



Houses in Multiple Occupation (HMO) Licensing Fee Schedule

Telford and Wrekin

May 2026

HMO Licensing Fee Schedule

1. The HMO licensing fee schedule is set out in Table 1.
2. Fee levels have 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.

Table 1

| No of Occupants | Fee Stage 1 | Fee Stage 2 | Fee Total | Licensing Scheme |
|-----------------|-------------|-------------|-----------|---|
| 3 – 5 | £1,123.14 | £399.27 | £1,522.42 | Both 3 – 4 (Occ) Additional 5 (Occ) Mandatory |
| 6 – 12 | £1,240.26 | £399.27 | £1,639.53 | Mandatory |
| 13 – 20 | £1,357.38 | £399.27 | £1,756.65 | Mandatory |
| 21+ | £1,474.50 | £399.27 | £1,873.77 | Mandatory |

3. In 2018 a landmark case (Peter Gaskin vs London Borough of Richmond), resulted in a decision that all Local Authorities are required to introduce a two-stage payment process.
4. The stage 1 fee must be paid when you make the application for the application process costs.
5. The stage 2 fee must be paid within 14 days of the council issuing their 'Decision to issue the licence'.
6. All full and valid additional licensing applications for properties up to 4 occupants will receive a 10% early bird discount between the dates of 20th of May 2026 and 20th August 2026.
7. Table 2 details additional fees associated with HMO Licensing.

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

| Licence Variation | Fee |
|--|---------------------|
| 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 |