

City Life Lettings and Private Sector Housing Fees 2023/24	2022/23 £	2023/24 £	Price change £	% Increase
Fees for Mandatory Licensable HMOs (five+ occupants) - NEW application				
Units of Accommodation				
Up to 5	1,354.00	1,449.00	95.00	7.0%
6 to 8	1,368.00	1,464.00	96.00	7.0%
9 to 15	1,383.00	1,480.00	97.00	7.0%
16 to 23	1,413.00	1,512.00	99.00	7.0%
24 and above	1,443.00	1,544.00	101.00	7.0%
Fees for Mandatory Licensable HMOs (five+ occupants) - RENEWAL Application *				
Units of Accommodation				
Up to 5	1,246.00	1,333.00	87.00	7.0%
6 to 8	1,260.00	1,348.00	88.00	7.0%
9 to 15	1,275.00	1,364.00	89.00	7.0%
16-23	1,306.00	1,397.00	91.00	7.0%
24 and above	1,336.00	1,429.00	93.00	7.0%
Fees for all Other Licensable HMOs (additional licensing)				
Units of Accommodation				
2 to 4	987.00	1,056.00	69.00	7.0%
5 to 7 (section 257 HMO's only)	1,040.00	1,113.00	73.00	7.0%
8 and above (section 257 HMO's only)	1,128.00	1,207.00	79.00	7.0%
Fees for all Other Licensable HMOs (additional licensing) - RENEWAL Application* (applicable from 1st Sept 2020)				
Units of Accommodation				
2 to 4	884.00	946.00	62.00	7.0%
5 to 7 (section 257 HMO's only)	937.00	1,003.00	66.00	7.0%
8 and above (section 257 HMO's only)	1,024.00	1,096.00	72.00	7.0%
Other Fees				
Reminder letters for missing documents or annual certificates (first reminder is included in the cost of the licence; per letter)	62.00	67.00	5.00	8.1%
Emergency inspections for incomplete applications (charge per inspection until the property is licensed)	85.00	92.00	7.00	8.2%
Pre-application advice including inspection (charges apply to both types of licences)	60.00	60.00	0.00	0.0%
Missed inspection or inspection cancelled less than 24 hours prior to appointment	65.00	70.00	5.00	7.7%
Penalty fee for unlicensed HMO (charged in addition to the licence fee listed above and any fees for notices and enforcement proceedings)	174.00	188.00	14.00	8.0%
Immigration inspection (per visit)	60.00	64.00	4.00	6.7%
Licence checking and data entering service	55.00	59.00	4.00	7.3%
Worcester City Lettings Agency				
Worcester City Lettings - Introductory lets	250.00	250.00	0.00	0.0%
Worcester City Lettings - Managed Lets - New tenant sign-up fee	250.00	250.00	0.00	0.0%
Worcester City Lettings - Managed Lets - Monthly management fee	8%	8%	0.00	0.0%
Worcester City Lettings - Private Sector Leasing - Monthly management fee	12%	12%	0.00	0.0%
Worcester City Lettings - Legionella Risk Assessment	30.00	30.00	0.00	0.0%

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Enforcement				
Serving of enforcement notices (costs based on officer time and third party disbursements)	On a case by case basis	On a case by case basis	0.00	0.00%
Administration costs associated with the enforcement	57.00	61.00	4.00	7.02%
Charge under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 - The amount of penalty applied shall be a maximum of £5000 based upon a sum of the following elements:				
The costs associated with officer time to investigate and enforce the regulations for the specific case	On a case by case basis	On a case by case basis	0.00	0.00%
The cost to purchase and equip the property with appropriate alarms (cost will be determined by way of an assessment carried out on each property to cover materials and labour cost)	On a case by case basis	On a case by case basis	0.00	0.00%
Administration Costs and Recovery costs associated with the enforcement of the Penalty (£500 recovery cost element)	800.00	800.00	0.00	0.00%
Deterrent Elements				
For Landlords who have been subject to single previous formal action under Housing Act 2004 or other Housing Legislation	1,000.00	1,000.00	0.00	0.00%
For Landlords who are or have been subject to more than one case of formal action under Housing Act 2004 or other housing regulation	5,000.00	5,000.00	0.00	0.00%
Charge under Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a Scheme etc.)(England) Order 2014 (SI 2014 No. 2359) - The amount of penalty applied shall be up to £5000				
For estate agents and property managers who are not part of a government approved redress scheme	5,000.00	5,000.00	0.00	0.00%
Charge under The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 - effective 1 April 2018 - The amount of penalty shall not exceed £5000 based upon the sum of the following)				
For landlords that rent a property with an F or G rating (with no exemption) for less than 3 months	2,000.00	2,000.00	0.00	0.00%
For landlords that rent a property with an F or G rating (with no exemption) for more than 3 months	4,000.00	4,000.00	0.00	0.00%
For landlords that have falsified information on the PRS Exemption Register	1,000.00	1,000.00	0.00	0.00%
For the serving of a compliance notice where the Council believes the landlord to be in breach of regulation 23 (letting of a property with an F or G rating without an exemption) of the Energy Efficiency Regulations at that time or in the last 12 months.	2,000.00	2,000.00	0.00	0.00%
Charge under Housing and Planning Act 2016 - Civil Penalties as alternative to Prosecutions - The amount of penalty shall not exceed £30,000 based on the sum of the following:				
Failure to comply with an Improvement Notice (Housing Act 2004 Section 30) - 1st Offence	5,000.00	5,000.00	0.00	0.00%
Failure to comply with an Improvement Notice 2nd Offence by the same person/company	15,000.00	15,000.00	0.00	0.00%
Subsequent Offence to fail to comply with an Improvement Notice by the same person/company	25,000.00	25,000.00	0.00	0.00%
Failure to obtain a HMO licence (Housing Act 2004 section 72(1) and section 95(1))	10,000.00	10,000.00	0.00	0.00%
Second Offence to fail to obtain a HMO licence by the same person/company	30,000.00	30,000.00	0.00	0.00%
Breach in HMO licence conditions (Housing Act 2004 Section 72 (2)(3) and 95 (2)) - Per Breach	5,000.00	5,000.00	0.00	0.00%
Contravention of an Overcrowding Notice (Housing Act 2004 Section 139)	5,000.00	5,000.00	0.00	0.00%
Second subsequent offence by the same person/company	15,000.00	15,000.00	0.00	0.00%
Failure to comply with Management Regulations (Housing Act 2004 Section 234) - per offence	1,000.00	1,000.00	0.00	0.00%
Second subsequent offence by the same person/company for the same Management Regulation offence - per offence	3,000.00	3,000.00	0.00	0.00%
Acts of omissions demonstrating high culpability	2,500.00	2,500.00	0.00	0.00%
Large housing portfolio (10+ units)	2,500.00	2,500.00	0.00	0.00%
Multiple Category 1 or high Category 2 Hazards	2,500.00	2,500.00	0.00	0.00%
Vulnerable occupant and/or significant harm occurred as result of housing conditions	2,500.00	2,500.00	0.00	0.00%
Perpetrator demonstrates Income to be less than £440/week	minus 50%	minus 50%	0.00	0.00%
Charge under the electrical safety standards in the Private Rented Sector (England) Regulations 2020 - effective 1 July 2020 - the amount of penalty shall not exceed £30,000 based on the sum of the following:				
First offence requiring a remedial notice	1,000.00	1,000.00	0.00	0.00%
Subsequent offences requiring a remedial notice by the same Landlord	3,000.00	3,000.00	0.00	0.00%
Footnotes				
* Renewals - In order to qualify for the renewal price, the application must be submitted before the expiry date of the existing licence.				
Civil penalty fee payments - For any fines over £2,000 we will consider a payment plan of up to 12 months maximum for the full amount to be repaid. The landlord is to set up a standing order every month for the minimum monthly payment.				