

Valid – 2026/27

HOUSE IN MULTIPLE OCCUPATION LICENCE APPLICATION FEES

HMO licence application fees are based on occupant capacity with an option of a one or three year licence as approved by the Council's Regulatory Committee on 29 September 2022

Please note:

- HMO licences in their first year may be granted for a minimum period of 6 months
- Existing licences holders applying for a second or subsequent application ('renewal') for individual properties can apply for either a one or three year licence *

* The grant of a three year licence will only be considered for suitable properties on a case by case basis and can be restricted to one year licence based on the following assessment criteria:

- Premises/landlords that are subject to ongoing monitoring where issues have been identified by council officers
- Premises/landlords that are subject to enforcement action
- Premises/landlords where previous complaints have been upheld
- Premises that have failed to complete remedial work, identified upon inspection, within 28 days from the first inspection date, without prior consent of the council
- Premises where the landlord is unable to provide evidence of continuous safety certificates for the property during the term of the previous licence

All licence application fees are non-refundable, except in exceptional circumstances. Application fees are based on the costs to the Council of processing a licence application and delivering a licensing scheme. Therefore, where a licence is restricted to one year based on an assessment of the above criteria, any refund of the balance of the application fee will not be offered.

Number of Occupants	Fee (£)	Fee (£)
	(1 year application)	(3 year application)
3	164	424
4	306	566
5	448	708
6	629	889
7	810	1,070
8	991	1,251
9	1,171	1,431
10	1,353	1,613
11	1,533	1,793
12	1,714	1,974
13	1,895	2,155
14	2,076	2,336
15	2,257	2,517

16	2,438	2,698	
17	2,619	2,879	
18	2,800	3,060	
19	2,980	3,240	
20	3,162	3,422	
21-30	3,555	3,815	
31-40	3,948	4,208	
41-50	4,341	4,995	
51-60	4,735	5,388	
61-70	5,128	5,781	
71-80	5,521	6,174	
81-90	5,914	6,568	
91-100	6,308	6,961	
101-150	6,937	7,589	
151-200	7,566	8,219	
201-250	8,195	8,847	
251-300	8,824	9,475	
301-350	9,285	10,104	
351-400	9,454	10,732	
401-450	10,712	11,361	
451-500	11,341	11,989	
501-550	11,970	12,618	
551-600	12,600	13,246	
> 600	Increase £369 per banding of 100	Increase of £629 per banding of 100	

Percentage discount is available for charity registered with The Scottish Charity Regulator ('OSCR') and linked to homeless and/or vulnerable adult accommodation but not including any charity which is operating as a Registered Social Landlord.

For the avoidance of doubt this discount is not available to any applicant who is not a registered charity irrespective of whether they are providing homeless and or vulnerable adult accommodation.

Educational institutions – Property owned and managed by a charity registered with The Scottish Charity Regulator (OSCR) would be considered eligible for a 50% fee reduction

MISCELLANEOUS FEES

CERTIFIED COPY OF LICENCE

£64 – per copy