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Request/Response

Name of Authority – Rother District Council

How much does your Local Authority charge private landlords for a Mandatory HMO Licence? Please see attached licence fee structure. Please note that this form is not for public use as the on-line application process is still being developed, the on-line fee is omitted at present when sent to a landlord.

How does your Local Authority calculate the licence fee for Mandatory HMOs? The combined fee was calculated using the original CIEH Sussex branch model read in conjunction with a report produced for the East and West Chief Environmental Health Officers group. The initial fee was calculated by subtracting that element that relates to the actual issue of the licence and on-going enforcement activity associated with licensed HMOs. The issue fee includes this element plus a fee to cover the cost of processing an additional payment.

How many mandatory licensable HMOs does your Local Authority estimate to be in your area? 13

What percentage of these do you estimate have been licensed or have an application pending? 100%

If you operate an Additional Licensing scheme, how many additional licensable HMOs does your Local Authority estimate to be in your area? N/A Rother does not have an additional licensing scheme

What percentage of these do you estimate have been licensed or have an application pending? N/A

How has your Local Authority estimated the number of its mandatory licensable HMO housing stock? Taken from the Local Authority (LAHS figures for July 2018) estimate 91

How long on average does it take to process a HMO licence from date of application to date of final licence grant? Depends on if it is an initial licence or a renewal. An initial licence is approximately 8 weeks.

Does your Local Authority inspect all HMOs before granting a licence? If not, what percentage do you inspect prior to granting a licence? All properties are inspected before a licence is issued.

Do you have a target turnaround for processing a HMO licence application? If so, what is it and what percentage of licences are processed within the target? 12 weeks, we do not hold figures for percentages