

TO: THE MONITORING OFFICER
(TOM CLARK, SOLICITOR TO THE COUNCIL)

RECORD OF ACTION TAKEN BY A CABINET MEMBER
UNDER DELEGATED POWERS

Subject: Mandatory Licensing of Houses In Multiple Occupation (HMO's) Fees from the 1st Oct 2018	
Cabinet Member: Councillor Norman Webster, Cabinet Member for Community	
Has the Cabinet Member received a report prior to making the decision?	Yes
In the case of a key decision where the Cabinet Member has received a report, please state the date a copy of the report was made available to the Chair of the relevant Scrutiny Committee and placed in the public domain:	N/A
Record of decision taken: To approve the schedule of fees for Licensing of HMO's from 1st October 2018	
Date of decision: 6.8.18	
Statement of reasons for making the decision: To approve the schedule of fees set in appendix 1 to the report, to take effect from the 1 st October 2018.	
Alternative options considered and rejected: To retain the fees at their current level. This would not be possible as the fees are set to cover the cost of providing the service otherwise there would be a pressure on the budget.	
Code of Conduct Interest of Cabinet Members? If yes, please advise on the nature and whether dispensation in place None	
Is the decision to be protected from call-in? (i.e if any delay would seriously prejudice the Council's or the public's interest) - see Scrutiny Procedure Rule 14 (M)	No
If so, please state:	

Signed: 
Cabinet Member

This record must be forwarded immediately to the Monitoring Officer (TC) and copied to the relevant Cabinet Member.

For Monitoring Officer

Date of publication of Member Information Service Bulletin	
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Date of decision can be implemented (on the Thursday after publication of the Member Information Service Bulletin, unless already protected from call-in)	
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Amendment to Houses in Multiple Occupation fees 2018

REPORT OF: Yvonne Leddy, Business Unit Leader – Environmental Health & Building Control
Email: yvonneleddy@midsussex.gov.uk Tel: 01444 477300

Wards Affected: All
Key Decision No

Purpose of Report

- 1 The purpose of this report is to propose the schedule of fees for licensed Houses in Multiple Occupation (HMO's) from 1st October 2018.

Recommendation

- 2 It is recommended that the Cabinet Member for Community approve the schedule for HMO's fees set out in Appendix 1
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Background

- 3 On the 1st October 2018 the extended mandatory licensing will apply to all HMO's or any type of property occupied by five persons or more, in two or more households, regardless of the number of storeys and where they share one or more of the basic amenities, will require a licence
- 4 The current HMO licence fees need to be amended to correct an administration error on shared houses and to cover larger HMO's that now come within the extended mandatory licensing scheme e.g. staff accommodation linked to hotels etc. The fee set covers the cost of the administration of the 5 year licence.

Policy Context

- 5 Environmental Health services aim to provide effective and responsive services to protect the environment and our communities. This would not be possible if fees did not cover the costs of service provision.

Financial Implications

- 6 The proposed fees will ensure income is in line with the agreed corporate budget.

Risk Management Implications

- 7 None.

Equality and customer service implications

- 8 None identified. Fees are set to cover the cost of providing a housing standards team to licence mandatory HMO's.

Background Papers

- 9 None

LICENSING OF HOUSES IN MULTIPLE OCCUPATION (HMOs)

New Fees from the 1st October 2018

	Initial Fee	Renewal Fee
Shared House		
5 persons	£950	£750
6-10 persons	£960	£760
11-15 persons	£1020	£820
16 and over	£1200	£940
Bedsit		
up to 5 units	£1080	£830
6-10 units	£1200	£950
11 -15 units	£1320	£1070
16 - 20 units	£1440	£1190
21 - 30 units	£,560	£1310
Hostel		
up to 20 residents	£780	£530
21-40	£1025	£725
41-60	£1250	£950
61- 80	£1625	£1125

Existing Fees since 1st April 2018

	Initial Fee	Renewal Fee
Shared House		
5 persons	£950	£750
6-10 persons	£960	£760
11-15 persons	£1020	£820
Bedsit		
up to 5 units	£1080	£830
6-10 units	£1362	£950
11 -15 units	£1320	£1070
16 - 20 units	£1440	£1190
Hostel		
up to 20 residents	£780	£530
21-40	£1250	£725
41-60	£1250	£950
61- 80	£1625	£1125