



# Houses in Multiple Occupation (HMO) Licensing Fee Schedule

Telford and Wrekin

December 2025

## HMO Licensing Fee Schedule

The fee for a five year (in certain circumstances the Council may issue a licence for a shorter duration) additional licence in 2026/2027 will be £1,522.42 per property.

This fee level has been calculated based on financial modelling to establish the operating cost of the scheme over a 5-year period and bench marked against neighbouring authorities.

Our licence fee structure consists of two stages:

The Stage 1 fee must be paid when you make the application for the application process costs.

The Stage 2 fee must be paid within 14 days of Decision to Issue the Licence and it will be a condition of the licence that this fee is paid. We will advise you of the Stage 2 fee if and when we serve our 'Intention to grant the licence' (Draft Licence).

Table 1 – Proposed Additional Licence Fees

| <b>Fee<br/>Stage 1</b> | <b>Fee<br/>Stage 2</b> | <b>Fee<br/>Total</b> |
|------------------------|------------------------|----------------------|
| £1,123.14              | £399.27                | £1,522.42            |

Subject to Cabinet approval, it is proposed that all full and valid applications received within the 3 month lead in period will benefit from a 10% early bird discount.

Table 2 – Additional Fees

|                                           |                     |
|-------------------------------------------|---------------------|
| Pre-Application advisory visit            | £150 per inspection |
| Additional pre-licence compliance visits* | £150 per inspection |
| Missed appointments                       | £150 per inspection |

\* The licensing fee will cover the cost of 2 pre-licence compliance visits. Any additional inspections will be charged.

Variation Fees Schedule

| <b>Licence Variation</b>                                                                           | <b>Fee</b>          |
|----------------------------------------------------------------------------------------------------|---------------------|
| Change of address details of the licence holder, manager or owner                                  | £100                |
| Change of mortgagor, owner, freeholder or leaseholder, unless they are the existing licence holder | £100                |
| Change in the number of maximum occupiers and/or households                                        | £150                |
| Variation of licence instigated by the Council                                                     | No fee              |
| Change of licence holder                                                                           | New application fee |
| Change of manager, provided they are not also the licence holder                                   | £150                |