

Appendix 1 Proposed Fee Structure following Consultation

In considering and setting the final fee structure for the Selective Licensing Scheme in Wirral, Officers have had regard to both the actual eligible costs which can be included within the fee and also the results and comments obtained from the consultation undertaken. The views of landlords and residents have been considered and were obtained from the on line questionnaire, the Landlord Working Group, specific representations and the Landlord Forums and Resident Drop in Sessions.

Responses from the consultation

From the consultation process, responses to the on line questionnaire were analysed from both landlords who have property within the proposed designated area and residents who live in the proposed areas against all responses received. Each of their responses to the proposed discounts that could be applied to the licence fee where as follows:-

| Discount | Landlord Responses Strongly Agree/Agree | Resident Responses* Strongly Agree/Agree | All responses** Strongly Agree/Agree |
|---|--|---|---|
| Reduce the licence fee for landlords who are signed up to the Councils Accreditation scheme | 59.09% | 60% | 73.57% |
| Reduce the licence fee for landlords with multiple properties | 80% | 35.56% | 48.08% |
| Reduce the licence fee for landlords who submit early licence fee applications | 56.82% | 47.7% | 53.25% |
| Charge a standard fee to landlords who apply after the start date | 25.58% | 65.9% | 56.9% |

*this applies to residents only, private landlords were excluded as their comments have been included in the landlord responses.

**all responses also include landlords with property in the area and residents who live in the proposed areas, as it is not possible to accurately extract these two groups from overall figures because respondents could tick more than

one category in Question 2 of the questionnaire ‘Which of the following apply to you?’.

It is clear that there are differences between landlords and residents on some aspects of discounts namely the landlords feel that they should not be charged a fee if they do not submit an application by the start of the designation, whereas residents feel landlords who do not co-operate should be penalised and charged a fee. Landlords feel they should not have to pay the full licence fee where they own multiple properties due to the fact that after one property is licenced the Council would not have to undertake the same checks for each subsequent licensable property therefore a reduction in administration charge should be applied.

In addition to the on line questionnaire officers have had regard to the views expressed via the Landlord Forums and also the Landlord Working Group. From these sessions, many landlords actually agree with the scheme in principle however their biggest concern was the level of the licensing fee.

Landlords asked for good landlords to be recognised in the fee structure and for there to be flexibility in payment methods. The proposed fee structure was presented to landlord representatives as a draft at the Working Group on 16th February 2015, they agreed with the basis for the fee structure and level of discounts to be applied but were made aware this was subject to elected members final comments.

Proposed Fee Structure

Based on the results and considerations from the Consultation findings the final fee structure is proposed as follows:-

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| Standard Fee | £695 |
| Discount for Accredited Property | £200 |
| Discount for applications submitted within 3 months of commencement or 3 month of buying a property in a designated Selective Licensing Area | £100 |
| Multiple Property Discount | £50 |
| Applications for a license in the last 6 months of the designation will be eligible for an initial discount of 50% (where properties have not been licensable prior to this time) and may be eligible for other discounts as mentioned above | £347.50 |

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| Charge for each incomplete applications | £25 |
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| Charge for yearly direct debits | £45 |
| Charge to vary license* | £35* |
| Charge if late payment if signed up to direct debit payment plan / 2 or more warning letters issued | £50 And any discounts removed |
| Temporary Exemption Notice made by the Council | £35 |

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| Applicants with previous property management/property standards contraventions | £695 for 1 year license |
| Applicants with previous property management/property standards contraventions who have had no further contraventions during the first year | £250 for the remaining term of the licence |

Example: A landlord has 3 properties that are accredited and he applies in the 1st three months of the scheme. He pays **£395.00** for the first property and **£345.00** for subsequent properties.

*Variations must be made for:

- Change of address or existing licence holder, manager, owner, mortgagor, freeholder or leaseholder
- Change of Mortgagor, owner freeholder and leaseholder
- Change in number of permitted occupiers/households

N.B. Change of Licence Holder will require a new application fee.