Licensing of Houses in Multiple Occupation

# HMO Licence Fees 2025-2026

If you own a property that meets all of the following criteria, you need an HMO Licence:

* The property is rented out
* There are 5 or more persons from 2 or more households and,
* They share any of the following basic facilities; kitchen, bathroom or toilet

Under the houses in multiple occupation licensing arrangements every local authority has to set their own licence fees and ensure their fee structure is fair and transparent. Fees must reflect the reasonable costs of providing the licensing service.

HMO licence fees must be levied in 2 parts:

Part 1: Application Fee (payable at the time of submitting an application) - This element of the fee will cover the costs incurred by the council to process the application up to the point of the decision being made to issue or refuse the licence. **This fee is non-refundable.**

Part 2: Licence Issue Fee (payable within 14 days following receipt of the ‘Notice of Intention to Grant a Licence’) – This element of the fee covers the costs of issuing the licence, as well as operating and enforcing the HMO licensing scheme. Failure to make this payment will leave the property unlicensed and likely to result in enforcement action. This licence fee is not required if the licence application is refused.

HMO licence applications including making the licence fee payment must be made online at [www.chichester.gov.uk/Licensing-of-Houses-in-Multiple-Occupation](http://www.chichester.gov.uk/article/24487/Licensing-of-Houses-in-Multiple-Occupation). Applications without Part 1 payment will be deemed incomplete and will not be processed.

Once an application has been processed a draft licence will be sent to the applicant for comment, along with a request for the Part 2 payment. The final licence will only be issued following receipt of this payment. Failure to pay will result in the Licence not being granted leaving the property unlicensed. Unlicensed properties are liable to legal enforcement action.

**Please note that if a payment is made for the incorrect number of people or upon inspection it is found that the number of occupants that can be accommodated is fewer than the number applied for no refund will be payable. It is the applicant’s responsibility to ensure the property conforms to Chichester District Council’s HMO Standards and does not exceed the maximum number of allowable occupants.**

Please contact the **Chichester District Council’s** **Housing Standards Team on 01243 534570** for further information regarding HMO licensing

Licence fees may be reviewed from time to time to ensure they reflect the full cost of administering the licensing arrangements.

**The fee structure is based on the number of occupants regardless of property type (i.e. shared houses, bedsit-type shared houses or bedsits) with a base fee for five-person occupancy and then an additional fee per person above five persons.**

| **Part 1 Initial Application 5-person base fee-** Payable at time of application**: £975.95** |
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| **Part 1 Each additional occupant –** Payable at time of application**: £63.51 per person** |
| **Part 2 Licence Issue Fee -** Payable prior to the Full Licence being issued**: £474.67** |
| **Licence Amendment Fee –** Payable if Licence needs to be amended **: £54.42** |