

# HMO Licensing

## What's Changing?

From 24 January 2011 the licensing of HMO's within Oxford will be changing. As of this date the following changes will be in place:

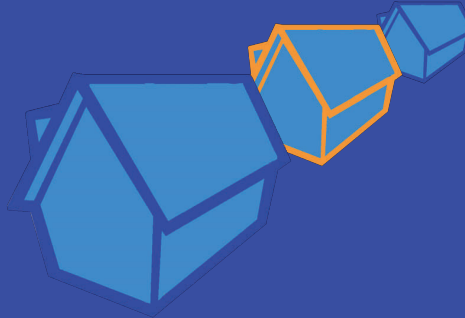
- All HMO's with three or more storeys will be licensable
- All 2 storey HMO's with 5 or more occupants will be licensable
- Online application process
- Paperless licensing process
- New fee structure to benefit well managed properties
- Discounts for accredited landlords and multiple applications.

## Broadening the licensing thresholds

Over the 6 years of the new schemes all HMO's will become licensable apart from certain converted flats.

In order to make the scheme run efficiently it will be phased in, this can be seen below.

5 or more occupants in a 2 storey HMO	24/01/2011
3 or more occupants in a 3 or more storey HMO	24/01/2011
All other HMO's	30/01/2012



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# HMO Licensing

A guide to the changes

## Contact Us:

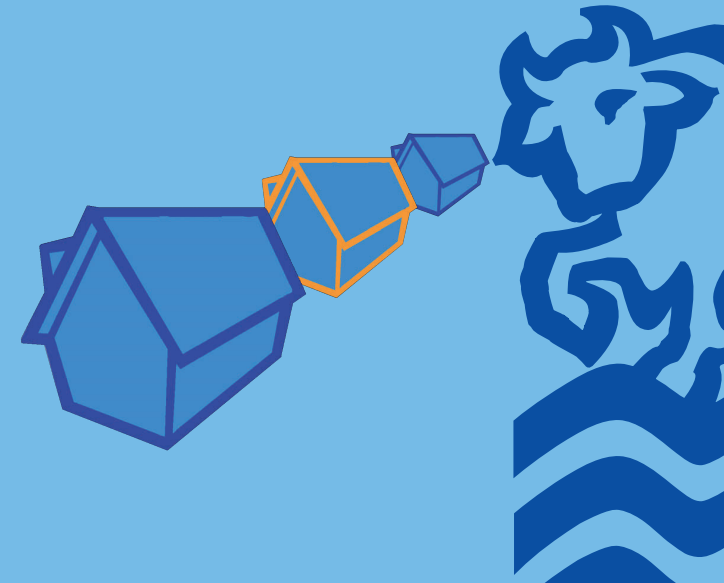
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If you need a translation, larger print version or another format of this document please contact us



[www.oxford.gov.uk/hmo](http://www.oxford.gov.uk/hmo)

## Licensing Fees

These fees are applicable for annual licences and will be effective from 24 January 2011.

All licence renewals after this date will be made on an annual basis.

### Initial Application Fees

Initial application fee for a 3 or more storey HMO	£470 + £20 per bedroom when there are more than 5 bedrooms.
Initial application fee for 2 storey HMOs with 5 or more occupants	

### Renewal Application Fees

Renewal fee for a 3 or more	£172
Renewal fee for a 2 storey HMOs with 5 or more occupants	

### Discounts

Accredited Landlords	10%
Multiple Applications - If you own or manage more than one licensable HMO, you are entitled to the following reductions per property for the initial application	2-19 properties: £20
	20+ properties: £30

## Additional Charges

The new fee structure has been designed to benefit those landlords that manage their properties well.

Those landlords that avoid licensing and have to be found via investigation by the Council will incur further fees

In the event of property being found by	£163
Following second letter sent for an unlicensed HMO	£35

By licensing each property annually a re-inspection will only be required in those properties deemed to be high risk or where there are concerns over their management

Re-inspection fee for 3 storey HMO and 2 storey HMOs with 5 or more occupants	£130
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To improve efficiency of the process we will also charge for missed appointments.

Additional charge for missing an appointment during inspection process	£86
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**For further information on the changes, please visit our website:**

**[www.oxford.gov.uk/hmo](http://www.oxford.gov.uk/hmo)**

## HMO Application Process

### Stage 1.

Fill in the 'Online Proposal' and submit.

### Stage 2.

Within 7 days you will receive an email containing information on the fee and documents required to support your application proposal.

### Stage 3.

Pay online using the reference number supplied in the email received.

### Stage 4.

Send any relevant documents as a scanned image to [hmoapplications@oxford.gov.uk](mailto:hmoapplications@oxford.gov.uk)

### Stage 5.

You will receive an email confirmation of your valid HMO application upon completion of tasks 3 and 4.

### Stage 6.

You will be contacted by your allocated case officer to arrange an inspection of the property.

### Stage 7

Following an inspection of the property the Council will provide a draft copy of the licence conditions to all parties with an interest in the property as a PDF file via email.

The application will then enter a statutory 14 day consultation period; the Council will consider all representations made within this time. Should these representations be deemed acceptable by the Council a new 14 day consultation will start.

### Stage 8

On completion of the statutory consultation period your property will be licensed. You will receive your licence via email as a PDF document.