

**Lancaster City Council**  
**HMO Licensing Fees – 2023/24**

**Standard Fees**

	Fee for Five persons	Fee per additional person	Maximum
New Licence	£700	£53.50	£1100
Re-Licence	£600	£53.50	£1100

**Discounted Fees apply in the following circumstances**

Member of recognised accredited property scheme: Schemes currently included are: <ul style="list-style-type: none"> <li>• Member of the Lancaster City Council accredited property scheme</li> <li>• Member of the Lancaster University Approved Homes Scheme.</li> </ul>	£107.50 per licence
Multiple property owner (Where more than 10 HMO licences are held by the same owner or company).	£107.50 per licence

**Penalty Charges apply in the following circumstances**

These are to cover the additional administrative costs and are not to be confused with the penalty for failure to licence as defined in legislation which carries a fine of up to £20 000.

Late application/renewal of licence (Complete application not received by renewal date)	Standard fee + £107.50
Incomplete application	Standard fee + £107.50
Property found to be operating without a licence.	Standards fee + £107.50

**NOTES:**

- Discounts do not apply where a penalty charge has been made.
- A Licence cannot be transferred to another person.
- An incomplete application is one where there are documents missing or the application form is completed incorrectly.