

Fee and Charging Structure for the Implementation of Selective Licensing for the period 2025-2030

Introduction

1. Part 3 of the Housing Act 2004 outlines that the Authority may require the application to be accompanied by a fee fixed by the Authority. The legislation implies that the full fee should be paid with the application. There is no requirement within the legislation for the Authority to accept staged payments.
2. The fee covers the cost of running the selective licensing scheme and is based upon the average length of time to administer the designation for each landlord and property. Inevitably each application and property will vary in the amount of officer time required.
3. The fee is not connected to the length of time covered by the licence.
4. The Authority is not permitted to make a profit from the introduction of a selective licensing scheme and any surplus must be ring-fenced for use on the scheme. The fees should, however, take account of all costs incurred in administering a selective licensing scheme.
5. Case law in relation to the European Services Directive requires local authorities to separate out the cost of processing an initial application from those costs associated with the ongoing administration of a scheme.
6. All fees are payable in two stages, at the application stage and upon granting the licence.
7. The fee structure will be reviewed annually.

Role of Charging Structure

8. The purpose of this document is to establish a transparent charging policy.

Application Fee

9. All application fees are payable at the application stage. As a result of feedback from landlords, the Council introduced the option of monthly direct debit payments for selective licensing fees over a maximum period of 24 months to help the applicant manage the costs. Each individual request for monthly direct debit payments will be assessed on its own merits and will be decided at the Council's discretion.

Reduced Fees

10. Licenses are non-transferrable. Applications resulting from a change in ownership of a licensed property will be charged the full standard fee.

Fee Reimbursements

11. Applications will be charged the full amount and the payment is to accompany the application form. At the Council's discretion a payment plan may be established to agree to payments to be made over an agreed period; any such plan can only be repaid by direct debit.
12. The Council will issue the applicant with a refund if a duplicate application or an application for an exempted property has been made in error.
13. The fees are not connected to the length of a licence. If a licence is cancelled before it expires, the Council cannot give a refund for any time that remains for the selective licensing designation. A fee will not be reimbursed if a property is sold before the end of the selective licensing designation and the applicant will still be required to pay any outstanding charges due as a result of the application.
14. Where a licence is refused or revoked, the applicant or licence holder will not be entitled to any refund of the application fees and will still be required to pay any outstanding charges due as a result of the application.

Fee & Discounts

15. The fee has been calculated based on the predicted costs to administer the scheme, and the proposed staffing structure.
16. Burnley Council's Good Landlord and Agent Scheme (GLAS) Discount: To reward landlords who are already operating to a minimum legal standard in Burnley, a discount of 30% will apply to any landlord who is an existing member of GLAS. To be eligible for this discount a landlord must have applied to join GLAS before the selective licensing scheme comes into force (by the 25th April 2025) and must subsequently become accredited.
17. Early Application Discount: To reward landlords in these areas who apply within 6 weeks of the designations coming into force, a discount of £100 will be applied to the application fee for their first application, providing the applicant submits a full complete application form and all requested documentation. This £100 discount will be applied to the applicant's first application and the applicant will only be entitled to this discount once. Payment must be received in full or a direct debit payment plan agreed. Failure to continue to make direct debit payments will result in the loss of any early application discount previously supplied.
18. The table below shows the proposed fees if you applied on or before the 26th July 2026

	Upon Application (Part A)	Upon Granting a Licence (Part B)	Total Fee (A+B)
First Application (Not Previously Licensed)	£405	£345	£750
First Application (Not Previously Licensed) With GLAS Discount Applied (30% off total fee)	£283.50	£241.50	£525
Additional Property Application	£370	£300	£670
Additional Property Application with GLAS Discount Applied (30% off total fee)	£259	£210	£469

19. The below table shows the proposed fees if you applied for your application on or after the 27th July 2026.

20. From this date, all discounts that are applicable to your application will be deducted from the **Part B** fee, as shown in the below table:

	Upon Application (Part A)	Upon Granting a Licence (Part B)	Total Fee (A+B)
First Application (Not Previously Licensed)	£420	£354	£774
First Application (Not Previously Licensed) With GLAS Discount Applied (30% off total fee)	£420	£121.80	£541.80
Additional Property Application	£420	£274	£694
Additional Property Application with GLAS Discount Applied (30% off total fee)	£420	£65.80	£485.80