



Housing Licences and Registrations fees from 1 April 2023

Immigration Inspection £144

Licensing of Houses In Multiple Occupation (HMOs)

Guide to fee calculation

The fee for a House of Multiple Occupation (HMO) licence is dependent on the type of accommodation and the number of people living in the accommodation. Licence fees cover a five year period. Three types of accommodation have been identified and details of fees for each type are given below.

If it is not clear which fee applies to your property or whether the property requires a licence please contact us to discuss the situation.

Contact: Environmental Health
Housing Standards Team
Mid Sussex District Council
Oaklands Road
Haywards Heath
West Sussex
RH16 1SS
Tel 01444 477292
Email housingstandards@midsussex.gov.uk

'Shared House' accommodation

This type of multi-occupied accommodation consists of a house occupied by a group of unrelated people under a single tenancy. Each occupier has their own bedroom but shares kitchens and bathroom facilities with the other occupiers.

Initial Fee

For a shared house accommodating 5 persons	£1144
For a shared house accommodating 6-10 persons	£1156
For a shared house accommodating 11-15 persons	£1226
For a shared house accommodating over 16 persons	£1426

Renewal Fee

For a shared house accommodating 5 persons	£909
For a shared house accommodating 6-10 persons	£921
For a shared house accommodating 11-15 persons	£968
For a shared house accommodating over 16 persons	£1109

'Bedsit' accommodation

This type of multi-occupied accommodation consists of a house occupied by a number of unrelated people under individual tenancies. Each occupier has their own unit of accommodation but shares bathroom and/or kitchen facilities with the other occupiers. This category includes properties that contain a mixture of self contained and non self-contained units of accommodation.

Initial Fee

For a house consisting of up to 5 individual bedsit units and/or rooms	£1309
For a house consisting of 6-10 individual bedsit units and/or rooms	£1461
For a house consisting of 11-15 individual bedsit units and/or rooms	£1578
For a house consisting of 16-20 individual bedsit units and/or rooms	£1731
For a house consisting of 21-30 individual bedsit units and/or rooms	£1895

Renewal Fee

For a house consisting of up to 5 individual bedsit units and/or rooms	£1121
For a house consisting of 6-10 individual bedsit units and/or rooms	£1156
For a house consisting of 11-15 individual bedsit units and/or rooms	£1273
For a house consisting of 16-20 individual bedsit units and/or rooms	£1415
For a house consisting of 21-30 individual bedsit units and/or rooms	£1566

'Hostel' accommodation

This type of multi-occupied accommodation is occupied by a large number of unrelated people who do not generally have their own room (often the accommodation is in the form of dormitory accommodation). The accommodation is usually for people of a particular category such as migrant workers, backpackers, language students. There are shared facilities such as bathrooms and kitchen and often hostels will be staffed.

Initial Fee

For a hostel with up to 20 residents	£956
For a hostel with 21 to 40 residents	£1238
For a hostel with 41 to 60 residents	£1578
For a hostel with 61 to 80 residents	£1942

Renewal Fee

For a hostel with up to 20 residents	£651
For a hostel with 21 to 40 residents	£862
For a hostel with 41 to 60 residents	£1167
For a hostel with 61 to 80 residents	£1344

Fee Calculation

Type	Fee 1 st April 2023 New application	Fee 1 st April 2023 Renewal
Shared House		
5 persons	£1144 (£768 pre-approval + £376 issue)	£909
6-10 persons	£1156 (£780 pre-approval + £376 issue)	£921
11-15 persons	£1,226 (£827 pre-approval + £399 issue)	£968
16 and over	£1426 (£933 pre-approval + £493 issue)	£1109
Bedsit		
up to 5 units	£1309 (£862 pre-approval + £447 issue)	£1121
6-10 units	£1461 (£980 pre-approval + £481 issue)	£1156
11 -15 units	£1578 (£1038 pre-approval + £540 issue)	£1273
16 - 20 units	£1731 (£1121 pre-approval + £610 issue)	£1415
21 - 30 units	£1895 (£1190 pre-approval + £705 issue)	£1566
Hostel		
up to 20 residents	£956 (£651 pre-approval + £305 issue)	£651
21-40	£1238 (£792 pre-approval + £446 issue)	£862
41-60	£1578 (£1003 pre-approval + £575 issue)	£1167
61- 80	£1942 (£1191 pre-approval + £751 issue)	£1344

Notes

Please note that you can pay the full licence fee or pay the pre-approval and issue parts at different stages in the process.

The pre-approval fee only covers the cost of processing your application

In order for us to issue the licence you will need to pay the fee to issue the Licence (which also covers compliance checks for the life of the licence).

The fee payment forms a part of the licence application – an application without the correct fee is not complete and as such will not be accepted.

If, during the application process, the property is found not to require a licence the fee will be refunded.

The fee is not refundable once a licence has been issued (e.g. if a property is subsequently converted to single occupation during the licence period)