schedule**  
**Licence Fees**

<b>HMO Licence Applications:</b>	<b>Fee</b>
Basic Licence Fee	£610.00
Proposed licence holder accredited by DASH (formally EMLAS)	£500.00
Multiple applications with the same proposed licence holder.	£610.00 for first property then £500.00 per property thereafter
Multiple applications with the same DASH accredited proposed licence holder	£500.00 for first property then £390.00 per property thereafter

**Re-Licensing Applications:** (only applicable if valid application received before expiry of existing licence)

Re-licence fee	£500.00
Proposed re-licence holder accredited by DASH (formally EMLAS)	£390.00
Multiple re-licensing applications with the same proposed licence holder	£500.00 for first property then £390 per property thereafter
Multiple re-licensing applications with the same DASH accredited proposed licence holder	£390 for first property then £280 per property thereafter
Property with more than 6 lettable rooms	One of the above charges, plus £10.00 per additional room

**Certificates**

Accommodation Certificate	£67.40
Corrections to Issued Certificate	£23.85

**Housing Act 2004 Enforcement Action**

In accordance with s.49 of the Act, based on Officer hourly rate (inc. on-costs)	£37.39 - £48.03 (Officer hourly rate range (inc. on costs))
--	---

**Works in default**

Administration cost	plus 15% of cost of work
---------------------	--------------------------

**Financial Implications**

Income for services is included in the overall budgets for the Private Sector Housing services.

**Risk Management**

There are no risks associated with this decision

Key Decision: No

Background Papers: None